

# Metropolitan King County Council Classification Specification



Position: Auditor 4	FLSA: Salaried, overtime exempt
Department: Auditor’s Office	Salary Grade: 130
Council Approved: Month 00, 2022	Revised:

### Classification Summary

The Auditor series is a five-level career path. Staff in this series conduct objective, independent audits, and other activities in accordance with Generally Accepted Government Auditing Standards.

### Distinguishing Features of the Position

Auditor 4 plans, conducts, and communicates audits and other analytical work under the guidance of an Audit Supervisor, Audit Director, and/or the County Auditor or their designee(s). Auditor 4 works on one or more projects concurrently that may require managing large amounts of information, quantitative and qualitative analyses, synthesizing multi-faceted findings, presenting in public meetings, and interfacing with county leaders and staff. Auditor 4s are expected to participate in officewide work efforts, consistently build and independently manage external relationships, may brief councilmembers with less senior team members, may lead interviews in which conflict or complexity is expected, and may be assigned to coach other staff and/or take the lead on some project elements. Auditor 4 must be able to balance, and deliver on, competing priorities and high workload. The work performed in this classification generally requires a minimal amount of supervisory support, coaching, and editing of written products. This is a salaried, at-will, overtime-exempt position that reports to the County Auditor.

### Career Progression

Auditor 4 is the fourth level within a five-level Auditor professional classification series. Advancement to the Auditor 5 or the Supervising Auditor classifications requires that Auditor 4 incumbents have demonstrated expert understanding of audit principles including audit standards, office policy/process, objectivity, professional skepticism, professional ethics, professional judgment, workload management, and teamwork/culture. To advance, the incumbent must have demonstrated the ability to balance and deliver on competing priorities and high workload and have demonstrated strong competencies in audit-style writing, presenting, council communication, and building positive relationships with internal and external parties.

To advance to Auditor 5, the incumbent must have demonstrated expert skills in eight or more of the following skillsets: project management, survey methods, planning/methodology development, interviewing, documentation, fieldwork, data analysis, equity analysis, finding development, message development, and achieving impact with very little need for supervision.

To advance to Supervising Auditor there must be both a vacant Supervising Auditor position and

an operational need to fill the role. The Auditor 4 must have developed expert competencies in audit-style writing, presenting, council communication, building positive relationships with internal and external parties, and to have successfully mentored and coached staff and show the capacity to supervise, direct, and ensure that all work aligns with audit standards.

### **Essential Duties and Responsibilities**

*The Auditor 4 will perform the duties and responsibilities of lower-level classifications within the Auditor series with less supervision and will also:*

- Coach less senior staff on application of audit standards, office policies, processes, and guidelines; independence, objectivity, professional skepticism, and professional ethics; interviewing; data and analysis.
- Take a leadership role in project risk assessment.
- May be assigned to lead portions of audit work or analysis or review and comment on work of other team members.
- May be assigned to serve as a portfolio lead, assist in work program development.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **Required Knowledge and Skill**

- Extensive professional knowledge of the principles and practices in three or more of the following areas: government performance auditing, Generally Accepted Government Auditing Standards, public administration, budget and accounting, financial planning and analysis, capital projects, information technology, or the equivalent that can aid audit and oversight work.
- Extensive professional knowledge of local government operations and services provided.
- Well-developed quantitative skills to perform statistical, financial, and economic analysis.
- Well-developed qualitative analysis skills.
- Advanced understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities, especially related to King County government.
- Effective skills in clearly and comprehensively documenting work to meet office policy and Government Auditing Standards.
- Excellent organization, project management, and communication skills.
- Advanced experience incorporating the perspectives of multiple communities in the consideration of impacts and outcomes of policy and in technical analysis.
- Advanced working knowledge of software including but not limited to word processing, databases, spreadsheets, presentation, and working knowledge of other applications used by the office.
- Sufficient knowledge of English usage, grammar, and writing frameworks to write audit or oversight reports.
- Advanced skills in interpersonal relations to adapt to diverse personalities and styles, work cooperatively within work teams, facilitate small group discussions, and prepare

and deliver formal presentations.

### **Required Ability**

- Carry out the duties and responsibilities of the position.
- Work independently and manage workload with multiple and concurrent assignments and tight deadlines.
- Interpret, and apply Generally Accepted Government Auditing Standards, King County Code, and local, regional, state, and federal mandates.
- Work on a diverse team with different communication styles.
- Solicit and apply feedback to continuously improve work.
- Setup and sequence steps in conducting research and analysis.
- Understand implications of new information for current and future problem solving and decision-making.
- Use logic and reasoning to analyze and organize data.
- Understand and apply principles of objectivity, independence, professional skepticism, and professional ethics including appropriate applications of confidentiality.
- Present facts and information in a clear, concise, logical, and objective manner, both orally and in writing.
- Apply collective principles of engagement when disagreeing with internal staff.
- Consistent attendance and punctuality.
- Conduct observations and analysis in the field, at remote sites, and with varying schedules.
- Travel throughout King County or surrounding areas in a timely manner.

### **Education and Experience**

The position typically requires a master's degree in public administration or related discipline that will enable job performance and eight or more years of experience performing professional level analytical, evaluative, and planning work and/or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

### **Levels Within the Series**

Auditor 1, Auditor 2, Auditor 3, Auditor 4, Auditor 5