

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Audit Manager, Special Education	<b>REPORTS TO:</b>	Director, Office of Audits and Investigations
<b>DEPARTMENT:</b>	Internal Audit	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	024
<b>EFFECTIVE DATE:</b>	July 1, 2008		

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**BASIC FUNCTION:**

Plan, organize, and conduct audits and investigations; analyze the District's special education program operations and systems and those of other District programs and departments; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

***E* = Essential Functions**

Plan and conduct audits of all areas within the special education program to ensure special education program funds and resources are allocated and utilized for special education purposes. *E*

Plan and conduct audits of district operations and the security of systems to assure adequacy of internal controls, reliability, integrity and efficiency. *E*

Prepare a customized audit program by formulating procedures and audit schedules; perform preliminary studies to evaluate operations, procedures and methods currently used and to determine the nature and scope of audits. *E*

Gather information and analyze data and work processes to determine if a more effective or efficient methods can be used to accomplish program goals; prepare and present audit reports and findings and make recommendations for corrections and improvements; ensure implementation of recommended corrections and changes through follow-up contacts. *E*

Perform special audits as requested by district and state officials and the Board of Education. *E*

Recommend policies and procedures to ensure that a comprehensive audit program is maintained to monitor special education program compliance with laws, mandates and requirements. *E*

Review referral processes, periodically observe Individual Education Plan (IEP) meetings, and sample IEP's to determine that appropriate delivery of services and other requirements are being met for all special education pupils. *E*

Provide technical assistance as related to findings and recommendations of audits provide audit assistance for financial and accounting projects. *E*

Formulate and develop policies and procedures to improve deficiencies of systems and processes. *E*

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations. *E*

Represent the district in meetings with state officials, external auditors, and outside agencies as related to the special education program; serve on committees as assigned; conduct investigations into suspected fraudulent activity. *E*

Participate in in-services, staff development programs, seminars, and conferences. *E*

Provide training and direct the work of assigned staff. *E*

Investigate and analyze problems using computer systems and databases, and make recommendations for corrections and improvements. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. *E*

Direct the preparation and maintenance of detailed records of department functions and activities. *E*

Conduct internal investigations based on allegations of fraud, waste, mismanagement and other issues brought forward by District personnel and others; examine, analyze, and make determinations of fraudulent activities and unethical behavior. *E*

Consult with senior management, legal counsel, school administrators, government agencies, and external organizations regarding audit findings and recommendations. *E*

Determine the nature and scope of district fraud and the outcomes of other internal investigations and develop internal procedures and protocols. *E*

Review documents, reports, online databases in connection with investigations; gather facts and develop evidence from all sources to establish the nature of the allegation; conduct interviews of complainants and witnesses. *E*

Represent the district in matters of recommended disciplinary action of employees relative to audit findings; participate in meetings with exclusive collective bargaining unit representatives regarding discipline recommendations to be imposed. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchange information. *E*

Provide support and perform tasks relative to the Ethics program/policy development and management. *E*

Supervise and evaluate the performance of assigned staff. *E*

Perform related duties as assigned. *E*

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination equivalent to a bachelor's degree in accounting, business administration, or related field and four years of progressively responsible operations auditing experience. Experience conducting investigations and interviews is required.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; availability of private automobile to conduct field audits. Possession of or the ability to acquire a Certified Internal Auditor certificate is required. Continued participation in professional development, membership in professional organizations, and obtaining and maintaining professional designations is desirable.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organizational development principles and practices.  
Auditing techniques and methodologies including audit planning and reporting.  
District, state and federal procedures, and applicable laws, codes, and regulations.  
Information and telecommunication systems and programs.  
Investigative and interviewing techniques and research methods.  
Operational and internal auditing techniques including fraud auditing, detection, and prevention.  
California school accounting and budgeting systems and district operational functions.  
Applicable laws, codes, regulations, policies, and procedures.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Principles and practices of administration, supervision, and training.  
Operation of a computer and assigned software.  
Effective public speaking and presentation skills.

**ABILITY TO:**

Provide leadership and direction in assigned functions.  
Conduct audits and analyze the various phases of district operations and systems with focus on Special Education programs.  
Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules, and regulations.  
Conduct internal investigations and interviews.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Prepare and present audit reports, make recommendations, and ensure implementation of corrections.  
Prepare comprehensive narrative and statistical reports.  
Establish and maintain cooperative and effective working relationships with others.  
Train and evaluate the performance of assigned staff.  
Operate a computer and assigned software including standard office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lift light objects.

Job Code 1815

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