

Code: 2916  
Health and Welfare Service  
Medical and Social Service Group  
Human Relations Series

**CLASS TITLE: Supervising Program Auditor**

**CHARACTERISTICS OF THE CLASS:** Under general supervision, the class functions as a supervisor directing the work of program auditors conducting on-site programmatic and fiscal compliance audits of delegate agencies receiving federal and state funds; and performs related duties as required.

**EXAMPLES OF DUTIES:** Develops and implements operating procedures for the conduct of audits; plans and supervises auditing activities ensuring delegate agencies comply with program contract requirements; supervises the review of contracts, work programs and budgets identifying criteria and objectives for contracted services, performance measures and reimbursement requirements; develops and oversees the development of monitoring and reporting instruments used for evaluating delegate agencies' programs; reviews and approves narrative and statistical reports documenting audit findings and detailing recommendations for correcting deficiencies; meets with delegate agency managers to discuss audit findings, review plans to correct program deficiencies and resolve complex compliance issues; supervises the development of workshops and the provision of technical assistance to assist delegate agencies in complying with their contractual obligations; trains and directs the training of staff on auditing procedures; develops work standards and conducts staff performance evaluations; prepares work activity and productivity reports for management review.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or related field supplemented by three year of progressively responsible program auditing experience, or an equivalent combination of training and experience is required.

A valid State of Illinois driver's license is required. Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability.

Knowledge, Abilities and Skill. Considerable knowledge of program and fiscal auditing practices and procedures. Considerable knowledge of generally accepted accounting principles. Considerable knowledge of

Code: 2916  
Health and Welfare Service  
Medical and Social Service Group  
Human Relations Series

**CLASS TITLE: Supervising Program Auditor (Cont'd)**

funding source reporting requirements. Good knowledge of management practices and procedures.

Ability to supervise and review the work of subordinate staff.  
Ability to administer appropriate disciplinary action when warranted.  
Ability to develop performance measures.

Considerable skill in program auditing and evaluation. Good management skills. Good analytical skills. Good business math skills. Good oral and written communication skills.

Working Conditions. General medical office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

December, 2004  
City of Chicago  
Department of Personnel