



THE OFFICE OF THE STATE AUDITOR
invites applications for the position of:

Senior Analyst or Analyst

*The Office of the State Auditor is recruiting for **Senior Analysts and Analysts** to conduct financial and performance audits and analyses of state organizations and serve as analysts-in-charge of team-based projects to ensure that audit work adheres to generally accepted government auditing standards.*

MAJOR DUTIES

Conduct audits and analyses of major state organizations or programs, special studies, and projects involving complex and substantial issues. Depending on qualifications, may work under the direct supervision of the Administrative Deputy Auditor, who supervises a financial audit team and procurement audit program; and coordinates financial statement audits, attestation engagements, and other projects contracted to certified public accounting firms. Successful candidates will be appointed as a Senior Analyst or Analyst, commensurate with their experience.

MINIMUM QUALIFICATIONS

Senior Analyst: Baccalaureate degree from an accredited institution of higher education, five years of professional experience (at least two of which are in auditing and two supervising the work of others), the ability to perform the position's major duties, and have a valid driver's license.

Analyst: Baccalaureate degree from an accredited institution of higher education, at least three years of professional experience in a related field, the ability to perform the position's major duties, and have a valid driver's license.

*Candidates should be comfortable working in a Windows-based, networked environment and have at least an intermediate working knowledge of Microsoft Office. Familiarity with SharePoint and Adobe Acrobat is desirable.

COMPENSATION

Starting salaries and salary adjustments are set at the discretion of the Auditor. Performance-based merit increases and bonuses may be given to personnel whose work is determined to have contributed significantly to the work of the office.

Salary range: *Senior Analyst:* \$4,737–\$8,506 per month *Analyst:* \$3,533–\$8,101 per month

BENEFITS

Office of the State Auditor personnel are legislative branch employees of the State of Hawai'i. While exempt from civil service and excluded from collective bargaining, personnel are entitled to benefits afforded all regular state government employees, including health care insurance, workers' compensation, temporary disability, retirement programs, 21 days of vacation, 21 days of sick leave, and 13 state holidays per year.

To apply, address a cover letter, resume, and official transcripts to:

Ms. Jan K. Yamane, Acting Auditor, or
Ms. Kathleen Racuya-Markrich, General Counsel/Human Resources Manager
Office of the State Auditor
465 S. King St., Room 500
Honolulu, Hawai'i 96813

or send email to: auditors2@auditor.state.hi.us

An Equal Opportunity Employer

Office of the Auditor
Position Description and Specifications
SENIOR ANALYST

Introduction

Senior analysts perform duties that meet the need of the office for specific management or technical skills; conduct audits and analyses of state organizations; and serve as the analyst-in-charge of team-based projects to ensure that audit work adheres to generally accepted government auditing standards.

Within clearly identified scope, work is performed in accord with established practices and procedures in the office *Manual of Guides* and generally accepted government auditing standards (GAGAS). In order to perform audit work, attendance is an essential function of the job. Audit personnel are expected to develop, maintain and enhance their competencies through on-the-job training and external training activities, related to performing audit work. As a condition of employment, analysts must satisfy the GAGAS continuing professional education requirement of a minimum 80 credit hours over a two-year period, while maintaining their customary workload.

Analysts are expected to: adhere to the standards of GAGAS and the Code of Ethics (Chapter 84, HRS), and maintain the confidentiality of working papers in accordance with Chapter 23, HRS; accept direction from supervisors, the Auditor, deputy auditor and deputy administrative auditor; work with others in a team environment; follow work rules and procedures; accept constructive criticism; refrain from causing or contributing to disruptions or hostility in the workplace; stay abreast of audit reports and current events reported in the various news media.

Distinguishing characteristics

- More typically, supervises audits and plans, organizes, directs, and coordinates the work of lower level analysts. Has delegated responsibility regarding the use of staff assigned to projects and for decisions on the direction of assigned work.
- Receives general direction to develop the scope and objectives of assignments. Exercises sound judgment and can be relied upon to follow office practices.
- Keeps supervisor informed on progress of projects, policies to be applied, and on controversial issues.
- Contacts with administration officials and staff are for the purpose of developing working guidelines and agreements and good rapport.
- Work is generally reviewed for compliance with established auditing standards and office policies. Work output is presented in final form and is generally accepted.

Major Duties

- Conducts audits and analyses of major state organizations or programs; special studies and projects involving complex and substantial issues; and program reviews, analyses, and evaluations of large and complex programs.
- Supervises and develops other analysts in the completion of audits, program analysis and evaluation, and studies.

- Coordinates, reviews, approves and evaluates work of lower level analysts or outside consultants to ensure conformance with office standards and practices, completion of project objectives and workplan steps, and adequacy and quality of the work performed.
- Monitors the conduct of fieldwork to ensure standards are adhered to, and project deadlines are met.
- Ensures that report drafts meet office standards and office style.
- Prepares project specifications and contracts for consultant services, maintains oversight of consultants, and reviews consultant reports to ensure office standards of quality are met.
- Performs other duties and special projects as assigned by the Auditor.

Knowledge required

Knowledge of principles of public administration; functions and organization of state government; the State's program structure and related administrative policies and procedures; generally accepted government auditing standards, management and internal controls; applicable laws and rules; audit and analysis principles, practices, and procedures; research methods; public finance; statistics; economics; report writing and editing; and principles, practices, and techniques of supervision. Some knowledge of principles of accounting, cash and debt management procedures, revenue systems and funds of the State may be required.

Job Skills (competencies) required

- **Reasoning:** Understands and interprets written materials, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations. Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
- **Writing:** Ability to write clearly and convincingly, organize and rewrite drafts for clarity, and edit them to meet GAGAS reporting standards.
- **Attention to Detail:** Is thorough when performing work and conscientious about attending to detail.
- **Learning:** Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- **Interpersonal Skills:** Shows respect, understanding, courtesy, tact, empathy, concern; maintains professionalism in dealing with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.
- **Research:** Identifies a need for information and knows where and how to gather it.
- **Problem Solving:** Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives and to make recommendations; applies ingenuity and inventiveness in devising solutions to problems of unusual difficulty and precedent-establishing nature.

- **Self-Management:** Organizes work, sets priorities; sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.
- **Oral Communication:** Expresses information to individuals or groups effectively taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- **Teamwork:** Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.
- **Decisionmaking:** Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations to accomplish organizational goals.
- **Planning and Evaluating:** Determines resource requirements; determines short or long-term goals and strategies to achieve them; coordinates with the organization, monitors progress, evaluates outcomes.
- **Coaching:** Works with analysts to assess needs, provide assistance, resolve problems, satisfy expectations; and is committed to providing quality reports and services.

Minimum qualifications

Baccalaureate degree from an accredited institution of higher education, five years of professional experience (at least two of which are in auditing and two years supervising work of others) to perform the major duties described above, and have a valid driver's license.

Computer skills: Comfortable working in a Windows based networked environment. Intermediate level knowledge of Microsoft Office. Familiarity with Sharepoint and Adobe Acrobat is desirable.

Office of the Auditor
Position Description and Specifications
ANALYST

Introduction

Analysts work independently under general supervision and may at times, be assigned to serve as a coordinator or analyst-in-charge for a project or major segment of a project. The Auditor may occasionally assign the analyst as a staff resource to legislative committees within prescribed areas and circumscribed standards of conduct.

Within clearly identified scope, work is performed in accord with established practices and procedures in the office *Manual of Guides* and generally accepted government auditing standards (GAGAS). In order to perform audit work, attendance is an essential function of the job. Audit personnel are expected to develop, maintain and enhance their competencies through on-the-job training and external training activities, related to performing audit work. As a condition of employment, analysts must satisfy the GAGAS continuing professional education requirement of a minimum 80 credit hours over a two-year period, while maintaining their customary workload.

Analysts are expected to: adhere to the standards of GAGAS and the Code of Ethics (Chapter 84, HRS), and maintain the confidentiality of working papers in accordance with Chapter 23, HRS; accept direction from project supervisors, the Auditor, deputy auditor and deputy administrative auditor; work with others in a team environment; follow work rules and procedures; accept constructive criticism; lead and manage others effectively (when assigned as an analyst-in-charge) refrain from causing or contributing to disruptions or hostility in the workplace; and stay abreast of audit reports and current events reported in the various news media.

Distinguishing characteristics

- Conducts audits and analyses of complex organizations or programs or substantive operations with diverse kinds of work processes and functions.
- Develops project plans outlining the methods to be used, staff and equipment requirements, a proposed timetable, and the general nature of the final product expected.
- Obtains or gathers factual and subjective data from a wide variety of people at all levels in the state government, private industry, and other sources.

Major Duties

- Conducts audits, studies and program reviews, analyses, and evaluations.
- Performs a wide range of auditing and analyses in subject matters which are diverse and complex.
- Analyzes, evaluates, and makes appropriate recommendations for improvements in an organization's structure, functions, processes, policies, practices, and procedures, as applicable.
- Conducts interviews and meetings with administrative and program officials of organizations in the state and obtains assistance, cooperation, or support from an organization's operations personnel.
- May supervise and direct other analysts on projects of moderate size and complexity, and evaluate the work performance of staff assigned.

- Performs other duties and special projects as assigned by the Auditor.

Knowledge required

Knowledge of principles of public administration; functions and organization of state government; applicable laws and rules; generally accepted government auditing standards; research techniques; basic statistics and economics; fundamentals of report writing or editing; and underlying concepts of the state's budget and program structure, and related administrative policies and procedures.

Job Skills (competencies) required

- **Reasoning:** Understands and interprets written materials, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations. Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.
- **Writing:** Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written documents, which may include technical material, that is appropriate for the intended audience.
- **Attention to Detail:** Is thorough when performing work and conscientious about attending to detail.
- **Learning:** Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- **Interpersonal Skills:** Shows respect, understanding, courtesy, tact, empathy, concern; maintains professionalism in dealing with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.
- **Research:** Identifies a need for information and knows where and how to gather it.
- **Problem Solving:** Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
- **Self-Management:** Organizes work, sets priorities; sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.
- **Oral Communication:** Expresses information to individuals or groups effectively taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- **Teamwork:** Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

- **Decisionmaking:** Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations to accomplish organizational goals.

Minimum qualifications

Baccalaureate degree from an accredited institution of higher education, at least three years of professional experience in a related field and the ability to perform the major duties described above, and have a valid driver's license.

Computer skills: Comfortable working in a Windows based networked environment. Intermediate level knowledge of Microsoft Office. Familiarity with Sharepoint, and Adobe Acrobat is desirable.