



CHIEF PERFORMANCE AND AUDIT OFFICER

JC: XF126
PB: 13
FLSA: Exempt

BU: 95 (Non-Rep)
October 1990
Revised: January 2018

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Plans, directs, manages and oversees the activities and operations of the Office of Performance Management and Audit, serving in a prominent District leadership capacity to continuously monitor, manage and improve business performance across District departments; coordinates internal and external operational and financial audits; provides highly responsible and complex administrative support to the Office of the General Manager and the Assistant General Manager of Administration & Budget; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages, through subordinate managers and supervisors, performance management, internal audit and investigation activities throughout the District. The incumbent is responsible for assisting and providing high level management support, expertise and recommendations to executive management, and aligning with the District's Strategic Policy Planning and Asset Management efforts. The Chief Performance Officer is distinguished from the Assistant General Manager of Administration & Budget in that the latter is an executive management-level position responsible for the overall management of Budgets, Financial Planning, Customer Access and Procurement.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Assumes full management responsibility for departmental services and activities including coordination of internal and external performance, operational, financial and other assessment and audit activities; recommends and administers policies and procedures; conducts follow-up status reporting; engages in peer review; develops and directs best practices, audit guidelines and other standards related to business/operational performance management.
2. Plans, directs and coordinates annual and long-range work plans based on risk assessment, complaint investigations, and solicited and voluntary input from stakeholders; manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

3. Directs performance management and assessment activities, such as management and divisional audits, best practices and benchmarking audits, organizational and staffing audits, effectiveness and efficiency assessments
4. Directs operational audits, such as audits of maintenance, procurement, grants and capital management, overtime and staffing and other ad-hoc assessments
5. Directs standard audit activities such as compliance audits, oversight and coordination of contracted audits including regulatory and certain revenue audits; ensures propriety and fiscal integrity of District operational and financial assets, transactions and programs.
6. Facilitates and coordinates with other strategic performance areas of the District, such as Asset Management and Strategic & Policy Planning.
7. Directs staff in establishing, implementing and maintaining the District's Whistleblower program, including special investigations; assists in Ethics education, awareness, standards and conflicts of interests; responds to and resolves difficult and sensitive citizen inquiries and complaints.
8. Directs staff in auditing information technology within the District, such as system security, design, controls, disaster recovery, and integrity and accuracy of system data and reporting.
9. Prepares and reviews reports of performance assessments and audits, including recommendations, and distributes to executive management, Board of Directors and other stakeholders.
10. Stays abreast of legislation, trends and developments in areas related to performance, operational and financial audits and assessments; evaluates impact within the District and integrates into existing procedures.
11. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
12. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
13. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

14. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
15. Represents the Office of Performance Management & Audit to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
16. Provides staff assistance to the Office of the General Manager and the Assistant General Manager of Administration & Budget; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.

QUALIFICATIONS

Knowledge of:

Principles and practices of policy development and administration
Principles of performance management, performance improvement and management analysis
Operations of a comprehensive internal and external financial and operational auditing program
Government Auditing Standards promulgated by the Comptroller General of the United States
Principles and practices of general, fund, and government accounting
Advanced methods and techniques of public sector auditing
Principles and practices of program development and administration
Principles and practices of regulatory auditing and control
Provisions of contractual agreements
Principles and practices of budget preparation and administration
Principles of supervision, training and performance evaluation
Funding policies of various government entities and commissions
Related Federal, State and local laws, codes and regulations

Skill in:

Identifying and responding to sensitive community and organizational issues, concerns and needs
Managing a comprehensive internal and external financial and operational auditing program
Managing a comprehensive performance management program
Developing and administering departmental goals, objectives and procedures
Analyzing and assessing policies and operational needs and making appropriate adjustments
Reviewing audit work products for quality assurance control
Planning, organizing, directing and coordinating the work of lower level staff

Delegating authority and responsibility
Selecting, supervising, training and evaluating staff
Researching, analyzing and evaluating new service delivery methods and techniques
Preparing clear and concise administrative and financial reports
Preparing and administering large and complex budgets
Interpreting and applying applicable Federal, State and local policies, laws and regulations
Communicating clearly and concisely, both orally and in writing
Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration, public administration, accounting, finance or a closely related field from an accredited college or university. A master's degree in a similar field is preferred.

Experience:

Six (6) years of (full-time equivalent) verifiable professional financial and operational audit and business performance management experience which must have included at least three (3) years of management and administrative responsibility.

Other Requirements:

Possession of a valid certificate as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) is desirable.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; field environment; construction site environment; exposure to computer screens; exposure to heat, cold, moving vehicle, electrical energy and inclement weather conditions.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEO-1 BART Job Group: 0500 – Executives/Managers
Safety Sensitive: No