

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to KDOT Bureau of Personnel Services.
CHECK ONE: NEW POSITION EXISTING POSITION

Agency #

PART I - Position Information		
1. Agency Name KS Dept. of Transportation	9. Position Number 00-20-24-804 K0226165	10. Budget Program Number 71100
2. Employee Name (leave blank if position vacant)	11. Present Civil Service Title / FLSA code (if existing position) State Auditor (II) Unclass / Non-Exempt / 067700	
3. Division Division of Fiscal & Asset Management	12. Proposed Civil Service Title	
4. Section Bureau of Fiscal Services	For use by Personnel Office	
5. Unit Contract Audit	13. (a) Allocation	(b) FLSA code
6. Location (address where employee works) City Topeka County Shawnee	14. Effective Date	
7. (Check appropriate items) Full time X Regular X 100% Part time Temp	15. By _____ Approved	
	16. Audit Date: _____ By: _____ Date: _____ By: _____	
8. Regular hours work: (check appropriate time) FROM: 8:00 AM TO: 5:00 PM	17. Position Review Date: _____ Date: _____	By: _____ By: _____

Position

PART II -- Organizational Information

18. (a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?) (b) **If this is a request to reallocate a position,** briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.
(a) Performs contract audits of utility, railroad, consulting engineering firms, and governmental units. The position fulfills Federal regulation requirements for contract audits. The position is required to issue audit assurance reports.

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

Name	Civil Service Title	KDOT/SHARP Position Number
William Lutz	State Auditor III UC	00-20-24-801 / K0237158

20. a) How much latitude is allowed the employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail work assignments are made.

- a) The employee has a substantial amount of latitude in completing the assigned work. The employee represents the agency in completing contract audits for the agency.
- b) Minimal internal instructions are given to the employee regarding the performance of the audit. Authoritative documents such as an agency agreement, Audit Standards issued by the General Accounting Office, information from the Federal Highway Administration, and the Code of Federal Regulations and AASHTO Audit Guide provide the audit direction.

- (c) Check the statement which best describes the results of error in action or decision of the employee:
- () Minimal property damage, minor injury and/or minor disruption of the flow of work.
 - (X) Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.
 - () Major program failure, major property loss and/or serious injury.
 - () Loss of life and/or disruption of operations of a major agency.

Give examples:
Monies may be spent inappropriately or illegally if a claim is not audited professionally.

21. Describe the work of this position using this page or one additional page only. Use the following format for describing job duties: **What** is the action being done (use an action verb)? To **whom** or **what** is the action directed (object of action)? **Why** is the action being done (describe the expected result or outcome)? ***How** is the action being done (describe the manner, methods, techniques or procedures by which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for? Number each task, indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential Functions are the primary job duties for which the position was created (see 18a) and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

No. % E/M

- | | | | |
|----|----|---|---|
| 1. | 40 | E | Handles audit claims submitted by utilities, railroads, and consulting engineering firms and units of government not covered by a Single Audit Report. Audit work includes preparation of an audit program, preparation of the audit file, contacting appropriate project manager regarding audit questions, on site audit of auditee's records, close out conference, and preparation of a written audit report. |
| 2. | 10 | E | Reviews consultant accounting systems and issue an audit assurance report on status of the systems. Prior to the execution of a contract which is greater than \$500,000, a review of the entity's accounting system must be made to ensure that project costs can be aggregated, segregated, and identified within the system. Reviews risk assessments and internal control questionnaires as assigned. |
| 3. | 10 | E | Audits overhead rates of consultant engineers for compliance with the AASHTO Audit Guide and Federal Acquisition Regulations. Review Certification of Indirect Costs submissions. |
| 4. | 10 | E | Meets with KDOT program managers to review regulations regarding eligible costs and program regulations. Assist new agency staff in understanding contract requirements regarding documentation for payments and audits. |
| 5. | 10 | E | Reviews and follow up on audit findings including expanded review, if necessary, of Single Audit Reports issued by a Certified Public Accountant for a local unit of Government. |
| 6. | 10 | E | Reviews audit work done for KDOT by the contracted Certified Public Accountant staff of utility, railroad or consulting engineering company audits. |
| 7. | 10 | E | Attends training seminars, provide detailed suggestions on updates for audit procedure manual, assist with updates to the Access contract data base, and perform special reviews and assignments as directed by supervisor. |
| | | E | Must be capable of performing the essential physical functions detailed in Section 28. |

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.

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22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - Plans, staffs, evaluates, and directs work of employees of a work unit.
 - Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.

Civil Service Title

KDOT / SHARP Position Numbers

23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with:

- 1) Railroad, utility, and consultant engineering firms for audits and with KDOT managers for audit consultation
- 2) Occasional contacts are made with units of government for follow up on Single Audit Reports and with Federal managers to coordinate the audit program

24. What hazards, risks or discomforts exist in the job or work environment?

- Frequent exposure to extreme cold/heat wet/humid conditions.
- Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
- Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
- Works in traffic.
- Other: Occasional Overnight travel required

25. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

10 Key Calculator - Daily
Computer- Daily
Copier/Scanner/Fax - Daily

For more specific information on equipment used regularly please see Section 28.

PART III -- Education, Experience and Physical Requirements

26. REQUIRED CLASS SKILLS (see class specifications)

Minimum Requirements: Three years of experience in examining internal work processes, financial and operational records and controls to assess effectiveness, accuracy of records and compliance with statutes, regulations and professional/legal standards. Education in accounting/auditing, business administration, or economics may be substituted for experience as determined relevant by the agency.

27. SPECIAL REQUIREMENTS

a) Indicate any license, registration, certification, etc. required for this position:

- Professional Civil Engineer License
- Engineer in Training Certificate
- Survey License
- CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. **(This statement is for Equipment Operator positions.)**
- CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 60 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. **(This statement is for CDL positions other than Equipment Operators.)**
- Other Valid Drivers License

b) List preferred education or experience that may be used to screen applicants.

Bachelor's degree from an accredited four-year college or university, with 20 or more semester hours in accounting, auditing or business administration.

28. ESSENTIAL PHYSICAL FUNCTIONS/DUTIES – duties that are fundamental to the position based on the function and the results to be achieved, rather than the manner in which they are being performed. Duties that are directly related to the reason the position exists and cannot be reassigned without changing the nature of the position. **All job duty physical demands are essential physical functions of this position and the employee must be able to perform them.**

Definition of Frequency:

Occasional = 1-33% (1 – 100 reps) Frequent = 34-66% (101 – 500 reps) Continuous = 67 – 100% (500+ reps)

Job Duty	Job Duty Physical Demands/Comments	Weight/Force	Frequency
Complete computer work / Attend meetings	Sit - At a seated computer workstation.	N/A	Continuous
	Stand - To use printer, fax, scanner, file, etc.	N/A	Occasional
	Walk - To access printer, fax, scanner, etc.	N/A	Occasional
	Bilateral Hand Coordination - To use computer keyboard and mouse.	N/A	Continuous
	Reach, above shoulder - To access binders on shelves over desk (height of 54").	N/A	Occasional
	Crouch or bend – To access files out of bottom file cabinets. To fill copy machine (low drawer).	N/A	Occasional
	Lift, floor to waist - To access files out of bottom file cabinets (<5 lbs). To move recycled paper box (self-select weight).	2 lbs	Occasional
	Lift, Waist to shoulder – To access/handle largest binder(s) from desktop to shelf above desk. (30 to 54").	7 lbs	Occasional

PART IV -- Signatures

Signature of Employee _____ Date

Signature of Personnel Official _____ Date

Signature of Supervisor _____ Date

Signature of Appointing Authority _____ Date