



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**Motion 16163**

**Proposed No.** 2022-0246.1

**Sponsors** Balducci

1                   A MOTION approving the job description for the position  
2                   of auditor 3 within the King County auditor's office and  
3                   replacing the position of principal management auditor.

4                   WHEREAS, OR-0230 of the council's organizational motion compilation requires  
5                   that the employment and administration committee to recommend all job descriptions  
6                   within the legislative branch of King County to the council for approval, and

7                   WHEREAS, the King County auditor's office seeks to replace current the job  
8                   description for the position of principal management auditor within the King County  
9                   auditor's office with job description for the position of auditor 3;

10                  NOW, THEREFORE, BE IT MOVED by the Council of King County:

11                  The job description for the position of auditor 3 within the King County auditor's

Motion 16163

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- 12 office, Attachment A to this motion, is hereby approved and replaces the job description  
13 for the position of principal management auditor.

Motion 16163 was introduced on 6/21/2022 and passed by the Metropolitan King County Council on 7/12/2022, by the following vote:

Yes: 9 - Balducci, Dembowski, Dunn, Kohl-Welles, Perry, McDermott, Upthegrove, von Reichbauer and Zahilay

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:

*Claudia Balducci*

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Claudia Balducci, Chair

ATTEST:

DocuSigned by:

*Melani Pedroza*

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Melani Pedroza, Clerk of the Council

**Attachments:** A. Metropolitan King County Council Classification Specification - Auditor 3

## Metropolitan King County Council Classification Specification



Position: Auditor 3	FLSA: Salaried, overtime exempt
Department: Auditor's Office	Salary Grade: 129
Council Approved: Month 00, 2022	Revised:

### Classification Summary

The Auditor series is a five-level career path. Staff in this series conduct objective, independent audits, and other activities in accordance with Generally Accepted Government Auditing Standards.

### Distinguishing Features of the Position

Auditor 3 plans, conducts, and communicates audits and other analytical work under the guidance of an Audit Supervisor, Audit Director, and/or the County Auditor or their designee(s). Auditor 3 works on two or more projects concurrently that may require managing large amounts of information, quantitative and qualitative analyses, synthesizing multi-faceted findings, presenting in public meetings, and interfacing with county leaders and staff. Auditor 3s are expected to participate in officewide work efforts; consistently build and independently manage positive relationships with internal and external parties; may brief councilmembers with less senior team members; and may lead interviews in which conflict or complexity is expected with support. The work performed in this classification generally requires a small amount of supervisory support, coaching, and editing of written products. This is a salaried, at-will, overtime-exempt position that reports to the County Auditor.

### Career Progression

Auditor 3 is the third level within a five-level Auditor professional classification series. The skills listed are core elements of the entire Auditor series. The primary differences between Auditor levels 1-3 is the maturity with which staff apply each of the skills. Advancement to the Auditor 4 classification requires that incumbents have established consistently strong understanding of audit principles including audit standards, office policy/process, objectivity, professional skepticism, professional ethics, professional judgment, workload management, and teamwork/culture. In addition, to advance, the incumbent must have consistently successfully applied strong skills in project management, survey methods, planning/methodology development, interviewing, documentation, fieldwork, data, analysis, equity, finding development, message development, and achieving impact with progressively less support and supervision. Finally, to advance, the incumbent must have demonstrated the ability to balance and deliver on competing priorities and high workload and have demonstrated strong competencies in audit-style writing, presenting, council communication, and building positive relationships with internal and external parties.

## Essential Duties and Responsibilities

*The Auditor 3 will perform the duties and responsibilities of lower-level classifications within the Auditor series with less supervision and support and will also:*

- Provide input on officewide products and participate in officewide initiatives, activities, or other assignments.
- Conduct complex audit and/or oversight fieldwork. Fieldwork includes data extraction, cleaning, and organization; planning for and conducting interviews in which conflict or complexity is expected with a diverse set of county employees, leaders, and external parties; conducting complex analyses; conducting observations in the field; and documenting the work to meet office procedure and government auditing standards.
- Conduct complex tracing and verifying and quality assurance on audit and oversight reports.
- Lead complex auditee and external party relationships and navigates sensitive situations.
- Participate in councilmember briefings with less senior team members.
- Participates in presentation dry runs and provides input to enhance committee briefings.
- Provide positive and growth input on teammates to the County Auditor in preparation for performance evaluations.
- Perform other duties as assigned that support the overall objective of the position.

## Qualifications

### Required Knowledge and Skill

- Extensive professional knowledge of the principles and practices in three or more of the following areas: government performance auditing, Generally Accepted Government Auditing Standards, public administration, budget and accounting, financial planning and analysis, capital projects, information technology, or the equivalent that can aid audit and oversight work.
- Extensive professional knowledge of local government operations and services provided.
- Well-developed quantitative skills to perform statistical, financial, and economic analysis.
- Well-developed qualitative analysis skills.
- In-depth understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities, especially related to King County government.
- Effective skills in clearly and comprehensively documenting work to meet office policy and Government Auditing Standards.
- Excellent organization, project management, and communication skills.
- Advanced experience incorporating the perspectives of multiple communities in the consideration of impacts and outcomes of policy and in technical analysis.
- Advanced working knowledge of software including but not limited to word processing, databases, spreadsheets, presentation, and working knowledge of other applications used by the office.
- Sufficient knowledge of English usage, grammar, and writing frameworks to write audit or oversight reports.

- Advanced skills in interpersonal relations to adapt to diverse personalities and styles, work cooperatively within work teams, facilitate small group discussions, and prepare and deliver formal presentations.

**Required Ability**

- Carry out the duties and responsibilities of the position.
- Work independently and manage workload with multiple and concurrent assignments and tight deadlines.
- Interpret, and apply Generally Accepted Government Auditing Standards, King County Code, and local, regional, state, and federal mandates.
- Work on a diverse team with different communication styles.
- Solicit and apply feedback to continuously improve work.
- Setup and sequence steps in conducting research and analysis.
- Understand implications of new information for current and future problem solving and decision-making.
- Use logic and reasoning to analyze and organize data.
- Understand and apply principles of objectivity, independence, professional skepticism, and professional ethics including appropriate applications of confidentiality.
- Present facts and information in a clear, concise, logical, and objective manner, both orally and in writing.
- Apply collective principles of engagement when disagreeing with internal staff.
- Consistent attendance and punctuality.
- Conduct observations and analysis in the field, at remote sites, and with varying schedules.
- Travel throughout King County or surrounding areas in a timely manner.

**Education and Experience**

The position typically requires a master's degree in public administration or related discipline that will enable job performance and six or more years of experience performing professional level analytical, evaluative, and planning work and/or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

**Levels Within the Series**

Auditor 1, Auditor 2, Auditor 3, Auditor 4, Auditor 5

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**Signer Events**

Claudia Balducci  
 claudia.balducci@kingcounty.gov  
 King County General (ITD)  
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Motion 16163 Attachment A.pdf

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Melani Pedroza  
 melani.pedroza@kingcounty.gov  
 Clerk of the Council  
 King County Council  
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Motion 16163 Attachment A.pdf

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