



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 16164

Proposed No. 2022-0247.1

Sponsors Balducci

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

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 create the job description
8 for the position of supervising auditor within the King County auditor's office;

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

Motion 16164

- 10 The job description for the positions of supervising auditor within the King
11 County auditor's office, Attachment A to this motion, is hereby approved.

Motion 16164 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

7E1C273CE994B6...

Claudia Balducci, Chair

ATTEST:

DocuSigned by:

Melani Pedroza

8DE1BB375AD3422...

Melani Pedroza, Clerk of the Council

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

Metropolitan King County Council Classification Specification



Position: Supervising Auditor	FLSA: Salaried, overtime exempt
Department: Auditor's Office	Salary Grade: 131
Council Approved: Month 00, 2022	Revised:

Classification Summary

The Supervising Auditor is distinct from the Auditor classification series. The Supervising Auditor could be a single incumbent or dual incumbent role, depending on operational needs. Staff in this role supervise the conduct of objective, independent audits, and other activities in accordance with Generally Accepted Government Auditing Standards.

Distinguishing Features of the Position

The Supervising Auditor supervises one to three audit and/or capital oversight projects simultaneously. The Supervising Auditor leads teams in the Auditor 1–5 series and/or Capital Projects Analyst 1–2 series in conducting complex audit and oversight work, manages project staff performance, and maximizes project impact. In some cases, the Supervising Auditor may also be assigned to conduct audit or oversight work. The Supervising Auditor is expected to participate in officewide work efforts and must be able to balance and deliver high-profile, competing priorities and a high workload with very little need for oversight by an Audit Director or the County Auditor. This is a salaried, at-will, overtime-exempt position that reports to the County Auditor.

Career Progression

To advance to Audit Director, there must be a vacant position and/or an operational need to fill the role. The Supervising Auditor must have developed expert understanding of King County government and extensive competencies in managing complex authorizing environments, personnel performance management, office operations, technical audit skills, and written and oral communications.

Essential Duties and Responsibilities

- Ensure that audits and oversight activities are conducted independently, objectively, and in compliance with office policies and government auditing standards.
- Direct the conduct of complex oversight projects; this includes complex project planning methodology development, project management, risk assessment, qualitative and quantitative analysis, equity analysis, development of findings and recommendations, and communication of audit results.
- Cultivate a positive workplace culture where every employee experiences trust and respect, is treated with dignity, and feels engaged and confident to perform well.
- Help create a work environment that communicates, reinforces, and encourages independence, objectivity, ethics, professional skepticism, and sound professional

judgment.

- Help develop, and prepare for peer review, the office's system of quality control.
- Manage project communication strategies to maximize project impacts and positive working relationships external to the office.
- Establish personnel performance standards in conjunction with Audit Director and County Auditor. Supervise project personnel to achieve the standards.
- Orient, coach, and train staff. This may include audit standards, office policies, audit techniques, analytics, writing, equity, quality assurance, and communications.
- Coordinate legal review and other consultations related to assigned projects.
- Provide input on officewide products and participate in officewide initiatives, activities, or other assignments.
- 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, transit, criminal legal system, capital projects, information technology, or the equivalent that can aid audit and oversight work.
- Extensive professional knowledge of local government operations and services provided.
- Knowledge of principles and practices associated with supervision, leadership, team building, and performance management.
- Well-developed quantitative and qualitative skills to oversee complex statistical, financial, economic, and other analyses.
- Well-developed understanding of equity in qualitative and quantitative analysis to oversee complex analyses of potential disparities and human experiences.
- Advanced 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.
- Exceptional organization, time management, project management, and communication skills.
- Advanced working knowledge of software including but not limited to word processing, databases, spreadsheets, presentations, and working knowledge of other applications used by the office.
- Advanced knowledge of English usage, grammar, and writing frameworks to edit audit or oversight reports.
- Advanced skills in interpersonal relations to adapt to diverse personalities and working styles, work cooperatively within 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 and coach others to do so.
- Ability to identify when staff workload becomes unsustainable and work with Audit Director and County Auditor to address the issue.
- Interpret, apply, and coach others on Generally Accepted Government Auditing Standards, King County Code, and local, regional, state, and federal mandates
- Supervise a diverse team with different communication styles, and solicit, apply, and offer feedback to continuously improve work.
- Coach others in applying tools and techniques of audit, oversight, logic, and reasoning to organize and sequence steps in conducting analysis.
- Understand, apply, and coach others in the principles of objectivity, independence, professional skepticism, and professional ethics, including appropriate applications of confidentiality.
- Coach others to present facts and information in a clear, concise, logical, and objective manner, both orally and in writing.
- Facilitate the application of co-created collective principles of engagement when conflict or disagreements arise between internal staff.
- Coach others to close technical and essential trait/human skill development gaps.
- Coach teams to create and maintain transparent, agile, effective team member roles and responsibilities.
- Develop and execute sophisticated relationship and communications strategies with external parties and coach others to do so.
- 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 eight or more years of experience performing professional-level supervision, 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.

Certificate Of Completion

Envelope Id: 2539963516444D1D8AE847A29E8172B8	Status: Completed
Subject: Please DocuSign: Motion 16164.docx, Motion 16164 Attachment A.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 2
Supplemental Document Pages: 3	Initials: 0
Certificate Pages: 2	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Enveloped Stamping: Enabled	401 5th Ave
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	Suite 100
	Seattle, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

Record Tracking

Status: Original	Holder: Cherie Camp	Location: DocuSign
7/13/2022 10:31:13 PM	Cherie.Camp@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County General (ITD)	Location: DocuSign

Signer Events

Claudia Balducci
 claudia.balducci@kingcounty.gov
 King County General (ITD)
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 7E1C273CE9994B6...
 Signature Adoption: Pre-selected Style
 Using IP Address: 146.129.133.26

Timestamp

Sent: 7/13/2022 10:32:05 PM
 Viewed: 7/19/2022 10:37:42 AM
 Signed: 7/19/2022 10:37:53 AM


Electronic Record and Signature Disclosure:

Not Offered via DocuSign
 Supplemental Documents:

Motion 16164 Attachment A.pdf

Viewed: 7/19/2022 10:37:47 AM
 Read: Not Required
 Accepted: Not Required

Melani Pedroza
 melani.pedroza@kingcounty.gov
 Clerk of the Council
 King County Council
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 8DE1BB375AD3422...
 Signature Adoption: Uploaded Signature Image
 Using IP Address: 146.129.133.38

Sent: 7/19/2022 10:37:54 AM
 Resent: 7/19/2022 12:00:51 PM
 Viewed: 7/19/2022 12:02:06 PM
 Signed: 7/19/2022 12:02:14 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign
 Supplemental Documents:

Motion 16164 Attachment A.pdf

Viewed: 7/19/2022 12:02:11 PM
 Read: Not Required
 Accepted: Not Required

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	7/13/2022 10:32:05 PM
Certified Delivered	Security Checked	7/19/2022 12:02:06 PM
Signing Complete	Security Checked	7/19/2022 12:02:14 PM
Completed	Security Checked	7/19/2022 12:02:14 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------