

FEDERAL PROGRAMS EXAMINER II

R-31

NATURE OF WORK IN THIS CLASS:

This is complex technical work involved in monitoring, investigating and/or enforcing regulations, guidelines and requirements of federally funded programs.

Employees in this class perform the full range of complex technical examination duties, including independent work in specialized areas of the program activities. Employees often serve as team or group leaders over less experienced technical staff.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.

Monitors and investigates programs, services and activities of public and private entities receiving federal funds to ensure the compliance of applicable federal and local guidelines and requirements.

Sets up working papers, prepares drafts of entity monitored for review by supervisor; tests records such as pay records, attendance reports and other documents using statistical sampling techniques; evaluates adequacy and application of accounting, financial and operating controls, the degree of compliance with established policies and procedures, reliability of reports, records and other supporting data; develops written recommendations on improving the operational efficiency and on strengthening the internal control of the agency.

Reviews internal program management procedures to ensure that established procedures are sufficient to prevent fraud and program abuse.

Reviews and interprets applicable federal guidelines and requirements to ensure that programs and activities reflect latest amendments and to ascertain compliance.

Reviews reports, plans and other documents in order to ascertain compliance or violations.

Prepares and submits reports and recommendations for corrective action when it identifies non-compliance with federal regulations and guidelines.

May lead the work of lower level examiners.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of modern public administration.

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Ability to monitor and investigate federally funded programs, services and activities for compliance with applicable federal and local guidelines and requirements.

Ability to make work decisions in accordance with appropriate guidelines.

Ability to interpret apply and enforce pertinent laws, regulations and related program guidelines with tact, firmness and impartiality.

Ability to lead the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and writing.

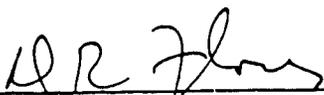
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of experience involved in the monitoring, investigation or enforcement of the provisions of a federally funded program and/or the development, coordination or implementation of a federally funded program or related field and graduation from a recognized college or university with a Bachelor's degree; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission