

POSITION DESCRIPTION

DO NOT USE THIS SPACE

City of Los Angeles

1. Name of Employee: VACANT	2. Employee's Present Class Title/Code: AUDITOR I / 1517-1	3. Present Salary or Wage Rate: \$51,949.44
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4. Reason for Preparing Description:	<input type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input checked="" type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared
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5. Location of office or place of work: 1149 SOUTH BROADWAY, SUITE 900, LOS ANGELES, CA 90015	6. Name of Department DEPT. OF PUBLIC WORKS, BOS Division FMD Section SOLIDS CIP
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
70%	Performs field and/or office audits of private haulers. Review accounting books and related records, billings, invoices and tonnages records of waste haulers to verify compliance with the City's private waste hauler permit system.
10%	Discusses audit findings and recommendations with waste haulers and City staff.
10%	Make recommendations to waste haulers where necessary to standardize accounting methods. Develop and maintain database of audit findings and recommendations.
5%	Coordinates with contracted private auditor to verify hauler compliance. Acts as liaison between contracted auditor and private waste haulers.
5%	Reviews the internal control procedures for assessing the AB939 Compliance Fess in accordance with the adopted City ordinance. This includes posting of payments, assessing late penalties, tracking payment schedules, issuing rebates, and issuing permits.

9. How long have the duties been substantially as described above? _____

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

(b) Experience (type and length; list appropriate city classes, if any).

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

- Strength to: _____ Lift _____ Push _____ Pull _____
 Average weight _____ Heaviest weight _____
- Climbing (stairs, ladders, poles)
 How far _____
- Face severe work conditions
 Outdoors _____ on/near water _____
- Other/explain _____

SPECIAL NEED FOR:

- Vision, to read fine print/numbers
- Hearing, for telephone/alarms
- Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

- Legs, for walking/standing
- Hands and fingers
- Back, for strenuous labor

Other/explain _____

Hours per
week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? _____; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____

Date _____

Class Title _____

Phone No. _____

Signature of department head _____

Date _____