

## FEDERAL PROGRAMS EXAMINER I

NATURE OF WORK IN THIS CLASS:

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

Employees in this class conduct examination work independently on an on-going basis and participate in the full range of complex duties under closer supervision.

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 applications 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.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of modern public administration.

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 work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

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Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) One year of experience involved in the monitoring, investigation or enforcement of 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



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DAVID R. FLORES, Executive Director  
Civil Service Commission