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| **STATE OF SOUTH DAKOTA****Career Banding Questionnaire**AuditorDepartment of Revenue |
|  **EMPLOYEE SECTION** |
| 1. **Personal Data**
 |
| *Name:* | *Position Number:*  | *OR Employee Number:* |
|        |        |       |
| *Class Title:* | *Working Title:* |
|       |       |
| *Department:* | *Division / Program:* |
|       |       |
| *Work Location (town/building/floor) / Phone Number:* | *Supervisor’s Name / Title:* |
|       |       |
| 1. **Purpose**

The purpose is the primary reason why the position exists.  |
| *What is the purpose of your position?* |
| * +
 |
| 1. **Accountabilities**

Accountabilities are the major areas of responsibility of your position.  |
| 1. Group your job tasks into related areas. If an area relates to one of the *accountabilities* listed below, complete that section. (If an area relates to more than one accountability, select the accountability it relates to the most.)
* **Audit Preparation**
* **Conducting Audits**
* **Presenting Findings**
* **Serving as Lead**
* **Training Staff**
* **Special Projects**
1. If you do not perform tasks under an Accountability listed above, do not complete the section and delete it.
2. If there are additional tasks that you perform that do not fit under any of the Accountabilities, add your own accountability (under the *Other Accountability* section), and specify the tasks performed.

*NOTE: If you will be adding more than one accountability, if possible, add it before deleting any accountabilities. If you experience any technical difficulties with the form, click “undo”, save the file, and re-open.*  |

|  |  |
| --- | --- |
| 1. **Accountability: AUDIT PREPARATION**
 | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:* |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |
| *Describe any new areas or business types you have pursued and found to be good audit candidates:* |
| *
 |
| *Describe leads you have turned in and which ones you followed up on:* |
| *
 |
| *If your job tasks or responsibilities related to this accountability have changed since you were hired or last completed a CBQ, specify the changes, when they occurred, and why: (indicate NA if this position is new)* |
| *
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| 1. **Accountability: CONDUCTING AUDITS**
 | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:*  |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |
| *Describe the number and types of out-of-state audits you have conducted:* |
| *
 |
| *Describe the most complex organizations that you audit and explain what makes the organizations complex:* |
| *
 |
| *Describe the types and complexity of audits that you work completely independently on:* |
| *
 |
| *When you work on audits as part of a team, describe the typical parts of the audit that you work on:*  |
| *
 |
| *If applicable, describe any advanced or specialized audit work you perform that requires considerable independence in the interpretation of practices and laws:* |
| *
 |
| *If your job tasks or responsibilities related to this accountability have changed since you were hired or last completed a CBQ, specify the changes, when they occurred, and why: (indicate NA if this position is new)* |
| *
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| 1. **Accountability: PRESENTING FINDINGS**
 | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:*  |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |
| *If applicable, describe the interpretations and information you generally provide to management and/or other auditors:* |
| *
 |
| *If your job tasks or responsibilities related to this accountability have changed since you were hired or last completed a CBQ, specify the changes, when they occurred, and why: (indicate NA if this position is new)* |
| *
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| **4. Accountability: SERVING AS LEAD** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:**
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:* |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *List the names and titles of those you provide technical assistance to, and the nature of the technical assistance:* |
| *
 |
| *Describe the complexity of the audits that you serve as a lead and what makes these audits complex:* |
| *
 |
| *Describe the types of issues that you regularly seek advice and guidance and the people you seek advice from:* |
| *
 |
| *If your job tasks or responsibilities related to this accountability have changed since you were hired or last completed a CBQ, specify the changes, when they occurred, and why: (indicate NA if this position is new)* |
| *
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| **5. Accountability: TRAINING STAFF** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:**
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:* |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |
| *List auditors you have trained and your role in training them:* |
| *
 |
| *If you specialize in an area or have a specific statewide expertise in an area, describe the area and describe the complexities of the area:* |
| *
 |
| *If you serve as a technical resource to others, describe the type of topics/issues you advise other auditors on:* |
| *
 |
| *If your job tasks or responsibilities related to this accountability have changed since you were hired or last completed a CBQ, specify the changes, when they occurred, and why: (indicate NA if this position is new)* |
| *
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| --- | --- |
| **6. Accountability: SPECIAL PROJECTS** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:**
 |       |
| *Specific tasks within area of accountability:* |
| *
 |
| *Describe the most challenging and complex aspects:* |
| *
 |
| *Decisions you make:* |
| *
 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |
| *If applicable, describe any special projects you have worked on and your specific role (if not already described above):* |
| *
 |
| *If your job tasks or responsibilities related to this accountability have changed since you were hired or last completed a CBQ, specify the changes, when they occurred, and why: (indicate NA if this position is new)* |
| *
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**Click this button to add a section to describe an additional accountability if needed.**



**Click this button to delete a section of accountabilities if needed.**

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| 1. **Job Requirements**
 |
|  *What knowledge, skills, education (including professional licenses or certificates), and experience are required of a fully trained and competent employee in this position?* |
| *Knowledge:*       |
| *Skills:*       |
| *Education (including licenses or certificates):*       |
| *Experience:*       |
| 1. **Your Education & Experience**
 |
| *Describe your education (list all post-secondary education; if degree obtained list major; if no degree, list major or coursework, and number of years or semester hours).* |
| *
 |
| *List any professional licenses or certificates you hold.* |
| *
 |
| *List all accounting-related jobs you have held (list title, employer, brief summary of duties, and number of years job was held).* |
| *
 |
| *Describe areas of knowledge or skill you have that contribute to successful job performance.* |
| *
 |
| *List any training you received that contributes to successful job performance.* |
| *
 |
| 1. **Changes**
 |
| *Has your job changed significantly since the latest CBQ was completed? [ ] YES [ ]  NO**If yes, summarize how your job has changed, when the changes occurred, and why. (Specific details should be included in the accountabilities section. Indicate NA if position is new.)*  |
| *
 |
| *Have any job tasks or responsibilities been removed from your job? [ ] YES [ ]  NO**If yes, please explain.*  |
| *
 |
| 1. **Comments**
 |
| *Provide any comments you feel may be relevant in describing your current position.* |
| *
 |
| **Employee Signature:**       | **Date:**      |

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After completing, forward to your supervisor.

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|  **SUPERVISOR SECTION** |
| *Employee Name/Title:* | *Supervisor Name/Title:* |
|       |       |
| 1. **Accuracy of Information in Employee Section**
 |
| *Are the position’s accountabilities and job tasks described accurately and completely?* *[ ] YES* *[ ]  NO* *If not, please explain.*  |
| *
 |
| *Are the changes to the job described accurately and completely? [ ] YES [ ]  NO If not, please explain.*  |
| *
 |
| *Are all changes permanent? [ ] YES [ ]  NO If not, indicate how long you anticipate these changes will last.*  |
| *
 |
| *Do you anticipate any other changes to the job in the next two years? [ ] YES [ ]  NO**If yes, please explain.*  |
| *
 |
| 1. **Scope & Complexity of Position**
 |
| *What are the most important aspects of this position?* |
| *
 |
| *What are the most complex aspects of this position?* |
| *
 |
| *If this employee is specialized or considered the technical expert in a specific area(s), describe the area(s) and the complexity of the area(s).*  |
| *
 |
| 1. **Qualifications**
 |
| *What knowledge, skills, education (including professional licenses or certificates), and experience are required at entry for this position?*  |
| *Knowledge:*       |
| *Skills:*       |
| *Education (including licenses or certificates):*       |
| *Experience:*       |
| *What knowledge, skills, education (including professional licenses or certificates), and experience are required of a fully trained and competent employee in this position?* |
| *Knowledge:*       |
| *Skills:*       |
| *Education (including licenses or certificates):*       |
| *Experience:*       |
| **Supervisor Signature:**      | **Date:**      |

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