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Class Specifications for the Class:CLAIMS PRE-AUDIT SUPERVISORDuties Summary:

Plans, organizes, directs, controls and coordinates the audit of all expenditure claims against the State; establishes controls and obtains compliance with pertinent laws, rules and regulations, and certifies to the propriety of claims; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by the responsibility for the development of work methods, procedures and schedules for the timely and correct examination and certification of claims relative to the expenditure of State funds for payroll, voucher and contract claims. The work involves responsible interpretation of laws, rules and regulations and intense problems of work organization and planning to meet deadlines and emergency situations. The system of work requires the establishment of controls to insure proper examination and certification, and appropriate coordination with data processing personnel and others in all agencies of State government concerned with payroll and other expenditures.

Examples of Duties:

Plans, organizes, directs, controls and coordinates the pre-auditing of payroll, voucher and contract claims to assure their legality and correctness as to laws, rules, regulations and procedures, and to assure their proper processing; meets with the representatives of all State agencies to interpret and explain rules and regulations, laws and procedures, and discusses problems in the processing of claims; analyzes work procedures and methods, and develops improvements; prepares operational manuals and instructions to operating agencies; participates in the development of procedures and methods involving electronic data processing, receives complaints and expedited procedures as necessary; consults with the Attorney General's Office on matters requiring legal interpretation and drafts requests for opinions; drafts written instructions on methods and procedures to follow in preparing and submitting claims; prepares reports on operations.

Knowledge and Abilities Required:


Knowledge of: Laws, rules and regulations pertinent to claims processing; claims pre-audit procedures; electronic data processing, principles and methods as appropriate to the work; principles and practices of supervision.

Ability to: Plan, organize, direct, control and coordinate the pre-audit of payroll, voucher and contract claims; interpret laws, rules and regulations pertinent to the work; cope with problems of work load, emergency deadlines and maintain appropriate controls; deal effectively and tactfully with others.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class CLAIMS PRE-AUDIT SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED: JAN 30 2006

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
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