

# Examination Announcement



# California State Auditor Bureau of State Audits

## FRAUD INVESTIGATOR II, BUREAU OF STATE AUDITS (JC86/4096)

**PROMOTIONAL FOR:** BUREAU OF STATE AUDITS

**SALARY RANGE:** \$6,149 - \$7,851

**COMPETITION LIMITED TO:** Current Bureau of State Audits employees and qualified persons who meet the requirements of Government Code Sections 18990, 18991, or 18992.

**HOW TO APPLY:** All applications (STD. 678) must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. postal service (i.e. hand carried to the administration division) must be **received by 5:00 p.m. on the final filing date.**

**Submit applications to:** Bureau of State Audits  
555 Capitol Mall, Suite 300  
Sacramento, California 95814

**Contact:** Lynne Gaal  
916-445-0255

### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**ELIGIBILITY LIST INFORMATION:** A departmental promotional eligibility list will be established for 12 months unless conditions warrant a change. Candidates may not be tested more than once in a testing period.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**FINAL FILING DATE: FEBRUARY 2, 2010**

### MINIMUM QUALIFICATIONS

#### Either I

Two years of experience in the California state service performing the duties of a Fraud Investigator, Bureau of State Audits, or a Fraud Investigator I, Bureau of State Audits.

#### Or II:

Experience: Four years of increasingly responsible experience in investigative work. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to Fraud Investigator, Bureau of State Audits, or Fraud Investigator I, Bureau of State Audits, for a period of at least two years.)

**THE POSITION:** This is the advanced journey person level in the series. Under the direction of the Fraud Investigator III, Bureau of State Audits, incumbents conduct the most sensitive, complex, and diverse investigations of improper governmental activities. Incumbents demonstrate strong analytical abilities and a comprehensive understanding and appropriate application of a wide range of investigative techniques and strategies. The Fraud Investigator II, Bureau of State Audits, provides assistance to bureau staff in the development of policies and procedures; participates in the most difficult and/or confidential investigations; assists in planning, developing, and directing components of an investigative program; and prepares highly sensitive correspondence. Incumbents provide advice to bureau management concerning all aspects of fraud investigations. Incumbents may occasionally act in a lead capacity, supervising the work of Fraud Investigator I, Bureau of State Audits, and other subordinate staff.

Position(s) exist in Sacramento only.

**SPECIAL REQUIREMENTS:** Willingness to travel, work away from headquarters, and work long and irregular hours.

**EXAMINATION INFORMATION:** This examination will utilize an evaluation of each candidate's experiences and education compared to a standard developed from the class specification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experiences relevant to the "Requirements for Admittance to the Examination" shown on the announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

### **Education & Experience -- Weighted 100%**

#### **SCOPE**

**Knowledge of:** Provisions of the California Whistleblower Protection Act; the organization and function of the Fraud Investigation unit within the Bureau of State Audits; general auditing and investigative principles and techniques, practices, procedures, and terminology; State law relating to improper governmental activities, general laws, and regulations related to State fiscal, personnel, and administrative practices; techniques of audit and investigative work; principles and techniques of personnel management and supervision; the bureau's Equal Employment Opportunity Program objectives; and a supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

**Ability to:** Apply the applicable laws and regulations to specific cases; conduct a wide range of investigations applying appropriate investigative techniques; prepare effective and adequate evidence; analyze the records, accounts, and documents of State departments; plan, organize, and analyze situations accurately and take effective action; prepare, review and edit written investigative reports and correspondence; conduct conferences and interviews; understand how written laws and policies relate to the Fraud Investigation unit; implement training programs for subordinate staff; develop the skills and abilities of subordinate staff; make sound decisions to accomplish bureau goals; communicate effectively; analyze situations accurately and adopt an effective course of action; and effectively contribute to the bureau's equal employment opportunity objectives.

#### **ADDITIONAL INFORMATION:**

- **Veterans' preference and career credits** are not granted in promotional examinations.
- **Applications** are available in the Administration Division or on line at [www.spb.ca.gov](http://www.spb.ca.gov).
- **If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.
- **The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.
- **Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) service wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.
- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.
- **Who Should Apply:** This is a departmental promotional examination for the Bureau of State Audits (bureau.) Applicants must have a permanent civil service appointment with the bureau as of the final filing date in order to participate in this examination; or must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorable discharged from active military duty with a service connected disability, or honorably discharged from active duty as defined in Government Code 18991.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARTIAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION**

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**