



**EXAMINATION ANNOUNCEMENT
OPEN—CONTINUOUS FILING**

**SENIOR AUDITOR EVALUATOR I
(JC77/4093)**

SALARY RANGE: \$6,258-\$9,303

POSITIONS WITH THE CALIFORNIA STATE AUDITOR’S OFFICE EXIST IN SACRAMENTO ONLY

WHO SHOULD APPLY: Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have taken the examination, you may not reapply for nine (9) months.

EXAMINATION INFORMATION: All applicants will be required to complete a Qualifications Assessment examination. The Qualifications Assessment examination contains questions which are designed to elicit information regarding each candidate’s experience relevant to the classification. The information on the Qualifications Assessment examination will be competitively assessed based on pre-determined rating criteria. All information you provide will be subject to verification. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Qualifications Assessment -- Weighted 100%

ELIGIBILITY LIST INFORMATION: An open, merged eligible list will be established by the California State Auditor. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Qualifications Assessment examination to reestablish eligibility.

FINAL FILING DATE: Continuous--The California State Auditor will accept applications on a continuous basis.

HOW TO APPLY: Complete a state application (STD.678). Applications without a signature will not be accepted. Email the completed application to HR@auditor.ca.gov or mail it to:

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

NOTE: The examination title and level in which you are applying to MUST be indicated on the application. All applications must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected.

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, please answer “yes” to question #2 on the STD. 678. You will be contacted to make specific arrangements.

CONTACT INFORMATION: If you have any questions concerning this examination or announcement, please contact the Human Resources Office at 916-445-0255.

DO NOT SUBMIT APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: All applicants must meet the education and experience requirements for this examination as of the date the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

Minimum Qualifications

Education: Equivalent to graduation from college. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) **and**

EITHER I

Experience: Six months of experience in the California state service performing duties at a level equivalent to an Auditor Evaluator II.

OR II

Experience: Three years of professional experience in government, commercial, or public auditing in accordance with "Government Auditing Standards" published by the Comptroller General of the United States. This experience must include work in at least two of the following types of audits: financial, performance, or compliance.

The Position

This is the initial supervisory level of the Auditor Evaluator classification series. Under the direction of a more senior Auditor or a Principal Auditor, the incumbent in the Senior Auditor Evaluator I classification typically supervises two auditors in performing audit field work, which may include oversight of a segment of an audit, or an entire small audit. On occasion, the incumbent may act as an audit team member, performing the most difficult or complex audit analyses. The work includes the scoping and planning of audits and audit activities; extensive communication with audit staff and the Principal Auditor in a collaborative work environment; and ensuring the thorough and accurate documentation of audit activities and findings both during field work and in the development of audit reports.

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

ADDITIONAL DESIRABLE QUALIFICATIONS: Ability to use word processing and spreadsheet software.

Scope

Knowledge of: General accounting and auditing principles and procedures; principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods; research and information-gathering techniques; basic principles and practices of descriptive and inferential statistics; functions, organization, and practices of California government, "Government Auditing Standards" as prescribed by the Comptroller General of the United States, and standards of the profession; principles and practices of employee supervision, development, and training; legislative committee organization, structure, functions, and procedures; formal and informal aspects of the legislative process; the operation and reporting of other State and Federal audit organizations; 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 required knowledge; review and analyze State and Federal laws, regulations, and program data; review and analyze accounting records; learn and apply "Government Auditing Standards" prescribed by the Comptroller General of the United States and standards of the auditing profession; review management and other related controls over financial data; conduct effective interviews with auditee's staff at all levels; gain and maintain the confidence and cooperation of those contacted; analyze, organize, and synthesize a variety of information into supported audit findings and logical recommendations; effectively incorporate use of microcomputers in performing audit and investigative tasks; prepare clear, complete, and concise reports; communicate effectively; clearly define audit objectives; develop approaches and methodologies to meet audit objectives; identify controversial or sensitive issues affecting the audit; and assess staff performance and develop the skills and abilities of subordinate staff.

Additional Information

- It is the competitor's responsibility to contact the California State Auditor's human resources office, at 916-445-0255, if you do not receive examination instructions within 4 weeks of submitting your application.
- This is an open examination. Career Credits do not apply.
- **Veterans Preference:** in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. An entrance examination is defined, under the law, as any open competitive examination. Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application which is available at <https://www.calcareers.ca.gov> and the Department of Veterans Affairs.
- **Applications** (STD. 678) are available on line at <https://www.calcareers.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.
- **The California State Auditor** reserves the right to revise the examination plan to better meet the needs of the office 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 list must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.
- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.
- Prior to appointment, all employees of the California State Auditor are subject to a **background check and fingerprinting**.
- Position(s) exist in Sacramento only.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and 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.