

**Auditor Evaluator I**  
Permanent – Full-Time  
Position Number 339-100-4088-900  
Multiple positions available

**SALARY RANGE:**

**\$4,730 - \$5,734 (Range A)**

**\$5,134 - \$6,749 (Range B)**

**DUTIES:** Under direct supervision, the incumbent in the Auditor Evaluator I classification assists in the completion of audit field work as part of an audit team. The work includes extensive communication with auditee staff during field work and with colleagues and supervisors in a collaborative work environment; and thorough and accurate documentation of audit activities and findings both during field work and in the development of audit reports.

Duties include, but are not limited to, the following:

- Performs audit activities in conformance with auditing standards, independently and as part of an audit team, to fulfill the objectives of the audit and the mission of the California State Auditor by (but not limited to):
  - Obtaining and interpreting relevant and authoritative criteria for the program or issues under audit.
  - Reviewing objective evidence in order to draw conclusions about the audit subject to report to management and the audited agency.
  - Identifying the audited agency's policies and procedures and observing its procedures and practices.
  - Interviewing the audited agency's personnel responsible for the program.
  - Performing descriptive statistical analyses of data using basic spreadsheet software to understand obtained data.
  - Testing data to determine its accuracy, completeness, currency, and reliability.
  - Based on an objective and independent evaluation of the evidence, drawing conclusions about the audit subject, identifying possible causes of any agency problems or non compliance, and developing feasible and cost-effective recommendations to address these concerns.
  - Preparing work materials/documents in a logical manner to ensure information is easily accessed, understood, and able to be used to document audit work performed and conclusions reached.
  - Assisting in the development of a thorough and accurate written audit reports.
  - *For financial audits, performing procedures to determine whether financial information is presented in conformity with generally accepted accounting principles and participating in the production of audited financial statements, including all relevant disclosures.*
- Assists in the scoping and planning of audits and audit activities to ensure necessary resource allocation and that plans are consistent with audit objectives and auditing standards.
- Assists with the development of thorough and accurate audit reports to present findings and recommendations.
- Communicates with auditee staff to obtain necessary information for audits, and with auditee staff, colleagues, supervisors, and others to convey information related to audit procedures, findings, and recommendations.

**FINAL FILING DATE: JUNE 18, 2018**

## DESIRABLE QUALIFICATIONS:

- *If interested in financial auditing, licensure or interest in becoming a Certified Public Accountant.*

### Knowledge of:

- Principles, practices and procedures utilized to conduct performance and/or financial auditing to ensure they are conducted in a sound manner and according to standards.
- Sound information gathering and research methods.
- Principles and methods of statistical sampling to design sampling plans, and the selection and use of appropriate sampling methods.
- California government organization, structure, function and practice.
- Legislative committee organization, structure, functions and procedures.

### Skill to:

- Obtain and interpret relevant and authoritative criteria.
- Apply and interpret state and federal laws, regulations, accepted auditing principles and procedures, and program standards to audited materials, data, and information to detect non-compliance and facilitate recommendations.
- Write in English using correct grammar, spelling, and punctuation to ensure effective communication and composition of work papers, reports, memos, emails, and other written communication.
- Develop sound and cost-effective recommendations based on findings.
- Utilize spreadsheet (i.e. Excel) to track, manipulate, interpret, and communicate data.

### Ability to:

- Synthesize data, materials, and information into logical, meaningful, and concise findings to make sound decisions and recommendations.
- Communicate orally and listen effectively with a variety of individuals to relay and receive information accurately as the situation demands.
- Adapt plans and schedules to meet changing priorities of work objectives, resources, and/or workload demands.
- Make accurate judgments about how much time a task, or group of tasks, will take to complete to ensure timelines are accurate and completion dates are realistic.

### Special Requirements:

- Willingness to work long or irregular hours to perform job duties.
- Willingness to travel to various work locations throughout the State of California, including for extended periods, to perform duties related to the job.
- Required to work within tight and/or challenging timelines to complete projects or assignments.

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**HOW TO APPLY:** *Candidates who have taken the Auditor Evaluator I examination, please log into your profile and follow the instructions to apply for this position.* All other candidates (lateral transfer, former state employees) must complete a standard state application (STD. 678). You may submit your completed application via your CalCareer account or send to:

#### Location

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

#### Contact

Lynne Gaal  
(916) 445-0255, ext. 226  
[LynneG@auditor.ca.gov](mailto:LynneG@auditor.ca.gov)

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**SELECTION PROCESS:** Candidates who have lateral transfer eligibility from an equivalent classification, who are reachable on a current employment list, or who are former state employees with reinstatement eligibility to this class may apply. A Training and Development assignment may be considered.

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**Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.** All State Auditor's Office employees are excluded from collective bargaining.

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.*