



CALIFORNIA STATE CONTROLLER'S OFFICE
Departmental Open Non-Promotional Spot Examination
Assistant Principle Claim Auditor Exam ID: (3CO15)
MONTHLY SALARY RANGE
\$4,505.00-\$5,569.00

***Note:** The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.*

Bulletin Release Date	09/01/2023
Final Filing Date	Continuous; the cut-off dates for this examination are March 30 th , April 30 th , May 30 th , June 30 th , July 30 th , August 30 th , September 30 th , October 30 th , November 30 th , December 30 th , January 30 th and February 28 th .
Who May Apply	Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have list eligibility, you may not reapply for twelve (12) months from your examination's cut-off date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait six (6) months from the cut-off date before reapplying to take the exam.
Filing Instructions	<p>Applications (STD 678) must be <i>postmarked or received no later than the final filing cut-off date</i>. Applications postmarked, received via inter-office mail, or personally delivered after the final filing date will not be accepted. Applications postmarked after the cut-off date, or received via inter-office mail or personally delivered after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. Faxed or emailed applications will not be accepted. <i>The examination title must be indicated on the application.</i></p> <p>*File by Mail: State Controller's Office HR – Talent Management Unit P.O. Box 942850-5877 Sacramento, CA 94250-5877 Attn: Tim Cannoles</p> <p>*File in Person: State Controller's Office HR – Talent Management Unit 300 Capitol Mall, Suite 300 Sacramento, CA 95814 Attn: Tim Cannoles</p> <p><i>*Candidates are responsible for obtaining proof of mailing or submission of their application to the Talent Management Unit.</i></p>
Special Testing Arrangements	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice Line at 1-800-735-2922.
Identification for Examination	Accepted candidates are required to bring their Notice to Appear <i>and</i> either a photo identification card or two forms of signed identification to each phase of the examination.
Requirements for Admittance into the Examination	<p>All applicants must meet the education and/or experience requirements for this examination by the established cut-off date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.</p> <p>All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.</p>

Note: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I,” “or II,” “or III,” etc. For example: Candidates, who possess qualifying experience amounting to 50% of the required time of Pattern I *and* additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

**Minimum
Qualifications**

Either I

One year of experience with the State Controller's Office performing the duties of a Senior Claim Auditor or a Supervising Account Clerk II.

Or II

Two years of experience with the State Controller's Office performing the duties of a Claim Auditor or a Supervising Account Clerk I.

Or III

Three years of experience outside State service performing auditing of claims or expenditures or financial record keeping, at least two years shall have been in a responsible position involving complex auditing, accounting, and/or record keeping. (Education in a professional accounting curriculum given by a certified business or residence school may be substituted for one year of the required technical experience, on the basis of 12 semester hours being equivalent to one year of experience.) and

Education: Equivalent to graduation from the 12th grade. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent education above the 12th grade, such as professional accounting courses given by a certified residence or business school.

Click on the link below to review the CA State Personnel Board class specification that contains the requirements for admittance to the exam:

<https://hrnet.calhr.ca.gov/CalHRNet/SpecCrossReference.aspx?ClassID=1761>

**Examination
Information**

This examination will consist of an Education & Experience Evaluation / Performance Evaluation weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

This examination will utilize an evaluation of each candidate's experience and education/training compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the “Minimum Qualifications” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Minimum Qualifications” carefully to see what kind of information will be useful to the staff doing the evaluation.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new examination dates may be set at any time as departmental needs warrant. Each new cut-off date will be publicized to ensure that applicants have adequate time to complete and submit an application.

**Eligible List
Information**

A Departmental Open Non-Promotional spot eligible list will be established for the State Controller's Office in *Sacramento County*. The names of successful competitors will be placed onto the list in order of final scores. (The names of successful competitors will be merged onto the list in order of final scores, regardless of date.) The list will expire or be abolished 12 months (Competitors' eligibility will expire 12 months) after it is established unless the needs of the service and conditions of the list warrant a change in this period. For a classification with a dated list, it is the competitor's responsibility to apply for and be successful in subsequent examinations in order to maintain eligibility after the list expires or is abolished. (For a classification with a merged list, it is the competitor's responsibility to reapply for and be successful in the examination in order to maintain eligibility after 12 months.)

Position Statement

This level may supervise claim auditors at the entry or journey level responsible for auditing claims against the State for financial obligations made by State departments and/or local governments; or function as a nonsupervisory specialist performing the most complex claim audits, assisting with program development, providing training and guidance to new claim auditors, or functioning as a recognized authority by handling the most complex, sensitive claim schedules.

**Knowledge, Skills,
and Abilities****Knowledge of:**

1. Applicable laws, contracts, rules, and statutes in order to ensure compliance with rules and regulations.
2. Claim Audits Tracking System (CATS) in order to generate reports and verify claim status.
3. Contracts and Lease System (CNL) in order to appropriately verify details, payment terms and contract funding and/or balances for claims presented against the State.
4. Fi\$Cal and Legacy systems.
5. Department of General Services (DGS) requirements and guidelines in order to evaluate and validate claims to ensure requirements and guidelines are met.
6. State Administrative Manual (SAM) in order to research and apply requirements and guidelines in regards to claims against the State.
7. State Contracting Manual (SCM) in order to understand and interpret contracts for services contracted within the State.
8. Department of Personnel Administration (DPA) in order to interpret and apply regulations and guidelines with regards to claims against the State.
9. Personnel Management Liaisons (PML) in order to interpret and understand personnel guidelines as they apply to claims against the State.
10. Accounting principles.

Ability to:

1. Apply the appropriate laws, rules, and regulations in order to ensure compliance with the California Prompt Payment Act and perform daily functions.
2. Communicate effectively in order to resolve problems, gather and share information, and accomplish necessary tasks and assignments.
3. Make sound decisions and recommendations when approving or denying claims/vouchers in order to assure legal payments against the State.
4. Independently research using various manuals in order to validate authorities and legal delegation for claims/vouchers against the State.
5. Research agencies and their mission statements on the Internet in order to assure expenditures are in accordance with agencies' objectives.
6. Meet deadline and timeline requirements in order to ensure compliance with the California Prompt Payment Act and perform daily functions.
7. Prioritize work assignments in order to ensure work is completed in a timely and accurate manner.
8. Provide detailed instructions and requirements to various agencies and fellow staff in order to assure adherence to audit guidelines.
9. Use computer applications such as Microsoft Office, Excel, Internet, Legacy, e-mail and various online applications in order to prepare spreadsheets, documents and correspondence, and function in an office environment.
10. Assess the results of preliminary audit work and develop suitable audit workflow in order to assure legal payments against the State and in compliance with the California Prompt Payment Act.
11. Communicate in both oral and written formats in order to provide accurate information and function in an office environment.

**Special Personal
Characteristics**

1. Demonstrated supervisory ability, tact, and attention to detail
2. Demonstrated ability to complete the most complex program-related projects.

**Additional Desirable
Qualifications**

None

Special Requirements

None

Veterans' Preference

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the CA Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

Career Credits

Career Credits will be added to the final score of competitors who are successful in this examination.

Contact Information

For more information regarding this examination, please contact the Tim Cannoles at 916-538-2974.

General Information

Examination Locations: Examinations will be administered in locations deemed appropriate for the examination type and in accordance with the candidate pool and departmental resources. Examinations may not be administered in all areas. Candidates may be asked to travel to the nearest examination location at their own expense.

Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf>, CA Department of Human Resources (CalHR) offices, local offices of the Employment Development Department (EDD), and the State Controller's Office.

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 this examination will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Sub-Divisional Promotional, 2) Departmental Promotional, 3) Multi-Departmental Promotional, 4) Servicewide 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 12 months after established unless the needs of service and conditions of the list warrant a change in this period.

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. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in their position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the CA Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx> or from the CA Department of Human Resources, 1515 S Street, North Building, Suite 400, Sacramento, CA 95811 and the Department of Veterans Affairs.

Career Credits: In Open Non-Promotional examinations, Career Credits are granted to:

1. State employees with permanent civil service status,
2. Full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and
3. Individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps).

Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

The State Controller's Office 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 laws and rules and all competitors will be notified.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

Upon request, this document can be produced in Braille or large print.

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.