



**Workers' Compensation Payroll Auditor
(DEPARTMENTAL OPEN)
9399-00109323-30496KP**

Department(s): State Compensation Insurance Fund
Opening Date: 01/04/2016
Closing Date: Continuous
Type of Recruitment: Departmental Open
Salary: MONTHLY-RANGED-SALARY - \$3, 247.00 to \$4, 624.00
Employment Type: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-Time
Limited Term Intermittent
Exam Type: Statewide

INTRODUCTION

This is an Open statewide examination for the State Compensation Insurance Fund.

EEO

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.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any candidate 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.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below. Applications will be accepted on an open basis only. Once you have taken the examination, you may not reapply for twelve (12) months.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at www.statefundca.com/careers/currentexams.asp. Competitors must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

Once a competitor submits their application via State Fund's Jobs Online, they will receive an e-mail containing a confirmation number.

FAXED, E-MAILED, OR HARD COPY STANDARD STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark "yes" on Question #2 on the

Standard State Application (STD 678) form. You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

An OPEN, MERGED eligible list will be established for the State Compensation Insurance Fund. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of the test date. **Competitor's eligibility expires twelve (12) months after it is established.** Competitors must then retake the exam to reestablish eligibility. **See preview document for additional information.**

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: It is the competitor's responsibility to make sure they meet the experience requirements stated on this announcement on the date they submit their application.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of a Workers' Compensation Insurance Technician, Range B. (Applicants who have completed nine months of the required experience will be admitted to the examination but must complete the required experience before they will be eligible for appointment.)

Or II

Four years of experience performing workers' compensation payroll auditing. (Experience in the California state service applied to this pattern must include at least one year of experience performing workers' compensation payroll auditing duties at a level of responsibility equivalent to that of a Workers' Compensation Insurance Technician, Range B.)

Or III

Education: Equivalent to graduation from an accredited college with a bachelor's degree. Registration as a senior in an accredited college will admit applicants to the examination, but evidence of graduation or its equivalent must be produced before they can be considered eligible for appointment. (Responsible employment in workers' compensation payroll auditing may be substituted on a year for year basis.) (Experience in the California state service applied to this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers' Compensation Insurance Technician, Range B.)

POSITION DESCRIPTION

This is the entry and journey level for this series. Under supervision, audit payroll records of current and previously insured policyholders of the State Compensation Insurance Fund.

EXAMINATION INFORMATION

WRITTEN - WEIGHTED 100.00%

The examination will consist of an online multiple choice test weighted 100%. This examination is available online 24 hours a day/7 days a week. If you experience any technical difficulties or leave the examination for any reason, you may log back in to continue as long as you are still within your time allotment of 3 hours from your start time.

Utilization of a calculator is permitted for this exam.

You will not be given additional time for completion therefore it is recommended that you take this examination when you can give it your full attention.

In order to obtain list eligibility, a minimum score of 70% must be attained. **See preview document for additional examination information.**

Online Multiple Choice Examination Information Preview Document: [Click Here](#)

EXAMINATION SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be measuring competitively, relative to job demands, each competitor's knowledge and abilities as outlined below.

Knowledge of:

1. Modern office methods and procedures, supplies and equipment such as computer terminals and calculators
2. General accounting and auditing principles and procedures
3. General arithmetic skills
4. Interpretation of graphs and charts
5. WCIRB Manual

6. Rating plans
7. State Fund corporate and operating policies and procedures
8. General insurance principles and practices
9. Interpretation of data
10. College level vocabulary

Ability to:

1. Analyze problems and take effective action
2. Read and write English effectively
3. Communicate effectively
4. Maintain effective working relationships with those contacted in the course of work
5. Read, interpret and apply rules, procedures and policies at a level required for successful job performance
6. Classify risks accurately

SPECIAL PERSONAL CHARACTERISTICS

1. Willingness and ability to travel extensively
2. Ability to qualify for a fidelity bond
3. Possession of a valid driver license

BROWSER/SYSTEM REQUIREMENTS

State Fund's Jobs Online application supports the following browsers:

Internet Explorer 7 (or newer)
Google Chrome 35.0.1916.153
Mozilla Firefox 17.0.1

It is not recommended that you complete this examination with a smartphone or tablet as it was not designed to be compatible for mobile devices.

Disclaimer: State Compensation Insurance Fund is only responsible for issues within our own system. Competitors experiencing technical difficulties within their own system/equipment (computer crash, browser timeout, internet issues, etc.) will NOT be given the opportunity to start the examination again.

However, if you do experience any of the technical difficulties listed above or leave the examination for any reason, you may log back in to continue as long as you are still within your time allotment of 3 hours from your start time.

WARNING: If you are logged out of the examination for any reason, do not copy and paste the URL from the examination page, as this link will not take you back into the examination. In order to return to the examination after being logged out, make sure you completely close all browser windows and log back into the system the way you initially entered (see below).

- For candidates logging in outside of State Fund, use www.statefundca.com
- For candidates logging in within State Fund:
 - Enter through your Simplified Sign-On or,
 - Use www.statefundca.com and click login
- Once logged in, click on the "Online Examinations" tab at the top of the screen and click the "Start/Continue Exam" link under the Exam Entry header.

VETERANS PREFERENCE

Veterans' Preference will be granted in this examination.

Effective January 1, 2014, 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. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) 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). Information on "How to Apply for Veterans Preference" is listed below in the General Information section.

CAREER CREDITS

Career Credits do not apply and **will not** be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this examination, visit www.statefundca.com/careers/currentexams.asp

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources class specification:
<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>.

GENERAL INFORMATION

Where to Apply: A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at www.statefundca.com/careers/currentexams.asp. Competitors must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

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. All competitors who pass will be ranked according to their scores.

State Compensation Insurance Fund 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.

Test Scores: All test scores may be subject to verification by retesting in a controlled (proctored) environment using a condensed version (conformity test) of this examination.

Any discovered or suspected cheating will result in immediate disqualification.

General Qualifications: Competitors 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.

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) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

How to Apply for Veterans Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at <https://jobs.ca.gov/Job/VeteransInformation> and on the Application for Veterans Preference form, [CalHR-1093](#). Additional information is also available at the Department of Veterans Affairs website at www.calvet.ca.gov.

STATE COMPENSATION INSURANCE FUND OFFICES

Bakersfield
9801 Camino Media
Bakersfield, CA 93311-1303

Eureka
2440 Sixth Street
Eureka CA 95501-0788

Fresno
10 River Park Place East
Fresno, CA 93720-1531

Greater Bay Area/Pleasanton
5880 Owens Drive
Pleasanton, CA 94588-3900

Monterey Park
900 Corporate Center Drive
Monterey Park, CA 91754-7618

Redding
2175 Shasta View Drive
Redding, CA 96003-8296

Riverside
6301 Day Street
Riverside, CA 92507-0902

Rohnert Park
5900 State Farm Drive, Suite 200
Rohnert Park, CA 94928-2122

Sacramento Regional Office
2275 Gateway Oaks Drive
Sacramento, CA 95833-3255

San Francisco
333 Bush Street
San Francisco CA 94104

Santa Ana
1750 East Fourth Street
Santa Ana, CA 92705-3929

Stockton
3247 West March Lane
Stockton CA 95219-2351

Vacaville
1020 Vaquero Circle
Vacaville, CA 95688-8804

Contact Information for California Department of Human Resources

Attn: Examination Services
1515 S Street, North Building, Ste 400
Sacramento, CA 94244-2010
(866) 844-8671

California Relay (Telephone) 1 (800-735-2929; (TTY) 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.