California State Auditor

EXAMINATION ANNOUNCEMENT
OPEN—CONTINUOUS FILING

AUDITOR EVALUATOR I
(JC73/4088)

Salary Range: $3,328 - $5,153

Range A: $3,328 - $4,378

(This range shall apply to those individuals who do not meet the criteria for Range B.)

Range B: $3,920 - $5,153

(This range shall apply to those individuals who have a Master's Degree; or who have satisfactorily completed the equivalent of 12 months of Auditor Evaluator I, Bureau of State Audits, Range A, or who have twenty-four months of auditing experience. (California state experience applied toward this pattern must include at least one year performing the duties of a class equivalent to that of the Auditor Evaluator I, Bureau of State Audits, Range A.)

POSITIONS WITH THE CALIFORNIA STATE AUDITOR EXIST IN SACRAMENTO ONLY

Final Filing Date: *Continuous*--The California State Auditor will accept applications through **April 1, 2015**.

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. All applicants must meet the education requirements as stated on this examination announcement.

How to Apply: All interested candidates for this examination **must** fill out the Auditor Evaluator I, Bureau of State Audits **online application**. The standard State Application (Std. 678) will not be accepted for this examination.

To access the online application please follow the steps below:

1. Go to www.auditor.ca.gov
2. Click on the **Careers** link at the top right corner of the website home page
3. Click on the **Apply Online Now** button
4. Create a profile or log-in if you have previously created a profile

Examination Information: This examination will consist of a **Written Examination** based on the *knowledge* and *abilities* listed below and will be weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

Eligibility List Information: Names of successful competitors are merged on to the eligibility list on a continuous basis. The names will remain on the list for a period of 12 months from the date eligibility is established.

Special Testing Arrangements: If you have a disability and need special testing arrangements, check the reasonable accommodation box when filling out the online application. 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.

Minimum Qualifications: All candidates must have 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.) Specifically, you must meet one of the patterns listed below:

Either I—Pattern 1— Education Equivalent to:

(1) a Master's Degree in Business, Accounting, Public Administration, or Public Policy;
(2) a Master's Degree in a related field that is strong in quantitative analysis with at least nine semester units of college level course work in quantitative subjects such as statistics and economics; or
(3) a graduate Law Degree and nine semester units of college-level course work in quantitative subjects such as statistics and economics.

Or II—Pattern 2—Education Equivalent to:

Graduation from college with completion of a minimum of 39 semester units of **business-related*** course work which shall include the following:

- six units of professional accounting courses, or six units of economics courses, or six units of financial management; **and**
- nine units of related quantitative subjects, such as mathematics or statistics; **and**
- six units in written or oral communication.

***Business-related** course work in real estate, marketing, or human resource management may **not** be counted as part of the 39 units.*

Position Description: This is a recruiting, training, and development class for persons qualified to exercise, under general supervision, financial and performance auditing methods as specified by the American Institute of Certified Public Accountants, the *Government Auditing Standards* issued by the Federal Government, and the policies of the California State Auditor. Auditor Evaluators perform, under supervision, almost all basic data gathering and analytical tasks and some planning tasks. Incumbents may also assist in the completion of a segment of an audit. Auditor Evaluators use manual and computerized methods to accumulate, analyze, and present data. Auditor Evaluators develop a basic understanding of auditees' operations and reporting systems. Generally, Auditor Evaluators at this level obtain most of the experience necessary to earn their CPA certification, if desired. Auditor Evaluators may also perform special projects and analyses relating to office administration and pending audits.

Knowledge and Abilities

A. *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; and basic principles and practices of descriptive and inferential statistics.

B. *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 Federal Government 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 the use of microcomputers in performing audits; prepare clear, complete, and concise reports; and communicate effectively.

Additional Desirable Qualifications: Ability to use word processing and spreadsheet software.

Special Requirements: Willingness to travel, work away from the headquarters' office, and work long and irregular hours.

Confidentiality and Security

19680. It is unlawful for any person: (a) Willfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this part or board rule. (b) Willfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Willfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule.

19681. It is unlawful for any person: (a) To practice any deception or fraud with regard to his identity in connection with any examination, application, or request to be examined. (b) To obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations.

Additional Information

- It is the competitor's responsibility to contact the California State Auditor's Office, Human Resources Office, at 916-445-0255, if you experience trouble with the online application or examination process.
- 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 http://jobs.ca.gov/Job/VeteransInformation and the Department of Veterans Affairs.
- 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.
- **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.
- Candidates are required to submit a resume as part of the application process and are required to read and agree to a confidentiality statement prior to entering the examination.
- Upon appointment, all employees of the California State Auditor are subject to a **background check and fingerprinting**.

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, pregnancy or genetic information.

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.