



DEPARTMENT OF MANAGED HEALTH CARE EXAMINATION ANNOUNCEMENT FOR Corporation Examiner

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. 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.

Open Continuous Examination

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

WHO SHOULD APPLY: Candidates who meet the minimum qualifications as stated on this examination announcement. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

HOW TO APPLY: Submit the Examination Application ([STD Form 678](#)) to:

Department of Managed Health Care
980 9th Street, Suite 500
Sacramento, CA 95814
Attn: Corporation Examiner Exam

Submit applications only to the address indicated above. Do not submit to the California Department of Human Resources (CalHR).

The testing office will accept Examination Applications ([STD Form 678](#)) continuously and will notify and test applicants on an as-needed basis.

NOTE: Only applications with original signatures will be accepted. Facsimile (FAX) or emailed applications will not be accepted under any circumstances.

FINAL FILE DATE: Testing is considered continuous and conducted on an ongoing basis. Testing frequency may be subject to change. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

TESTING PERIOD: A candidate may be tested only once during a 12-month period.

Positions exist in Sacramento and Los Angeles.

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, mark the appropriate section of the "Application for Examination". You will be contacted for specific arrangements.

MONTHLY SALARY: Range A 4,191.00 - 5,249.00
Range B 5,053.00 - 6,327.00
Range C 4,600.00 - 5,758.00
Range D 5,550.00 - 6,946.00

REQUIREMENT FOR ADMITTANCE TO THE EXAMINATION: All applicants must meet the education and/or experience requirements as stated on this examination bulletin on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable). If using education to qualify, applicants must include copies of transcripts and/or copy of required degree. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable).

MINIMUM QUALIFICATIONS: Unless otherwise specified in the class specification, qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern, distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates' possessing qualifying experience amounting to 50% of the required time of Pattern I, & 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 requirement.

Either I

One year of experience in the California state service performing professional accounting or auditing duties of a class at a level of responsibility equivalent to that of Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class at a level of responsibility equivalent to that of Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

Or II

Experience: Two years of increasingly responsible professional accounting or auditing experience. and

Education: Either

1. Equivalent to graduation from college, with specialization in accounting; or
2. Completion of either:
 - (a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law; or
 - (b) The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

THE POSITION: The incumbent either (1) independently conducts field audits or makes financial analyses of smaller or less complex financial institutions and business firms, or (2) assists in larger field audits, or (3) directs and works with a group of examiners conducting larger field audits, or (4) independently conducts the more complex examinations or investigations of financial institutions and other business firms, or (5) evaluates and analyzes securities and license applications for appropriate qualifications, or (6) conducts evaluations of controls in electronic data processing systems and may devise computer audit software programs.

NOTE: This examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification, weighted 100%. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" and "Minimum Qualifications" shown on this announcement.

SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each candidate's:

A. Knowledge of:

1. Knowledge of general and specialized accounting and auditing principles and procedures.
2. Knowledge of business law.
3. Knowledge of common accounting records such as, ledgers and source documents.
4. Knowledge of data analysis methods and techniques to draw appropriate conclusions and make decisions from data.
5. Knowledge of arithmetic, statistics, and mathematical applications.
6. Knowledge of proper spelling, grammar, punctuation, and sentence structure.
7. Knowledge of informational systems programs (e.g. word processing, spreadsheets, and departmental systems).

B. Ability to:

1. Ability to administer procedures and program activities.

2. Ability to gather, organize, summarize, and interpret financial data.
3. Ability to analyze situations accurately and adopt an effective course of action.
4. Ability to prepare reports.
5. Ability to establish and maintain cooperative relations with those contacted in the work.
6. Ability to speak effectively.
7. Ability to devise procedures and program activities.
8. Ability to communicate effectively in writing.
9. Ability to use a variety of spreadsheet or word processing software packages to input data, access information and/or create materials and documents.
10. Ability to compute arithmetic, statistics, and mathematical applications and choose the right mathematical methods or formulas to solve a problem.
11. Ability to conduct research using various written, electronic, and oral sources to compile needed information and data.
12. Ability to identify required data needed to perform work tasks and address issues.
13. Ability to be flexible in using various audit approaches to ensure the audit methods are the most appropriate for the situation.
14. Ability to adhere to policy and procedures regarding confidential information.
15. Ability to work in a team environment.
16. Willingness to travel and work away from the headquarters office.

C. Skill to:

1. Skill to perform mathematical calculations (e.g. addition, subtraction, multiplication, division, percentages) to analyze data, prepare reports, and summaries.
2. Skill to use logic and reason to draw sound conclusions.

ELIGIBLE LIST INFORMATION: A departmental eligible list will be established for the Department of Managed Health Care. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Managed Health Care three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Managed Health Care, Examination Services Unit, (916) 445-1828 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Human Resources, <http://jobs.ca.gov>, local offices of Employment Development and Department, Department of Managed Health Care.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the pre-determined job-related rating criteria, and all candidates who pass will be rated according to their scores.

The Department of Managed Health Care 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.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Eligible List: 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) servicewide promotional 5) departmental open 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible list will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state 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.

Hiring Interview Scope: If a hiring interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and regency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.

Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans of self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: 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). Directions to apply for Veterans' Preference are on the Veterans' Preference Application ([Std. Form 1093](#)), which is also available in person at CalHR and the Department of Veterans Affairs.

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.

California Relay Service 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.

Bulletin Release Date: January 14, 2016