INTRODUCTION
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:

By Mail/In-person:
Department of Managed Health Care
980 9th Street, Suite 500
Sacramento, CA 95814
Attn: Human Resources Examination Unit

By E-mail: DMHC_HR@dmhc.ca.gov

Submit applications only to the address indicated above. Do not submit to the California Department of Human Resources (CalHR). Applicants must provide their employment history on the STD. Form 678 rather than attaching a resume to the form.

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

Completed applications (STD. 678) must be received or postmarked no later than the cut-off date. Applications received after the cut-off date will be included in the next cut-off date for processing. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered Postmark dates for the purpose of determining timely filing of an application.

DMHC does not accept resumes in lieu of the STD. 678 State Applications. Please send the required completed document listed above for your examination to be processed in a timely manner. Incomplete submissions may cause your examination to be delayed.
Note: Applications failing to satisfy the aforementioned instructions may not be accepted.

**CUT-OFF DATE**

Testing is considered continuous and conducted on an ongoing basis. Applications will be reviewed and scored every first workday of the month: July 3, 2023; August 1, 2023; September 1, 2023; October 2, 2023; November 1, 2023; December 1, 2023; January 1, 2024; February 1, 2024; March 1, 2024; April 1, 2024; May 1, 2024; June 3, 2024. 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 twelve-month period.

**SPECIAL TESTING ARRANGEMENTS**

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

**MONTHLY SALARY**

$5,543.00 to $9,187.00

**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.

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.

ADDITIONAL DESIRABLE QUALIFICATIONS
In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent education beyond that required under "Minimum Qualifications". Preferred additional education includes college level courses in business administration, public administration, accounting, auditing, business law, and corporate finance.

CLASSIFICATION DESCRIPTION
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.

EXAMINATION SCOPE
This examination utilizes an evaluation of each candidate’s experience and education 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 his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if the experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

KNOWLEDGE, SKILLS, AND ABILITIES
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:

Knowledge of:
1. General and specialized accounting and auditing principles and procedures.
2. Laws, policies, rules, and regulations administered by the Department of Corporations.
3. Financial organization and practices of organizations subject to regulation by the Department of Corporations.
4. Federal rules and regulations governing the issue and sale of corporate securities.
5. Business law.
6. Administrative practices and procedures.

Ability to:
1. Administer procedures and program activities.
2. Gather, organize, summarize, and interpret financial data.
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare reports.
5. Establish and maintain cooperative relations with those contacted in the work.
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.

EQUAL OPPORTUNITY EMPLOYER
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 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.

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) 322-8437 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 online at the CalCareers website and at the California Department of Human Resources, local offices of the Employment Development Department, and the 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.

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 lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional 2) departmental promotional, 3) multi-departmental promotional 4) service-wide 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.
Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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.

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.

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