

**CALIFORNIA STATE CONTROLLER'S OFFICE
DEPARTMENTAL PROMOTIONAL EXAMINATION FOR**

ASSISTANT PRINCIPAL CLAIM AUDITOR (6CO05)

MONTHLY SALARY RANGE:

\$3,539 - \$4,376

Exam Code: 6CO05

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

BULLETIN RELEASE DATE:

MARCH 30, 2016

FINAL FILING DATE:

APRIL 15, 2016 is the final filing date. Application (form 678) must be **postmarked or received** by the Examination Unit no later than this date. Applications postmarked or personally delivered after the final filing date will not be accepted.

EXAMINATION DATE: It is anticipated that the examination will be held during **MAY/JUNE 2016**.

WHO MAY APPLY:

This is a departmental promotional examination for the State Controller's Office.

1. Applicants must have a permanent civil service appointment with SCO as of the final filing date, in order to participate in this examination; or
 2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
 3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or
 4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
- For applicants under items 2, 3 or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

HOW TO APPLY:

Submit Examination Application (STD. Form 678) by postal mail or in person.

By Mail to:

State Controller's Office
HR-Examinations Unit
P.O. Box 942850-5877
Sacramento, CA 94250-5877
Attn: Arlene Mendez

OR

In Person to:

State Controller's Office
HR-Examinations Unit
300 Capitol Mall, Ste #300
Sacramento, CA 95814
Attn: Arlene Mendez

All applications must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications received without this information will be rejected.

Do not file your application with the Department of Human Resources (CalHR) or the State Personnel Board (SPB).

SPECIAL TESTING ARRANGEMENTS:

If you have a disability and need special testing arrangements, mark the appropriate box on the Examination Application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

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.

THE POSITION:

ASSISTANT PRINCIPAL CLAIM AUDITOR

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.

EXAMINATION INFORMATION:

This examination will consist of a Modified Qualification Appraisal Panel (ModQAP) Examination. Accepted candidates will use computers to type their responses to a set of pre-determined, job-related questions with set responses. The examination will not consist of multiple choice questions. Please note: If the candidate pool is low, SCO may change this examination to an Education & Experience (E&E) process.

This examination will be weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be obtained.

SCOPE:**Knowledge of:**

1. Knowledge of applicable laws, contracts, rules, and statutes in order to ensure compliance with rules and regulations.
2. Knowledge of Claim Audits Tracking System (CATS) in order to generate reports and verify claim status.
3. Knowledge of 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. Knowledge of Department of General Services (DGS) requirements and guidelines in order to evaluate and validate claims to ensure requirements and guidelines are met.
5. Knowledge of State Administrative Manual (SAM) in order to research and apply requirements and guidelines in regards to claims against the State.
6. Knowledge of State Contracting Manual (SCM) in order to understand and interpret contracts for services contracted within the State.
7. Knowledge of Department of Personnel Administration (DPA) in order to interpret and apply regulations and guidelines with regards to claims against the State.
8. Knowledge of Personnel Management Liaisons (PML) in order to interpret and understand personnel guidelines as they apply to claims against the State.
9. Knowledge of applicable laws, contracts, rules, and statutes in order to ensure compliance with rules and regulations.

Abilities to:

1. Ability to apply the appropriate laws, rules, and regulations in order ensure compliance with the California Prompt Payment Act and perform daily functions.
2. Ability to communicate effectively in order to resolve problems, gather and share information and accomplish necessary tasks and assignments.
3. Ability to make sound decisions and recommendations when approving or denying claims in order to assure legal payments against the State.
4. Ability to independently research using various manuals in order to validate authorities and legal delegation for claims against the State.
5. Ability to access information on the Internet to research agencies and their mission statements in order to assure expenditures are in accordance with agencies' objectives.
6. Ability to meet deadlines and timelines requirements in order to ensure compliance with the California Prompt Payment Act and perform daily functions.
7. Ability to prioritize work assignments in order to ensure work is completed in a timely and accurate manner.
8. Ability to provide detailed instructions and requirements to various agencies and fellow staff in order to assure adherence to audit guidelines.
9. Ability to use computer applications such as Microsoft Office, Excel, Internet, e-mail and various online applications to prepare spreadsheets and documents in order to complete assignments and function in an office environment.
10. Ability to 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. Ability to communicate in both oral and written formats in order to provide accurate information and function in an office environment.

ELIGIBLE LIST INFORMATION:

A departmental promotional spot eligible list will be established for the State Controller's Office. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS' PREFERENCE AND CAREER CREDITS:

This examination does not qualify for Veterans' Preference or Career Credits.

GENERAL INFORMATION:

For an examination without a written examination feature, it is the candidate's responsibility to contact the State Controller's Office Examination Unit at 916-324-0811 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at the Department of Human Resources (CalHR) and State Personnel Board (SPB) offices, local offices of the Employment Development Department, and the State Controller's Office; or you may log onto www.jobs.ca.gov to download an application.

If you meet the requirements stated on the reverse, 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 the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

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.

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.

TDD is Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service for the deaf or hearing impaired

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922