

**CALIFORNIA STATE CONTROLLER'S OFFICE
PROMOTIONAL EXAMINATION FOR
ASSOCIATE MANAGEMENT AUDITOR**

MONTHLY SALARY RANGE:

\$4,829.00 - \$6,350.00

Exam Code: 6CO11

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: July 5, 2016

FINAL FILING DATE:

July 19, 2016 is the final filing date. Applications (form 678) must be **POSTMARKED** or received no later than this date. Applications postmarked or received after the final filing date will not be accepted.

WHO MAY APPLY:

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

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 an Examination Application (STD. Form 678).

By Mail to:

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

Attn: Crystal Mar

OR

In Person to:

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

Attn: Crystal Mar

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

DO NOT FILE YOUR APPLICATION WITH THE DEPARTMENT OF HUMAN RESOURCES.

SPECIAL TESTING ARRANGEMENTS:

If you have a disability and need special testing arrangements, mark the appropriate box of the "Application for Examination." 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 in the California state service performing professional auditing or accounting duties of a class with a level of responsibility not less than that of Staff Services Management Auditor (Range C) or Governmental Auditor II.

(Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but must have satisfactorily completed the one year of this experience before they can be eligible for appointment.)

OR II

Three years of increasingly responsible professional auditing and accounting experience or management consultant experience which shall have involved preparation of reports and presentations of recommendations to management. For at least one year, these responsibilities must have included duties at a level equivalent to that of Staff Services Management Auditor (Range C) in State service. One year of graduate work in accounting, business administration, public administration, or a related field may be substituted for the six months' experience. **AND**

Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six semester units of accounting.

THE POSITION:

Positions in this series examine organization operations and internal and management controls, review organization policies and procedures, appraise performance and accomplishments in the execution of agency plans and objectives, and evaluate the effectiveness of operations in terms of the resources available to the agencies audited. Management Auditors are also involved with audit programs in which the auditor may review accounts, records and reports, verify reconciliations of accounts, and determine that the financial statements accurately reflect financial status and transactions. Where the scope of examinations performed is primarily fiscal in nature and does not include a strong emphasis on management, performance, or operational auditing, positions are more appropriately allocated to the State Financial Examiner series.

This is the first full journey person level requiring independence and proficiency in handling complex and difficult assignments. Typically an Associate is assisted by one or more Staff Services Management Auditors in the performance of complex management audits in a single agency or a small group of related agencies.

EXAMINATION INFORMATION:

It is anticipated that the examination will be administered in **August/September 2016**.

This examination will consist of a Modified Qualifications 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.

This examination will be weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE EXAMINATION WILL BE DISQUALIFIED.**

SCOPE:

Knowledge:

1. General knowledge of auditing methods used to obtain adequate and appropriate data from information technology systems.
2. General knowledge of time management techniques to prioritize the completion of engagement tasks and assignments.
3. General knowledge of software applications and equipment to prepare presentations, meeting agendas, and related documents.
4. Knowledge of principles and methods of auditing through electronic data processing systems to interpret data, draw appropriate conclusions and make informed decisions when conducting audit activities.

Skill to:

1. Skill to objectively identify all facts and gather all documentation before drawing conclusions.
2. Skill to independently relay information and data in a clear, concise, and objective manner to a variety of audiences.
3. Skill to proficiently operate a personal computer in order to perform word processing, spreadsheet, and presentation development activities.
4. Skill to independently identify information, materials, and resources needed to complete projects and assignments.
5. Skill to independently establish multiple project schedules and milestones to complete projects and assignments within desired timelines.
6. Skill to possess a vision and instinct to identify issues relating to the activities and processes performed during the audit.
7. Skill to complete multiple projects and assignments on schedule and within the established budgeted hours.
8. Skill to establish and maintain cooperative relations with departmental employees and auditee.
9. Skill to write and communicate effectively at all levels, and in stressful situations.
10. Skill to facilitate exchange of ideas and feedback with staff, co-workers and management.
11. Skills to identify problems, make appropriate decisions from a variety of alternatives.
12. Skill to identify and/or analyze problems and issues relating to the work unit programs, procedures, business processes and/or policies of the work group to determine and implement effective courses of action.
13. Skill to use standard office equipment and machines including fax machine, copy machine, telephone, calculator, scanners, audio-visual, etc.
14. Skill to determine and establish priorities and service levels in the work unit or division.
15. Skill to plan for the efficient use of personnel and/or resources to complete assigned projects or on-going work.
16. Skill to communicate verbally and in writing, use tact and diplomacy when dealing with the needs, problems, and/or concerns of a variety of individuals, including departmental employees, staff from other State agencies, personnel from federal and State regulatory and/or control agencies, vendors, consultants, and the public.
17. Skill to interpret and explain policies, procedures, rules, and/or regulations to departmental employees, the public, vendors, and other State agencies.
18. Skill to prepare reports, policies, procedures, and/or correspondence related to the documentation of audit activities (including reviews and/or investigations).
19. Skill to read and comprehend reports, memos, manuals, State and federal statutes, laws, proposed legislation, and regulations in order to interpret, explain and apply.
20. Skill to perform basic computations (addition, subtraction, multiplication, division, percentages) and/or statistical calculations (including descriptive statistics and correlations) to analyze and interpret data collected during the completion of audit review and/or investigation activities and/or to prepare various program and project reports and summaries.
21. Skill to conduct audits, reviews, and investigations according to recognized audit practices and principles.

Ability to:

1. Ability to independently perform multiple tasks or work on multiple projects simultaneously, while maintaining appropriate control, oversight, and deadlines.
2. Ability to independently work under pressure of tight timelines when completing projects or assignments.
3. Ability to be flexible in adapting to changes in priorities, work assignments, and other business needs professionally.
4. Ability to proficiently apply appropriate engagement standards to work processes.
5. Ability to work independently and as a part of a team proficiently.
6. Ability to plan, organize, and conduct multiple audit assignments with minimum supervision in a timely manner.
7. Ability to adapt quickly and appropriately to a variety of situations and personalities in order to react and respond appropriately to such situations.

Special Personal Characteristics:

Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office.

ELIGIBLE LIST INFORMATION:

A departmental promotional 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 AND CAREER POINTS:

Veteran's Preference points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Controller's Office Examination Unit, (916) 324-0811, three days prior to the advertised test date if he/she has not received his/her notice.

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

Applications are available at Department of Human Resources 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 this bulletin, 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 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.

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

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.

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California Relay Telephone Service for the deaf or hearing impaired**

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922