



## **ASSOCIATE PROGRAM AUDITOR, CALPERS**

**Exam Code: 6PABB**

**Department:** California Public Employees' Retirement System

**Exam Type:** Open Examination

**Location:** Spot - Sacramento

**Final Filing Date:** Continuous Filing

### **CLASSIFICATION DETAILS**

**Associate Program Auditor – \$6,264.00 - 8,238.00 per month.**

View the [classification specification](#) for the Associate Program Auditor classification.

### **APPLICATION INSTRUCTIONS**

**Final Filing Date:**

Applications will be accepted on a continuous basis.

**Who Should Apply:**

Applicants who meet the minimum qualifications as stated on this announcement may apply to take this examination. Once you have taken this examination, **you may not retake it 12 months.**

**How To Apply:**

All applicants must submit a signed [Standard State Application \(678\)](#) with any required educational documentation (if applicable). Once your application has been verified as meeting the requirements for admittance to the examination you will be **emailed** the Training and Experience Examination link. Please be sure to include your current email address on your application.

Applications are available through the internet at <https://jobs.ca.gov/pdf/STD678.pdf> and may be delivered in person or by mail. Incomplete applications will not be accepted. Applications must include: "to" and "from" dates (month/day/year), hours worked, civil service class title(s), for all work experience and exam code. Resumes will not be accepted in lieu of a State Application (STD 678). Applications received without the required documents will result in rejection from this examination.

**FILE-IN-PERSON/CERTIFIED MAIL:**

CalPERS  
Human Resources Division  
Selection Services Unit  
400 Q Street, Lincoln Plaza North  
1st floor drop box by security desk  
Sacramento, CA 95811  
08:00 AM - 05:00 PM

**MAILING ADDRESS:**

CalPERS  
Human Resources Division  
Selection Services Unit  
P.O. Box 942718  
Sacramento, CA 94229-2718

**EMAIL:**

[HRSD\\_Exam\\_Svcs@CalPERS.CA.GOV](mailto:HRSD_Exam_Svcs@CalPERS.CA.GOV)

Your application must be signed if you wish to submit by email.

**NOTE:** Your application must be signed to be accepted.

**Special Testing:** If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

**POSITION DESCRIPTION**

This is the full journey person level in the series requiring independence and proficiency in handling complex and difficult assignments. Under direction, incumbents utilize a wide range of analytical skills in gathering and analyzing information, drawing appropriate conclusions, and formulating recommendations. In addition, they provide assistance to lower-level staff and may function in a lead capacity with a small group of evaluators.

**MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this examination announcement. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, or II, or III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional examination as meeting 100% of the overall experience requirement.

**Either I**

**Experience:** One year of experience in the California state service performing the duties of a class at a level of responsibility at least equivalent to a Program Auditor, CalPERS, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

**Or II**

**Experience:** Three years of increasingly responsible professional accounting, auditing, management information systems, or related financial and/or performance consulting experience which shall have included the preparation of reports and the presentation of recommendations to management. For at least one year, these responsibilities must have included duties at a level equivalent to a Program Auditor, CalPERS, Range C.

*Possession of an advanced degree (master's or doctorate degree) in one of the subjects described in the education requirements may be substituted for the required experience*

*on the basis of a master's degree being equivalent to one year of experience and a doctorate degree equivalent to two years of experience. And*

**Education:** A four-year college degree, preferably with a major in accounting, business administration, public administration, economics, mathematics, management information systems, computer sciences, computer programming, or a related field. (Registration as a senior 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.)

**NOTE:** Your application will be rejected if you do not provide a copy of the required educational document transcript/degree which shows the completed college requirement at the time of filing the application.

**NOTE:** Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

## DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS

The words “**duties of a class with a level of responsibility**” means that the applicant must have State civil service experience of appropriate type and length in a class at the same or higher level of responsibility as the class specified.

The words “**performing the duties of**” means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T&D) or approved out-of-class assignment to the class.

## EXAMINATION SCOPE

**Training and Experience Evaluation –** Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

### Knowledge of:

1. Principles and practices of business and organizational management.
2. General accounting and auditing principles and procedures.
3. Basic knowledge of research methods.
4. Basic knowledge of word processing, spreadsheet and database software.
5. Operations, procedures, and professional auditing standards.

### Ability to:

1. Apply the required knowledge to a variety of situations.
2. Conduct performance, compliance, financial audits and evaluations of internal/external entities.
3. Analyze financial and program management policies, procedures, and problems.
4. Clearly define objectives and develop approaches and methodologies to meet those objectives.
5. Identify controversial or sensitive issues affecting assignments.
6. Reason logically and use a variety of analytical techniques to resolve problems.
7. Identify and draw appropriate conclusions and recommendations.

8. Communicate effectively both verbally and in writing.
9. Act as a team leader/member.
10. Learn and understand the organization's missions, goals, objectives, core values and culture.
11. Learn and understand the organization's business lines and operations.
12. Interpret and apply sections of laws, regulations, policies, and procedures.
13. Make sound decisions and judgments in furtherance of the organization's mission.
14. Maintain independence and objectivity while performing audit assignments.
15. Gain and maintain the confidence and cooperation of internal/external entities during the course of work.
16. Plan and prioritize to ensure that assignments are completed by the due dates and within the budgeted hours.

## **SPECIAL PERSONAL CHARACTERISTICS**

Willingness to travel and work away from the headquarters office and work long and irregular hours; demonstrated ability to act independently; open-mindedness; flexibility; tact; and willingness to pursue a course of continuing professional education as prescribed by the Standards for the Professional Practice of Internal Auditing.

## **ELIGIBLE LIST INFORMATION**

The eligible list for the **ASSOCIATE PROGRAM AUDITOR** classification will be established for **California Public Employees' Retirement System (CalPERS)**:

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after the list established date. Applicants must then retake the examination to reestablish eligibility. **CalPERS vacant positions are located in Sacramento.**

**NOTE:** The eligibility list can be used to fill vacancies statewide with other departments.

## **VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and [Veterans' Preference Application](#) (Std. form 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

## **CAREER CREDIT**

Career Credits **will not** be granted in this examination.

## **EXAMINATION INFORMATION**

### **TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%**

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing

classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination to receive a score. The examination process takes approximately one hour to complete. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination.

**NOTE:** Be sure to include your current email address on your application. If you do not include your email address, you will not receive the link to take the examination.

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

CalPERS Selection Services Unit  
400 P Street, Suite LPN 3260  
Sacramento, CA 95811

**Email:** HRSD, Exam Services [HRSD\\_Exam\\_Svcs@CalPERS.CA.GOV](mailto:HRSD_Exam_Svcs@CalPERS.CA.GOV) or  
**Phone:** (916) 795-2444

California Relay Service: (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336  
TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## 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 of 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 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.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareers Account](#).

**If you meet the requirements** stated on this examination 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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The **California Public Employees' Retirement System (CalPERS)** 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 applicants will be notified.

**Criminal Record Clearance Information:** Upon employment, California Public Employees' Retirement System positions are subject to fingerprinting and a criminal record check requirement. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal record clearance procedure. The criminal record clearance is a condition of employment in positions affected by this procedure.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Bulletin Revision Date: 12/2023**