



California Public Employees  
Retirement System

**SENIOR PROGRAM AUDITOR (INFORMATION SYSTEMS),  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)  
OPEN EXAMINATION – SPOT: SACRAMENTO COUNTY  
EXAM CODE: 7PABB  
CONTINUOUS FILE EXAMINATION**

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.

**WHO MAY APPLY**

**This is an OPEN – SPOT Continuous File examination for the Public Employees' Retirement System (CalPERS).** Anyone who meets the minimum qualifications as stated on this announcement may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, **you may not reapply for twelve (12) months.**

**FILING  
INSTRUCTIONS**

All applicants **must submit** a 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 [Examination/Employment Application STD. 678](#) and may be delivered in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed **will not** be accepted for any reason. Applications received without the required documents will result in rejection from this examination.

**Deliver in Person: Between 8 am - 5 pm**

CalPERS  
Human Resources Division  
Exam Services Attn: Lisa Abila  
400 P Street, 3<sup>rd</sup> FL, Room 3260, LPN  
Sacramento, CA 95814

**Mailing Address**

CalPERS  
Human Resources Division  
Exam Services Attn: Lisa Abila  
P.O. Box 942718  
Sacramento, CA 94229-2718

**PLEASE INCLUDE EXAM CODE 7PABB ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.**

**FINAL FILING DATE  
CONTINUOUS FILE**

Applications will be accepted on a Continuous basis.

**SPECIAL TESTING  
ARRANGEMENTS**

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065 or California Relay Service at 7-1-1, Telecommunications Device for the Deaf (TTY) at (916) 654-6336. TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

**MONTHLY SALARY  
RANGE**

Minimum \$6,821                      Maximum \$8,966

**POSITION  
DESCRIPTION AND  
LOCATION**

The Senior Program Auditor (Information Systems), CalPERS is the supervisory level in the series. The incumbent is responsible for the CalPERS information systems audit function; supervises a staff of Associate Program Auditor, (IS), CalPERS; recruits, selects, trains, and evaluates the work of staff assigned; performs unusually difficult, complex, or sensitive aspects of information systems audits or reviews; performs enterprise wide information systems risk assessment; prepares a comprehensive biennial information systems audit plan; reviews and advises management on technology issues identified by internal and external auditors; and presents findings of audits, evaluations, and special studies to the CalPERS' Board of Administration and to CalPERS' executive management.

**Positions exist with the California Public Employees' Retirement System in Sacramento, California.**

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title, number of semester or quarter credits, name of institution, completion dates, and degree (if applicable).

**All applicants must submit proof of the required education (if applicable) at the time of filing with the State Application (STD 678). Applications received without this information will be rejected.**

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**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. 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.**

CalPERS and the California Department of Human Resources (CalHR) reserve 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.

If conditions warrant, this examination may utilize an evaluation of each competitor'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 state application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

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**MINIMUM  
QUALIFICATIONS**

**NOTE:** 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.

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination announcement by the final filing date.

**Either I**

**Experience:** One year of experience in the California state service performing professional information systems auditing duties of a class at a level of responsibility at least equivalent to a Staff Program Evaluator Auditor (IS), CalPERS.

**Or II**

**Experience:** Two years of experience in the California state service performing professional information systems auditing duties of a class at a level of responsibility at least equivalent to an Associate Program Auditor (IS), CalPERS.

**Or III**

**Experience:** Broad and extensive (more than five years) of increasingly responsible experience performing professional auditing, including at least three years' experience in information systems auditing and programming systems analysis of large or complex data processing systems. Experience must have included the preparation of written audit reports and the presentation of recommendations to management. For at least two years, these responsibilities must have included duties at a level equivalent to a Associate Program Auditor (IS), CalPERS. Possession of an advanced degree (master's or doctorate degree) in one of the subjects described in the education requirement 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.)

**If you meet the educational requirement you must attach a copy of your transcript/degree (diploma) which shows the completed college requirement at the time of filing the application. If this information is not included, the application will be rejected.**

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<b>DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS</b>	<p><b>“Equivalent to graduation from college.....”</b> is defined as: Satisfaction of the requirements for a bachelor’s degree from an accredited college. This means the applicant must show receipt of a bachelor’s degree (4 year college).</p> <p>The words <b>“duties of a class with a level of responsibility”</b> means that the applicant must have <u>State civil service</u> experience of appropriate type and length in a class at the same or higher level of responsibility as the class specified.</p> <p>The words <b>“performing the duties of...”</b> means that the applicant must have the amount of experience in <u>State civil service</u> in the class specified (or on a training and development (T&amp;D), or approved out-of-class assignment to the class.</p>
<b>EXAMINATION SCOPE</b>	<p style="text-align: center;"><b>TRAINING AND EXPERIENCE - WEIGHTED 100.00%</b></p> <p><b>Knowledge of:</b></p> <ol style="list-style-type: none"> <li>1. Principles and practices of organizational management.</li> <li>2. General accounting and auditing principles and procedures.</li> <li>3. Standards of the auditing profession.</li> <li>4. Quantitative and cost effectiveness analysis methods.</li> <li>5. Principles of information systems.</li> <li>6. Computer source languages and processing conventions with large databases.</li> <li>7. Report writer packages.</li> <li>8. The financial organization of the department and California state and local government.</li> <li>9. Operations and work standards of the office.</li> <li>10. Organization and management of public pension fund.</li> <li>11. Current trends and problems in public pension fund.</li> <li>12. Professional information systems auditing, security and control standards and practices.</li> <li>13. Professional internal auditing standards and practices.</li> <li>14. Group leadership techniques.</li> <li>15. Program planning, development, and evaluation.</li> <li>16. Principles and practices of employee supervision, development, and training.</li> <li>17. Principles and practices of project management and coordination.</li> <li>18. Organizational and management theory.</li> <li>19. A supervisor’s role in the Equal Employment Opportunity Program and the processes available to employees.</li> </ol> <p><b>Ability to:</b></p> <ol style="list-style-type: none"> <li>1. Apply the required knowledge.</li> <li>2. Plan, organize, and direct the work of a staff engaged in a variety of complex information systems audits and reviews.</li> <li>3. Identify controversial or sensitive issues affecting audits and reviews.</li> <li>4. Establish and maintain project priorities.</li> <li>5. Coordinate, prepare, review, edit, present, and defend written reports.</li> <li>6. Appear and make presentations before the Board of Administration, committees and executive management.</li> <li>7. Assess staff performance and develop the skills and abilities of subordinate staff.</li> <li>8. Effectively contribute to the Department’s equal employment opportunity objectives.</li> </ol>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	<p>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; Willingness to pursue a course of continuing professional education as prescribed by the Standards for the Professional Practice of Internal Auditing and the Standards for Information Systems Auditing.</p>
<b>CAREER CREDITS</b>	<p>Career Credits <b><u>will not</u></b> be granted in this examination.</p>
<b>VETERANS’ PREFERENCE</b>	<p>Veterans’ Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.</p>
<b>ELIGIBLE LIST INFORMATION</b>	<p>Names of successful candidates will be merged onto a CalPERS eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after twelve (12) months. The resulting eligibility list will be used to fill vacancies at CalPERS.</p>

**CONTACT  
INFORMATION**

If you have any questions regarding this announcement, please contact:

**Lisa Abila (916) 795-1068**

CalPERS Exam Services Unit

400 P Street, Suite LPN 3260

Sacramento, CA 95811

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.

**BRD: 3/7/17**

**Class Code: 4086**

**Schematic Code: JC55**

**GENERAL INFORMATION**

**Applications are available** at [Examination/Employment Application STD. 678](#) and local offices of the Employment Development Department.

**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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Public Employees' Retirement System (CalPERS)** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency 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 person development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification. <https://www.jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx>

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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 will be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotion, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 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.

**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 Veteran's 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 available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.