



# **SUPERVISING GOVERNMENTAL AUDITOR I**

**Exam Code: 8BP0301**

**Department:** Department of Social Services

**Exam Type:** Departmental Promotional

**Final Filing Date:** Continuous

## **CLASSIFICATION DETAILS**

**Monthly Salary Range:** \$6,891.00 - \$8,989.00

View the [Supervising Governmental Auditor I](#) Classification Specification

## **CUT-OFF DATES**

January 31, 2023	February 28, 2023	March 30, 2023	April 28, 2023
May 31, 2023	June 30, 2023	July 31, 2023	August 31, 2023
September 29, 2023	October 31, 2023	November 30, 2023	December 29, 2023

**Note:** This examination is administered on a monthly basis. Applications must be received by the cut-off date. Applications received after the cut-off dates listed in this bulletin will be processed during the month of the next cut-off date. Results will be mailed 4 – 5 weeks following each cut-off date.

## **FILING INSTRUCTIONS**

Applications will be accepted on a continuous basis. (See the Cut-Off Dates Section)

### **Who May Apply**

This is a Departmental Promotional examination for the Department of Social Services.

1. Applicants must have a permanent civil service appointment with the California Department of Social Services as of the cut-off date in order to participate in this examination, or
2. Must be a current or former employee of the Legislature with two or more consecutive years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years as defined in Government Code Section 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 Section 18991. Candidates filing under Government Code Section 18991 need to submit a legible copy of the DD214 along with the completed Veterans' Preference application form (CalHR 1093) to California Department of Human Resource.

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination. Once you have taken this examination you may not retake it for twelve (12) months.

## How To Apply

Applicants must submit a [State Examination Application \(Std. 678\)](#), and copies of unofficial transcripts, if applicable, and Training and Experience Assessment to the mailing address below.

The Training and Experience Assessment for Supervising Governmental Auditor II is available by clicking on the link: [Supervising Governmental Auditor I Training and Experience Assessment](#) or in person at the street address listed below.

Applications 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. Resumes will not be accepted in lieu of a State Application (Std. 678).

Applications postmarked, personally delivered, or received via email after the cut-off date will be held and processed in the next examination administration. (Please see "Cut-Off Dates Section") If an application is received after the cut-off date with a late or missing postmark, the application is considered late.

### FILE BY MAIL

Department of Social  
Services  
Examination Unit  
P.O. Box 944243  
MS 8-15-58  
Sacramento, CA  
94244-2430

### FILE IN PERSON

Department of Social  
Services  
Examination Unit  
744 P Street  
(See Security Desk)  
Sacramento, CA 95814  
Monday-Friday  
8:00 AM – 5:00 PM

### BY EMAIL

[examinations@dss.ca.gov](mailto:examinations@dss.ca.gov)

It is the applicant's responsibility to submit their application on time and to ensure the envelope is postmarked if applying by way of U.S. mail or contains proof of timely deposit with a parcel delivery or courier service. 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.

Applications may be personally delivered between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (except State holidays), to the Department of Social Services, Examination Unit, Mail Station 8-15-58.

For email submission, documents must be attached as a PDF file, no other format will be accepted. PDF file must be attached with your email, no outside hosting service or web links will be accepted. Due to system limitations, do not submit applications or exam documents through a CalCareer account. Electronically submit your application no later than 11:59 pm. Pacific Time on the specified cut-off date.

Indicate the Examination Code and Classification(s) on your State Examination Application (Std. 678).

**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.

## MINIMUM QUALIFICATIONS

### Either 1

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to that of a Governmental Auditor III.

### Or 2

**Experience:** Four years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a crew engaged in conducting a variety of audits or financial examinations. and

**Education:** Either

1. Completion of 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
2. Completion at a collegiate-grade residence institution of the equivalent of sixteen semester hours of professional accounting courses including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

**Note:** Applicants must submit a copy of their unofficial college transcripts along with the application package when using education to meet the entrance requirements for this examination.

## SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond.

## **POSITION DESCRIPTION**

As a Supervising Governmental Auditor I, under direction, directs either a small staff or assists in the direction of a large staff conducting audits of accounts and records of governmental jurisdictions requesting, expending, or accountable for State funds either to determine jurisdiction's need of assistance and financial condition, or to verify proper reporting and the legality and propriety of expenditures, and to do other related work.

Positions exist in Los Angeles and Sacramento.

## **EXAMINATION SCOPE**

This examination consists of a Training and Experience Evaluation.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of training and/or experience, emphasis in each examination component will be measuring competitively, relative to job demands, each applicant's:

### **Knowledge of:**

1. General accounting and auditing principles and procedures.
2. Specialized auditing practices and procedures as used in auditing governmental jurisdictions.
3. Governmental accounting and budgeting.
4. Principles and techniques of personnel management and supervision.
5. Principles of public finance.
6. Business law.
7. Department's Equal Employment Opportunity objectives.
8. A manager's role in the Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives.

### **Ability to:**

1. Apply general accounting and auditing principles and procedures.
2. Apply specialized auditing practices and procedures as used in auditing governmental jurisdictions.
3. Plan, organize, and direct the work of a staff engaged in audits of accounts and records of governmental jurisdictions having programs financed by State appropriations, loans, grants-in-aid, or subventions.
4. Develop policies and procedure for the statewide auditing program.
5. Apply provisions of the law, legal opinions, and court decisions and departmental policies, rules, and regulations related to the work.
6. Analyze data and draw sound conclusions.
7. Analyze situations accurately and adopt an effective course of action.
8. Prepare clear, complete, concise reports.
9. Establish and maintain cooperative relations with those contacted in the work.
10. Communicate effectively.
11. Effectively contribute to the department's Equal Employment Opportunity objectives.

## **ELIGIBLE LIST INFORMATION**

A departmental promotional merged eligible list for the Supervising Governmental Auditor I will be established for the California Department of Social Services.

The names of successful competitors will be merged onto the eligible list in order of final score regardless of examination date. Eligibility expires twelve (12) months after competitors were merged onto the eligibility list. Applicants must then retake the examination to reestablish eligibility.

## **EXAMINATION INFORMATION**

### **Training and Experience Evaluation – Weighted 100%**

The examination will consist of a Training and Experience Evaluation weighted 100%. Candidates must attain an overall minimum score of 70% to be placed on the eligible list. The examination is designed to elicit specific information regarding each candidate's training and experience relative to the classification. Responses to the examination will be assessed based on pre-determined rating criteria.

Applications will be reviewed by the Examinations Unit to determine if the applicant meets the minimum qualifications. All applicants who meet the minimum qualifications will be sent an email to the email address on their application with the examination. After the examination is completed, it will be scored, and a notice of results will be sent electronically or mailed within approximately three weeks.

## **CONTACT INFORMATION**

If you have any questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact the examination analyst at the email address or phone number below.

California Department of Social Services  
Attention: Examination Unit  
P.O. Box 944243, MS 8-15-58  
Sacramento, CA 94244-2430  
Email: [examinations@dss.ca.gov](mailto:examinations@dss.ca.gov)

California Relay Service for the Deaf or Hearing Impaired from TDD phones call 1-800-735-2929 or from voice phones call 1-800-745-2922. TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## **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 work place. 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 [CalCareer 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 Department of Social Services** 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:** 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.

**Criminal Record Clearance Information:** Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. 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 records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Veterans' Preference** will not be granted for this examination.

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

Revised: December 27, 2022