



**EXAMINATION ANNOUNCEMENT
OPEN—CONTINUOUS FILING**

**AUDITOR SPECIALIST I
(JC90/4112)**

SALARY RANGE: \$5,973- \$8,022

WHO SHOULD APPLY: Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have taken the examination, you may not reapply for nine (9) months.

EXAMINATION INFORMATION: This examination will utilize an evaluation of each candidate's experiences and education compared to a standard developed from the class specification. For this reason, it is **especially important** that candidates take special care in accurately and completely filling out their application. List all experiences relevant to the "Requirements for Admittance to the Examination" shown on the announcement, even if that experience goes beyond the ten-year limit printed on the application. When completing the application include "to" and "from" dates (month/date/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Education & Experience -- Weighted 100%

ELIGIBILITY LIST INFORMATION: An open, merged eligible list will be established by the California State Auditor (state auditor). The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Education & Experience examination to re-establish eligibility.

FINAL FILING DATE: Continuous--The state auditor will accept applications on a continuous basis.

HOW TO APPLY: Complete a state application (STD.678). Applications without a signature will not be accepted. Email the completed application to HR@auditor.ca.gov or mail it to:

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

NOTE: The examination title and level in which you are applying to **MUST** be indicated on the application. All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected.

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, please answer "yes" to question #2 on the STD. 678. You will be contacted to make specific arrangements.

CONTACT INFORMATION: If you have any questions concerning this examination or announcement, please contact the Human Resources Office at 916-445-0255.

DO NOT SUBMIT APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: All applicants must meet the education and experience requirements for this examination as of the date the application is submitted. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

Minimum Qualifications

Equivalent to graduation from a four year accredited college or university 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 student 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.) **and**

Either I

Six months of experience in the California state service performing professional auditing at a level equivalent to an Auditor Evaluator II.

Or II

Three years of increasingly responsible experience performing professional auditing with at least 18 months experience in information systems auditing and automated systems programming and analysis.

The Position

This is the journey person in the series. Under supervision, incumbents audit a wide range of less complex information systems while gaining increased technical knowledge and experience leading to more complex information systems audits and assignments; review and evaluate information system controls; assess the reliability of computer-generated data; perform data conversions and merges; perform complex analyses using electronic data and/or audit software; assist auditors with data processing issues related to audit work, including obtaining electronic files and performing analyses using electronic data; and assist with the development of and conduct training courses.

SPECIAL REQUIREMENT: Willingness to travel, work away from headquarters, and work long and irregular hours.

Scope

Knowledge of:

Government Auditing Standards and general audit procedures; principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods; research and information gathering techniques; basic principles and practices of descriptive and inferential statistics; computer source code; processing conventions for large data bases; and other audit software, such as ACL.

Ability to:

Apply the required knowledge; and learn and apply specialized information systems auditing methods and procedures; clearly understand audit objectives; develop approaches and methodologies to meet audit objectives; identify controversial or sensitive issues affecting the audit; plan, organize, and effectively communicate with audit teams; provide advice and instruction to staff on methods of performing various information systems audits or computer-assisted testing techniques; reason logically and creatively and use a variety of analytical techniques to resolve problems; and develop and evaluate alternatives to resolve problems identified.

Additional Information

- It is the competitor's responsibility to contact the state auditor's human resources office, at 916-445-0255, if you do not receive examination instructions within four (4) weeks of submitting your application.
- This is an open examination. Career Credits do not apply.
- **Veterans' Preference:** 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 Veterans' Preference. An entrance examination is defined, under the law, as any open competitive examination. 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 which is available at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs.
- **Applications** (STD. 678) are available on line at www.jobs.ca.gov.
- **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.
- **The state auditor** reserves the right to revise the examination plan to better meet the needs of the office if 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.
- **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) service wide promotional, (5) departmental open, and (6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.
- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.
- Prior to appointment, all employees of the state auditor are subject to a **background check and fingerprinting**.
- Position(s) exist in Sacramento only.

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.

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.