



CAREER EXECUTIVE ASSIGNMENT
Job Examination Announcement

**California State Auditor's Office
Chief Deputy State Auditor, Operations
Final Filing Date: 12/1/17**

POSITION DETAILS

Job Control #: JC-88784
Position #(s): 339-100-7500-900
Working Title: Chief Deputy State Auditor, Operations
C. E. A.
\$10,688.00 - \$15,885.00 *Level C*
Classification: *Salary will be commensurate with applicable experience pursuant to GC 8544.*
of Positions: 1
Work Location: Sacramento County
Job Type: Career Executive Assignment - Non Tenured, Full Time

DEPARTMENT INFORMATION

The California State Auditor is the State's independent and nonpartisan auditing and investigative arm serving the California State Legislature and the public. For nearly 60 years, the office has served California by auditing and reviewing state, local, or publicly created agency performance and operations; identifying wrongdoing or mismanagement; and providing insight on issues. Our audits result in truthful, balanced, and unbiased information that clarifies issues and brings more accountability to government programs. We pride ourselves on proposing innovative solutions to problems identified by our audits so that state agencies can better serve Californians. Each year our recommendations result in meaningful change to government, saving taxpayers millions of dollars.

JOB DESCRIPTION AND DUTIES

Under the general direction of the State Auditor, the Chief Deputy State Auditor, Operations (Chief Deputy), has full executive responsibility for the office's programs and operations. The position shares executive responsibility along with the State Auditor and Chief Deputy State Auditor as the directorate. Specifically, the position directs the administrative services division, high risk audit programs, public affairs and audit quality control, and legislative and governmental affairs. The Chief Deputy provides executive leadership and guidance and is responsible for developing and updating the policies and procedures relating to the operations of the office.

SPECIAL REQUIREMENTS

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.

APPLICATION INSTRUCTIONS

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purposes of determining timely filing of an application.

Final Filing Date: 12/1/2017

Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

How To Apply

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this Job Posting. A completed copy of the Application Packet listing must be included, when submitting your application in hard copy.

Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

California State Auditor's Office
Attn: Human Resources
621 Capitol Mall, Ste. 1200
Sacramento, CA, 95814

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications – All interested applicants are required to submit a statement of qualifications (SOQ) with specific information on how his/her background, knowledge, skills, and abilities meet the desired qualifications listed in this announcement. The SOQ format must specifically address, in numerical order, the desirable qualifications listed at the end of this announcement. Failure to follow this format may result in disqualification.
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

EXAMINATION QUALIFICATION REQUIREMENTS

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

EXAMINATION INFORMATION

The examination process will consist of an application and Statement of Qualifications (SOQ) reviewed by a screening committee. The SOQ format must specifically address, in numerical order, the desirable qualifications listed at the end of this announcement. The SOQ must not exceed three pages, single-sided and single-spaced. Failure to follow this format may result in disqualification.

Faxed or emailed applications will NOT be accepted. Applications submitted without an SOQ will be eliminated from the examination process.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department 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 law and rules and all competitors will be notified.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

THE IDEAL CANDIDATE

The Chief Deputy State Auditor, Operations is a proven visionary leader of the utmost integrity, a strategic thinker, and an energetic, team-oriented participative manager. The ideal candidate will have a proven track record of effectively leading a multidisciplinary professional staff and bring current knowledge of best practices and the latest techniques in running a highly efficient and quality-focused office. The ideal candidate will be politically astute yet apolitical, poised, savvy, and will possess exceptionally strong interpersonal and communication skills.

Candidates should possess working knowledge of government auditing standards, the organization and functions of California government, and state regulatory, legislative analysis, and budget processes.

DESIRABLE QUALIFICATIONS

All interested applicants are required to submit a SOQ with specific information on how his/her background, knowledge, skills, and abilities meet the desirable qualifications listed in this section. The SOQ must specifically address, in numerical order, the desirable qualifications listed below. The SOQ must not exceed three pages, single-sided and single-spaced. Failure to follow this format may result in disqualification.

- 1. Experience in public administration, business analysis, personnel management, budgeting, leadership and strategic thinking which demonstrates the ability to motivate and manage a productive and engaged staff.**
- 2. Ability to recognize and understand the political environment and consequences of actions while being cognizant of the role and responsibility of the California State Auditor.**
- 3. Experience and demonstrated effectiveness in implementing initiatives, policies, and strategic objectives and goals as a member of a management team exhibiting leadership, creativity, and sound judgment.**
- 4. Experience advising and managing the work of a multidisciplinary professional and administrative staff and integrating the activities of diverse programs to attain common goals.**
- 5. Knowledge of Government Auditing Standards issued by the Comptroller General of the United States to ensure auditing activities adhere to standards.**
- 6. Experience using Government Auditing Standards issued by the Comptroller General of the United States (the "Yellow Book") to review comprehensive reports and recommendations.**
- 7. Possession of effective written and verbal communication skills; strong negotiation skills; and particularly the ability to represent the State Auditor's office effectively, internally and with the public.**
- 8. Experience with and knowledge of the State regulatory, legislative analysis, and budget processes.**
- 9. Knowledge of the organization and functions of California state government including the organization and practices of the Legislature, and the Executive Branch.**
- 10. Experience with and knowledge of the state civil service merit system; principles, practices, and trends in public administration, organization, and management.**
- 11. Experience with and knowledge of legislative and governmental affairs issues including working relationships with legislative staff, consultants in leadership, and fiscal and policy committees.**

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 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 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.