

CALIFORNIA STATE AUDITOR
JOB OPPORTUNITY

AUDITOR EVALUATOR I

Permanent – Full-Time
Multiple positions available



DUTIES: Under direct supervision, the incumbent in the Auditor Evaluator I classification assists in the completion of audit fieldwork as part of an audit team. The work includes extensive communication with auditee staff during fieldwork and with colleagues and supervisors in a collaborative work environment; and thorough and accurate documentation of audit activities and findings both during fieldwork and in the development of audit reports. Duties include, but are not limited to, the following:

- Performs audit activities in conformance with auditing standards, independently and as part of an audit team, to fulfill the objectives of the audit and the mission of the California State Auditor by (but not limited to):
 - Obtaining and interpreting relevant and authoritative criteria for the program or issues under audit.
 - Reviewing objective evidence in order to draw conclusions about the audit subject to report to management and the audited agency.
 - Identifying the audited agency's policies and procedures and observing its procedures and practices.
 - Interviewing the audited agency's personnel responsible for the program.
 - Performing descriptive statistical analyses of data using basic spreadsheet software to understand obtained data.
 - Testing data to determine its accuracy, completeness, currency, and reliability.
 - Based on an objective and independent evaluation of the evidence, drawing conclusions about the audit subject, identifying possible causes of any agency problems or non-compliance, and developing feasible and cost-effective recommendations to address these concerns.
 - Preparing work materials/documents in a logical manner to ensure information is easily accessed, understood, and able to be used to document audit work performed and conclusions reached.
 - Assisting in the development of a thorough and accurate written audit reports.
 - For *financial audits*, performing procedures to determine whether financial information is presented in conformity with generally accepted accounting principles and participating in the production of audited financial statements, including all relevant disclosures.

OUR MISSION:

The California State Auditor promotes the efficient and effective management of public funds and programs by providing citizens and the State independent, objective, accurate, and timely evaluations of state and local government activities.

Position Number 339-100-4088-900

Job Control – JC 126531

Salary
\$4,919 - \$7,019

All State Auditor's Office positions are located in Sacramento, CA.

Final Filing Date:

October 31, 2018



auditor.ca.gov

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DUTIES continued:

- Assists in the scoping and planning of audits and audit activities to ensure necessary resource allocation and that plans are consistent with audit objectives and auditing standards.
- Assists with the development of thorough and accurate audit reports to present findings and recommendations.
- Communicates with auditee staff to obtain necessary information for audits, and with auditee staff, colleagues, supervisors, and others to convey information related to audit procedures, findings, and recommendations.

DESIRABLE QUALIFICATIONS:

- If interested in *financial auditing*, licensure or interest in becoming a Certified Public Accountant.

Knowledge of:

- Principles, practices and procedures utilized to conduct performance and/or financial auditing to ensure they are conducted in a sound manner and according to standards.
- Sound information gathering and research methods.
- Principles and methods of statistical sampling to design sampling plans, and the selection and use of appropriate sampling methods.
- California government organization, structure, function and practice.
- Legislative committee organization, structure, functions and procedures.

Skill to:

- Obtain and interpret relevant and authoritative criteria.
- Apply and interpret state and federal laws, regulations, accepted auditing principles and procedures, and program standards to audited materials, data, and information to detect non-compliance and facilitate recommendations.
- Write in English using correct grammar, spelling, and punctuation to ensure effective communication and composition of work papers, reports, memos, emails, and other written communication.
- Develop sound and cost-effective recommendations based on findings.
- Utilize spreadsheet (i.e. Excel) to track, manipulate, interpret, and communicate data.

Ability to:

- Synthesize data, materials, and information into logical, meaningful, and concise findings to make sound decisions and recommendations.

HOW TO APPLY:

The California State Auditor is part of the merit-based California civil service selection system. The civil service selection system consists of two simple steps: exams and hiring. This job announcement is part of the hiring step in the process. If you do not have eligibility to apply for the position and have not yet completed the exam for this position, please visit <http://www.auditor.ca.gov/opportunities/auditor#exams-vacancies/> to obtain information on how to apply to the open exam.

Candidates who have taken the Auditor Evaluator I (AE I) examination must log into their AE I profile <https://www.auditor.ca.gov/application/> and follow the instructions to apply for the position.

All other interested candidates (*lateral transfers, former state employees, etc.*) must complete a standard Employment Application (STD 678 indicating the job control number and either submit it by mail, drop off, email or CalCareer account.

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

or

recruiter@auditor.ca.gov

or

CalCareer Account (www.calhr.ca.gov)

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DESIRABLE QUALIFICATIONS continued:

- Communicate orally and listen effectively with a variety of individuals to relay and receive information accurately as the situation demands.
- Adapt plans and schedules to meet changing priorities of work objectives, resources, and/or workload demands.
- Make accurate judgments about how much time a task, or group of tasks, will take to complete to ensure timelines are accurate and completion dates are realistic.

SPECIAL REQUIREMENTS:

- Willingness to work long or irregular hours to perform job duties.
- Willingness to travel to various work locations throughout the State of California, including for extended periods, to perform duties related to the job.
- Required to work within tight and/or challenging timelines to complete projects or assignments.

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the California Department of Justice to disclose criminal records prior to appointment. All State Auditor's Office employees are excluded from collective bargaining.

California Relay Service:
1-800-735-2929 (TTY)
1-800-735-2922 (Voice)

For more information contact:
Olivia Maloney
(916) 445-0255, ext. 581
OliviaM@auditor.ca.gov

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.

SELECTION PROCESS:

Current state employees with status in the Auditor Evaluator I classification (class), lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this class may apply. A training and development assignment may be considered. All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

A **writing assessment** will be given to assess if candidates possess the necessary skills for analyzing and presenting information. Instructions will be emailed to candidates once appointment eligibility is determined.

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