



CALIFORNIA STATE CONTROLLER'S OFFICE

Promotional Spot Examination

Associate Management Auditor (7C007)

MONTHLY SALARY RANGE

\$5,223.00-\$6,868.00

Note: The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.

Bulletin Release Date

3/1/2017

Final Filing Date

Continuous; the cut-off dates for this examination are March 30 and September 30.,

Who May Apply

This is a Departmental Promotional Statewide examination for the State Controller's Office. Applicants must:

1. Have had a permanent civil service appointment with the State Controller's Office within three years of the cut-off or final filing date without a break in State civil service; or
2. Have a limited-term appointment with the State Controller's Office with both a permanent civil service appointment and no subsequent break in State civil service; or
3. Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
4. Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
5. 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 §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have list eligibility, you may not reapply for twelve (12) months from your examination's cut-off date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait six (6) months from the cut-off date before reapplying to take the exam.

Filing Instructions

Applications (STD 678) must be postmarked or received no later than the final filing date. Applications postmarked, received via inter-office mail, or personally delivered after the final filing date will not be accepted. Faxed or emailed applications will not be accepted. Applications postmarked after the cut-off date or received after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. The examination title must be indicated on the application.

***File by Mail:**

State Controller's Office
HR – Examination Unit
P.O. Box 942850-5877
Sacramento, CA 94250-5877
Attn: Arlene Curry

***File in Person:**

State Controller's Office
HR – Examination Unit
300 Capitol Mall, Suite 300
Sacramento, CA 95814
Attn: Arlene Curry

**Candidates are responsible for obtaining proof of mailing or submission of their application to the Examination Unit.*

Special Testing Arrangements

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice Line at 1-800-735-2922.

Identification for Examination

Accepted candidates are required to bring their Notice to Appear and either a photo identification card or two forms of signed identification to each phase of the examination.

Requirements for Admittance into the Examination

All applicants must meet the education and/or experience requirements for this examination by the established cut-off date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector

titles, the duties performed, and an original signature. Applications received without this information will be rejected.

Note: 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 experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Minimum Qualifications

Either I

One year of experience in the California state service performing professional auditing or accounting duties of a class with a level of responsibility not less than that of Staff Services Management Auditor (Range C) or Governmental Auditor II.

(Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but must have satisfactorily completed the one year of this experience before they can be eligible for appointment.)

Or II

Three years of increasingly responsible professional auditing and accounting experience or management consultant experience which shall have involved preparation of reports and presentations of recommendations to management. For at least one year, these responsibilities must have included duties at a level equivalent to that of Staff Services Management Auditor (Range C) in State service. One year of graduate work in accounting, business administration, public administration, or a related field may be substituted for the six months' experience, and

Education: Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six semester units of accounting.

Click on the link below to review the CA State Personnel Board class specification that contains the requirements for admittance to the exam:

<https://hrnet.calhr.ca.gov/CalHRNet/SpecCrossReference.aspx?ClassID=4159>

Examination Information

It is anticipated that the examination will be administered within two months of the cut-off date.

This examination will consist of a Modified Qualification Appraisal Panel (ModQAP) Examination. Accepted candidates will use computers to type their responses to a set of pre-determined, job-related questions with set responses. The examination will not consist of multiple choice questions.

This examination will be weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new examination dates may be set at any time as departmental needs warrant. Each new cut-off date will be publicized to ensure that applicants have adequate time to complete and submit an application.

Eligibility List Information

A Departmental Promotional statewide eligible list will be established for the State Controller's Office in Sacramento County and Los Angeles County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. For a classification with a merged list, it is the competitor's responsibility to reapply for and be successful in the examination in order to maintain eligibility after 12 months.

Position Statement

Positions in this series examine organization operations and internal and management controls, review organization policies and procedures, appraise performance and accomplishments in the execution of agency plans and objectives, and evaluate the effectiveness of operations in terms of the resources available to the agencies audited. Management Auditors are also involved with audit programs in which the auditor may review accounts, records and reports, verify reconciliations of accounts, and determine that the financial statements accurately reflect financial status and transactions. Where the scope of examinations performed is primarily fiscal in nature and does not include a strong emphasis on management, performance, or operational auditing, positions are more appropriately allocated to the State Financial Examiner series.

This is the first full journey person level requiring independence and proficiency in handling complex and difficult assignments. Typically, an Associate is assisted by one or more Staff Services Management Auditors in the performance of complex management audits in a single agency or a small group of related agencies.

Knowledge, Skills, and Abilities

Knowledge of:

1. General knowledge of auditing methods used to obtain adequate and appropriate data from information technology systems.
2. General knowledge of time management techniques to prioritize the completion of engagement tasks and assignments.
3. General knowledge of software applications and equipment to prepare presentations, meeting agendas,

- and related documents.
4. Knowledge of principles and methods of auditing through electronic data processing systems to interpret data, draw appropriate conclusions and make informed decisions when conducting audit activities.

Skill in/to:

1. Skill to objectively identify all facts and gather all documentation before drawing conclusions.
2. Skill to independently relay information and data in a clear, concise, and objective manner to a variety of audiences.
3. Skill to proficiently operate a personal computer in order to preform word processing, spreadsheet, and presentation development activities.
4. Skill to independently identify information, materials, and resources needed to complete projects and assignments.
5. Skill to independently establish multiple project schedules and milestones to complete projects and assignments within desired timelines.
6. Skill to possess a vision and instinct to identify issues relating to the activities and processes performed during the audit.
7. Skill to complete multiple projects and assignments on schedule and within the established budgeted hours.
8. Skill to establish and maintain cooperative relations with departmental employees and auditee.
9. Skill to write and communicate effectively at all levels, and in stressful situations.
10. Skill to facilitate exchange of ideas and feedback with staff, co-workers and management.
11. Skills to identify problems, make appropriate decisions from a variety of alternatives.
12. Skill to identify and/or analyze problems and issues relating to the work unit programs, procedures, business processes and/or policies of the work group to determine and implement effective courses of action.
13. Skill to use standard office equipment and machines including fax machine, copy machine, telephone, calculator, scanners, audio-visual, etc.
14. Skill to determine and establish priorities and service levels in the work unit or division.
15. Skill to plan for the efficient use of personnel and/or resources to complete assigned projects or on-going work.
16. Skill to communicate verbally and in writing, use tact and diplomacy when dealing with the needs, problems, and/or concerns of a variety of individuals, including departmental employees, staff from other State agencies, personnel from federal and State regulatory and/or control agencies, vendors, consultants, and the public.
17. Skill to interpret and explain policies, procedures, rules, and/or regulations to departmental employees, the public, vendors, and other State agencies.
18. Skill to prepare reports, policies, procedures, and/or correspondence related to the documentation of audit activities (including reviews and/or investigations).
19. Skill to read and comprehend reports, memos, manuals, State and federal statutes, laws, proposed legislation, and regulations in order to interpret, explain and apply
20. Skill to perform basic computations (addition, subtraction, multiplication, division, percentages) and/or statistical calculations (including descriptive statistics and correlations) to analyze and interpret data collected during the completion of audit review and/or investigation activities and/or to prepare various program and project reports and summaries.
21. Skill to conduct audits, reviews, and investigations according to recognized audit practices and principles.

Ability to:

1. Ability to independently perform multiple tasks or work on multiple projects simultaneously, while maintaining appropriate control, oversight, and deadlines.
2. Ability to independently work under pressure of tight timelines when completing projects or assignments.
3. Ability to be flexible in adapting to changes in priorities, work assignments, and other business needs professionally.
4. Ability to proficiently apply appropriate engagement standards to work processes.
5. Ability to work independently and as a part of a team proficiently.
6. Ability to plan, organize, and conduct multiple audit assignments with minimum supervision in a timely manner.
7. Ability to adapt quickly and appropriately to a variety of situations and personalities in order to react and respond appropriately to such situations.

Special Personal Characteristics

1. Ability to qualify for a fidelity bond
2. Willingness to travel and work away from the headquarters office.

Additional Desirable Qualifications

None.

Veterans Preference

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

Career Credits

Career Credits will not be added to the final score of this examination.

Contact Information

For more information regarding this examination, please contact the exam analyst Arlene Curry, at 916-322-

General Information For an examination without an advertised examination date, it is the candidate's responsibility to contact the State Controller's Office Examination Unit, (916-324-0811), three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled examination date due to verified postal error, the candidate will be rescheduled upon written request.

Examination Locations: Examinations will be administered in locations deemed appropriate for the examination type and in accordance with the candidate pool and departmental resources. Examinations may not be administered in all areas. Candidates may be asked to travel to the nearest examination location at their own expense.

Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf>, CA Department of Human Resources (CalHR) offices, local offices of the Employment Development Department (EDD), and the State Controller's Office.

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. Your performance in this examination will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

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, and 6) Open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire 12 months after established unless the needs of service and conditions of the list warrant a change in this period.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

Veteran status is verified by the CA Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>.

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment and military veterans who meet all the minimum qualifications. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at State Personnel Board office, or <http://www.jobs.ca.gov>.

The State Controller's Office 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.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

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.