



CALIFORNIA STATE CONTROLLER'S OFFICE
EXAMINATION FOR
Assistant Chief, State Accounting and Reporting Division, CEA Level A
MONTHLY SALARY RANGE
\$7,422.00 - \$10,696.00 * *Salary subject to classification consideration.

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:

FINAL FILING

DATE :

10/25/2020

GENERAL DESCRIPTION:

With general direction provided by the Chief, SARD, and/or the Chief Operations Officer, plan, organize, act in the capacity of Assistant Division Chief by aiding in the direction of professional staff members engaged in the financial, accounting, and reporting requirements of the department. Function as an extension of the Division Chief in setting policies, strategic planning, programmatic evaluation, and representing the division at stakeholder meetings.

POSITION SCOPE:

Are you searching for a career that you can feel passionate doing? Are you interested in working in a challenging environment? Do you have experience in policy development and familiar with State government processes and procedures, including the budgeting/legislative process? Then consider participating in the examination for the Assistant Chief, State Accounting and Reporting Division.

The State Controller's Office is rapidly becoming a destination employer and is one of the few constitutional officers with responsibilities that impact many aspects of the State government. This particular position is responsible for the oversight of the accounting functions for the State of California. This is a well-defined and highly sensitive position within the agency with the responsibility overseeing state operations and reporting.

Typical tasks assigned to this position include but are not limited to the following:

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- 1 Provide assistance in recommending solutions of the most complex governmental accounting issues to the Chief, SARD, Chief Operations Officer, Chief of Staff, and/or State Controller when called upon; assist in overseeing program functions within SARD, provide accounting and program advice to the Chief SARD to improve efficiencies and program abnormalities;
- 1 Revisit, modify, or develop appropriate policies regarding accounting requirements, or cash management oversight objectives; provide leadership and mentorship to bureau chiefs and subordinate managers engaged in the day-to-day division operations;
- 1 Assist in managing professional staff members responsible for carrying out statutory and legislative mandates in the recording and certification of all monies remitted to and disbursed by the State Treasury;
- 1 Promote adherence to establish policies and procedures; resolve program conflict consistent with the Chief SARD's expectations; develop efficiency strategies to promote consistency in accounting practices, reporting, and documentation;
- 1 In support of the Chief SARD, supervise the apportionment of public revenues and administer cost programs; help in overseeing cash management for the State of California's General Fund; determine the legality of movement of funds within the State Treasury;
- 1 Develop goals and objectives for the various bureaus within SARD; direct and manage assigned accounting, fiscal controls, and reporting for the Office of the State Controller through subordinate staff members; ensure that related assignments meet and further the constitutional and statutory financial responsibilities of the State Controller;
- 1 Consult on behalf of the Chief, SARD with the Chief Operations Officer, Chief Administrative Officer, Chief of Staff, and the State Controller when called upon; speak before budget committees within the Legislature; represent the SARD before the Chancellor's Office, Governor's Office, and other governmental and private financial institutions regarding accounting and reporting statutes relative to the use of state and/or federal public funds;
- 1 Assist in providing private and governmental agencies with decisions affecting accounting and reporting procedural requirements for the use of state and federal public funds on behalf of the Chief, SARD; function as a team member to address policy advisement for statewide accounting and reporting programs relative to state and federal public funds;
- 1 Represent the Chief, SARD when instructed, and the State Controller's Office before the Legislature, Legislative Analyst Office, the Department of Finance, or other governmental bodies engaged in the business of the State;
- 1 Provide oversight in the development of information relative to cash management, alerting the Chief, SARD of any anomalous data or facts ascertained as the information is being prepared; identify mitigation efforts to resolve any related issues to the data stream, or accounting-related difficulties; in the

- Oversee cash management for the State of California's General fund;
- 1 Assist the Chief SARD in addressing the development of statewide policies for fund transmittals, resulting from appropriations, and/or special fund sources;
- 1 When assigned by the Chief, SARD, develop strategies for position statements relative to legislative proposals affecting the State's financial status, or the constitutional authority of the State Controller's Office to administer its fiscal programs;
- 1 When required, travel to various locations to attend briefings, meetings, hearing, or conferences relative to the work performed by SARD; represent the Chief SARD, at assigned meetings, or discussions;
- 1 Oversee staff development consistent with the core competencies identified by the department; identify training needs, performance, and succession management strategies.

Desirable Qualifications:

- 1 Demonstrated knowledge of state policies, rules & standards relative to accounting requirements;
- 1 Experience in recommending, developing and implementing policies relative to program issues;
- 1 Administrative experience communicating with the control entities such as the Department of Finance and/or the Legislature;
- 1 Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote team work, and define and achieve success across multi-disciplinary stakeholder interests;
- 1 Knowledgeable of budgeting process;
- 1 Demonstrable writing skills;
- 1 Valid and active CPA License.

MINIMUM QUALIFICATIONS:

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin.

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

Applicants must also satisfy the minimum qualifications as shown below:

A. 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; personnel management techniques;
2. Ability to plan, organize, and direct the work of multi-disciplinary 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; prepare and review reports; and effectively contribute to the department's Equal Opportunity Office objectives;

B. 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):

1. CEA Level A: Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies;
2. CEA Level B: Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies;
3. CEA Level C: Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given high-level position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services.

C. Strong verbal and written communication/advocacy skills.

D. Well-developed administrative, managerial, and interpersonal skills and abilities.

FILING REQUIREMENTS:

1. Completed current version of the State Examination/Employment Application STD. Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. 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; solely referring to the resume for information (i.e., "See Resume") is not acceptable. **The Job Control number and examination title (JC – 217851 Chief, State Accounting and Reporting Division, Level A) must be indicated on the application.**
2. Resume is required and must be included. **A Resume does not take the place of the completed**

STD. 678 application.

3. Statement of Qualifications (SOQ) - **Please see the Statement of Qualifications Instructions section below for specific instructions.**

Note: Applicants who fail to submit all the required documents as instructed may be eliminated from the examination/hiring process.

Applications (STD. 678) must be postmarked or received no later than the final filing date.

Applications postmarked, personally delivered, or received via inter-office mail or electronically via CalCareer after the final filing date will not be accepted. Faxed or emailed applications will not be accepted.

***File by Mail:**

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

***File in Person:**

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

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

**EXAMINATION
INFORMATION:**

This examination consists of an evaluation of your Training and Experience weighted 100%.

Your Training and Experience will be evaluated based on the information indicated on your STD. 678 application. This examination will utilize an evaluation of each candidate's experience and education/training compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her STD. 678 application. List all experience relevant to the minimum qualifications shown in this announcement, even if that experience goes beyond the seven-year limit printed on the application. Please read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation. Supplementary information may also be accepted (e.g., a resume, etc.); however, it will not take the place of the information on your STD. 678 application. STD. 678 applications solely referring to the resume for information (i.e., "See Resume") will be eliminated from the examination process and will not be scored.

**STATEMENT OF
QUALIFICATIONS
INSTRUCTIONS:**

The Statement of Qualifications (SOQ) should include detailed and concise information specifically addressing how the candidate's education, training, experience, and competencies relate to each of the items listed; responses should be high-level, but specific enough to provide the general nature of the services provided and involvement in the oversight.

The SOQ items must be numbered and addressed in the same order as listed; do not consolidate the responses. The SOQ should be no more than three pages in length, single-spaced, with one-inch margins and a minimum font size of Arial 12.

Applicants who fail to submit the SOQ as instructed may be eliminated from the examination/hiring process.

Your SOQ must provide responses and specific examples for each item listed below to be considered for the position:

1. Describe your knowledge of the structure and functions of California State Government specifically the Legislature, the Executive Branch, and the related interaction between them and the SCO.
2. Describe your experience in a position that required you to implement, organize, and direct staff members in the performance of a new program or modifications to an existing program. Include in your response the activities of your direct involvement, the directions provided, and the outcome of your efforts.
3. When it comes to fiscal accountability, please describe the components you believe are essential to support sound fiscal management. In your response, please discuss your experience with applying each component and the results of your efforts.
4. Describe your experience in gaining the confidence and support of leadership and providing effective advice on a wide range of administrative and operational matters and policies. Include an example.
5. Please provide your experience with applying and/or overseeing support staff engaged in applying uniform accounting principles. Provide an example of the workload, your direct involvement and/or oversight, or a specific accounting functions for which you were responsible for implementing.

ELIGIBLE LIST

A minimum total rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted

INFORMATION:

with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used only to fill the position of Chief, State Accounting and Reporting Division, Level A with the State Controller's Office. The eligible list will expire after twelve (12) months.

Following a selection, those individuals remaining on the eligible list may be contacted for subsequent interviews should a vacancy occur in this position within the next twelve (12) months.

CONTACT INFORMATION:

For more information regarding this examination, please contact the Examination Analyst Kelli Simpkin at 916-322-7646.

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.

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

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

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 law and rules and all competitors will be notified.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

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.