



CAREER EXECUTIVE ASSIGNMENT
Job Examination Announcement

California State Auditor's Office
Deputy State Auditor, Investigations
Final Filing Date: 9/22/2016

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.

POSITION DETAILS

Job Control #: JC-34260
Position #(s): 339-100-7500-900
Working Title: Deputy State Auditor, Investigations
C. E. A.
\$6,453.00 - \$14,409.00 *Level B*
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 Office of the California State Auditor performs financial and performance audits that promote the efficient and effective management of public funds and programs. In addition, the California State Auditor administers the California Whistleblower Protection Act and has broad authority to investigate allegations that state and court employees may have engaged in misconduct and to report publicly on the results of those investigations.

JOB DESCRIPTION AND DUTIES

Under the general direction of the Chief Deputy State Auditor/Chief Counsel, the Deputy State Auditor, Investigations (Deputy), is responsible for implementing California's Whistleblower Protection Act (whistleblower act), a mission critical program of the office and overseeing the operation of the Investigations Division. The Deputy formulates policy and procedures for performing investigations, consistent with applicable legal requirements. The incumbent approves major case management decisions; approves, in consultation with executive management, final disposition of every whistleblower complaint; reviews and approves correspondence seeking information, requesting assistance or cooperation relevant to an investigation; drafts legislative proposals and meets with legislative staff regarding legislation affecting the whistleblower act. As a member of the Executive Management Team, the Deputy participates in the development of organizational philosophy and the office's strategic goals, recommends modifications to improve office policy and has full involvement in division hiring decisions. The incumbent also develops and presents outreach activities that inform stakeholders, including legislative members and staff and others, about the importance of the whistleblower act.

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.

Final Filing Date: 9/22/2016

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.

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 Legislature 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 results of this examination will be merged with the current eligible list for this position. Competition is limited to twelve (12) months for applicants. Applicants who have participated in this examination within the past twelve months will not be admitted to this administration of the examination. For reference, the previous administration of this examination used job control number JC-4652.

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. 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.

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 using administrative investigative techniques and methods and the ability to apply techniques and methods involved in administering investigative programs to a multidisciplinary staff.
2. Knowledge of, and experience applying, legal principles applicable to the investigation of public employee misconduct.
3. Experience managing multiple and complex investigations related to employee misconduct or a state agency's improper conduct simultaneously.
4. Experience exercising a high degree of integrity and confidentiality for sensitive issues and uses sound judgment in decision making.
5. Knowledge of the whistleblower act, State laws relating to improper governmental activities and general laws and regulations related to State fiscal, personnel, and administrative practices. Knowledge of the various laws related to public employment in California is essential to this position.
6. Knowledge of the California legislative and budgetary processes, State agencies, and other governmental entities.
7. Ability to perform workload and staffing analysis and to recommend appropriate staffing levels based on workload.
8. Experience leading and managing teams while demonstrating the ability to communicate a clear vision, set goals and expectations, encourage leadership and initiative, and use sound judgment in managing a multi-disciplined team.
9. Knowledge of the principles and practices of supervision including the progressive discipline process.
10. Ability to think strategically both at an organizational level and on individual project level.
11. Excellent organizational skills and demonstrated experience utilizing the principles of project management to achieve strategic plan objectives.
12. Experience in measuring short and long term performance and program outcomes related to initial and ongoing implementation of a strategic plan.
13. Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and the ability to represent the State Auditor's Office effectively both internally, before the Legislature, and with the public.
14. Ability to interact and communicate effectively with high-level management representatives of state control agencies, the Legislature or other governmental entities.