

- Assisting in assessing impact of proposed standards to bureau operations and formulating responses on behalf of the bureau.
- Assisting the Chief of Public Affairs in representing the Bureau of State Audits with the public, state and national professional organizations, other state auditors' offices regarding audit standards, quality control, and professional development;
- Working closely with bureau staff as necessary.
- Other duties and projects as assigned.

Duties will be commensurate with level of appointment.

DESIRABLE QUALIFICATIONS:

Knowledge of: Public sector intricacies – how state, local and federal government work including legislative processes; professional associations and standard setting bodies; marketing strategies; and communicating effectively with the public and the press.

Ability to: Communicate and work with staff at various levels and with the public; establish and maintain effective communications with professional associations, standard setting bodies, and press; write, effectively for both marketing material or internal policies and procedures; interpret standards of the profession.

HOW TO APPLY: Complete a standard state application (STD. 678). Send or deliver the completed application to:

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255, ext. 226

*******In the 'remarks' section of the STD. 678 state your eligibility to apply for this position.**

FINAL FILING DATE: UNTIL FILLED

SELECTION PROCESS: Candidates who have lateral transfer eligibility or who have current employment list eligibility may apply. After an initial screening of applications, bureau personnel will select only the most qualified candidates for an interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to **fingerprinting and having a background check conducted.**

All Bureau of State Audit employees are excluded from collective bargaining.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR 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.