



**EXAMINATION ANNOUNCEMENT  
DEPARTMENTAL PROMOTIONAL**

**AUDITOR EVALUATOR II, BUREAU OF STATE AUDITS  
(JC74/4089)**

**SALARY RANGE: \$4,432 - \$5,823**

**WHO SHOULD APPLY:** This is a departmental promotional examination for the California State Auditor (state auditor). **Applicants must have a permanent civil service appointment with the state auditor** as of the final filing date in order to participate in this examination; or must meet the provisions of State Personnel Rules 234, 235, or 235.2; or must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must 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.

**EXAMINATION INFORMATION:** This examination will utilize an evaluation of each candidate's experiences and education compared to a standard developed from the class specification. For this reason, it is **especially important** that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on the announcement, even if that experience goes beyond the ten-year limit printed on the application. When completing the application include "to" and "from" dates (month/date/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

**Education & Experience -- Weighted 100%**

**ELIGIBILITY LIST INFORMATION:** A departmental promotional eligibility list will be established for 12 months unless conditions warrant a change. Candidates may not be tested more than once in a testing period.

**HOW TO APPLY:** All applications (STD. 678) must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. postal service (i.e. hand carried to the human resources office) must be received by 5:00 p.m. on the final filing date. **Emailed applications will not be accepted.** Submit applications to:

California State Auditor  
621 Capitol Mall, Suite 1200  
Sacramento, California 95814  
Attn: Lynne Gaal

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**FINAL FILING DATE: CONTINUOUS**

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**MINIMUM QUALIFICATIONS:**

**Either I**

Education: Either of the two educational levels described for the Auditor Evaluator I, Bureau of State Audits.

**And**

Experience: Thirty (30) months of professional experience in government, commercial, or public auditing in accordance with the "Government Auditing Standards" published by the Comptroller General of the United States. This experience must include work in at least two of the following types of audits: financial, performance, or compliance.

**Or II:**

Experience: Six months of experience in the California state service performing duties at a level equivalent to an Auditor Evaluator I, Bureau of State Audits, Range B.

***Education Level for the Auditor Evaluator I, Bureau of State Audits***

*Education: Equivalent to (1) a Master's Degree in Business, Accounting, Public Administration, or Public Policy; (2) a master's degree in a related field that is strong in quantitative analysis with at least nine semester units of college level course work in quantitative subjects such as statistics and economics; or (3) a graduate law degree and nine semester units of college level course work in quantitative subjects such as statistics and economics.*

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**THE POSITION:**

This is the journey level of the series. Under general supervision, incumbents participate in the planning, data gathering, and analytical tasks associated with audits. Incumbents also assist in the completion of a segment of an audit.

**SPECIAL REQUIREMENT:** Willingness to travel, work away from headquarters, and work long and irregular hours.

**ADDITIONAL DESIRABLE QUALIFICATIONS:** Ability to use word processing and spreadsheet software.

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**SCOPE:**

**Knowledge of:** General accounting and auditing principles and procedures; principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods; research and information-gathering techniques; and basic principles and practices of descriptive and inferential statistics.

**Ability to:** Apply the required knowledge; review and analyze State and Federal laws, regulations, and program data; review and analyze accounting records; learn and apply "Government Auditing Standards" prescribed by the Comptroller General of the United States and standards of the auditing profession; review management and other related controls over financial data; conduct effective interviews with auditee's staff at all levels; gain and maintain the confidence and cooperation of those contacted; analyze, organize, and synthesize a variety of information into supported audit findings and logical recommendations; effectively incorporate use of microcomputers in performing audit and investigative tasks; prepare clear, complete, and concise reports; and communicate effectively. And apply the concepts of "Government Auditing Standards" as published by the Comptroller General of the United States.

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**ADDITIONAL INFORMATION:**

- **Veterans' preference and career credits** are not granted in promotional examinations.
- **Applications** are available in the Administration Division or on line at [www.jobs.ca.gov](http://www.jobs.ca.gov).
- **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.

- **The California State Auditor** 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.
- **Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) service wide 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 in one to four years unless otherwise stated on this bulletin.
- **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.
- Prior to appointment, all employees of the California State Auditor are subject to a **background check and fingerprinting**.
- Position(s) exist in Sacramento only.

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.*