



AUDITOR SPECIALIST I

Exam Code: 6AU03

Department: California State Auditor's Office

Exam Type: Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Auditor Specialist I

Salary Range: \$6,429 to \$8,635 per month

View [the Auditor Specialist I classification specification \(Class Code: 4112\)](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply: Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination. Once you have taken this examination, you may not retake it for nine (9) months.

How To Apply: Complete a state application (STD.678). Email the completed application to HR@auditor.ca.gov or mail it to:

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

This examination will be processed monthly (or as the needs of the department warrant). The application cut-off is the first Friday of every month.

NOTE: The examination title and level in which you are applying to **MUST** be indicated on the application. All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information may be rejected.

Special Testing Arrangements: If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Auditor Specialist I

Education: Equivalent to graduation from a four year accredited college or university preferably with a major in accounting, business administration, public administration, economics, mathematics, management information systems, computer sciences, computer programming, or a related field. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Either I

Experience: Six months of experience in the California state service performing professional auditing at a level equivalent to an Auditor Evaluator II.

Or II

Experience: Three years of increasingly responsible experience performing professional auditing with at least 18 months experience in information systems auditing and automated systems programming and analysis.

POSITION DESCRIPTION

Auditor Specialist I

This is the journey person in the series. Under supervision, incumbents audit a wide range of less complex information systems while gaining increased technical knowledge and experience leading to more complex information systems audits and assignments; review and evaluate information system controls; assess the reliability of computer-generated data; perform data conversions and merges; perform complex analyses using electronic data and/or audit software; assist auditors with data processing issues related to audit work, including obtaining electronic files and performing analyses using electronic data; and assist with the development of and conduct training courses.

EXAMINATION SCOPE

This examination consists of the following components:

Education & Experience -- Weighted 100%

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 experiences relevant to the "Minimum Qualifications" and *knowledge* and *abilities* 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.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of: Government Auditing Standards and general audit procedures; principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods; research and information gathering techniques; basic principles and practices of descriptive and inferential statistics; computer source code; processing conventions for large data bases; and other audit software, such as ACL.

Ability to: Apply the required knowledge; and learn and apply specialized information systems auditing methods and procedures; clearly understand audit objectives; develop approaches and methodologies to meet audit objectives; identify controversial or sensitive issues affecting the audit; plan, organize, and effectively communicate with audit teams; provide advice and instruction to staff on methods of performing various information systems audits or computer-assisted testing techniques; reason logically and creatively and use a variety of analytical techniques to resolve problems; and develop and evaluate alternatives to resolve problems identified.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Auditor Specialist I classification will be established for the: **California State Auditor's Office**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Britani Keszler
California State Auditor's Office
621 Capitol Mall, Suite 1200
Sacramento, CA 95814
HR@auditor.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

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 of 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.

DRUG-FREE STATEMENT

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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination 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 in this bulletin will

be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California State Auditor'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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

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, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Prior to appointment, all employees of the California State Auditor's office are subject to a background check and fingerprinting.