



CAREER EXECUTIVE ASSIGNMENT
Examination Announcement

California State Government supports equal opportunity to all regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. 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.

DEPARTMENT:	CALIFORNIA STATE AUDITOR'S OFFICE (formerly the BUREAU OF STATE AUDITS)	RELEASE DATE:	October 9, 2014
POSITION TITLE:	Deputy State Auditor, Audits	FINAL FILING DATE:	October 22, 2014
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	October 31, 2014
SALARY RANGE:	\$8,594.00 - \$14,058.00 per Month*	BULLETIN ID:	

*Salary will be commensurate with applicable experience pursuant to GC 8544.

The goal of the California State Auditor is to promote the efficient and effective management of public funds and programs by providing to citizens and government independent, objective, accurate, and timely evaluations of state and local governments' activities.

POSITION DESCRIPTION

Under general direction from the State Auditor and the Chief Deputy State Auditor, the Deputy State Auditor, Audits (Deputy), is responsible for performance and compliance audits of state and local government entities including the judicial branch. In addition, this position is responsible for overseeing the Information Technology Audit Support unit. The position plans, organizes and directs the operations of one of the three audit branches and ensures the accomplishment of the office's primary mission and strategic goals. 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 of office policy and has full involvement in branch hiring decisions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

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 Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform highly complex and sensitive administrative and policy 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 Legislative, Judicial and Executive branches; 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 office'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 executives 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, Executive and Judicial branches; analyze complex problems and recommend effective courses of action; and prepare and review reports and other communication; and effectively contribute to the office's Equal Employment Opportunity objectives.

This body of 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 Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Level B Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

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 and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA 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. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATIONS

- Ability to plan, organize, and direct the work of the branch engaged in a variety of complex audits. Full knowledge and requisite skills related to governmental auditing standards; the office's administrative goals and policies; committee organization, structure, functions, and procedures of the Legislature; state governmental program development and evaluation; federal program requirements; planning and staffing for branch needs; principles and practices of employee supervision including the progressive discipline process; and project management and coordination principles and practices.
- Seven years of increasingly responsible performance and financial or compliance audit experience, at least three of which must be in a managerial capacity for organizing, directing, and coordinating comprehensive audits.
- An advanced degree and/or licensure as a certified public accountant in the State of California.
- Ability to contribute to periodic strategic planning updates and implementation efforts.

DESIRABLE CHARACTERISTICS

- Understands the office vision; demonstrates creativity and innovation; and is an effective problem solver.
- Ability to both focus on a specific task or problem and also see and articulate the bigger picture and its ramifications for the office.
- Understands there are many forms, levels and differences in communication styles. Encourages staff to express themselves; listens with empathy, but is able to have difficult conversations with staff.
- Fosters teamwork; facilitates staff development and evaluations.

EXAMINATION INFORMATION

*The position exists with the California State Auditor's office in Sacramento. The examination process will consist of an application and Statement of Qualifications (SOQ) reviewed by a screening committee. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews **may** be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy State Auditor, Audits** with the California State Auditor. Applications will be retained for twelve months.*

STATEMENT OF QUALIFICATIONS

All interested applicants are required to submit a SOQ with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics listed in this announcement.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Std. 678).
- A "Statement of Qualifications" (SOQ). The SOQ should be one to two pages in length and is a separate discussion from the application.
- Resumes do not take the place of the Statement of Qualifications.

All applications must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. **Faxed or emailed applications will NOT be accepted.** Applications submitted without a SOQ will be eliminated from the examination process.

Applications and Statement of Qualifications must be submitted by the final filing date to:

California State Auditor's Office
Kristina Gin, Human Resources
621 Capitol Mall, Suite 1200
Sacramento, CA 95814

SPECIAL TESTING: If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Standard State Application (Std. 678). The HR Office will contact you to make special testing arrangements.

GENERAL INFORMATION: 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. 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.

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

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

From TDD phones(800) 735-2929, from voice phones: (800) 735-2922

Class specs: <http://www.calhr.ca.gov/state-hr-professionals/Pages/cea-exempt-letters.aspx>