

Auditor Specialist I / Auditor Specialist II
Permanent, Full-Time

Position Number: 339-100-4112-900
(Two Positions Available)

SALARY RANGE:

Auditor Specialist I: \$5,311 - \$6981
Auditor Specialist II: \$6,429 - \$8,451

DUTIES: Under direction of an Auditor Specialist III, the Auditor Specialist I/II performs duties that enhance the quality of the California State Auditor's (state auditor) audit activities. In addition to performing information technology (IT)-related audits, the Information Technology Audits Unit (ITAS) provides analytical and technical audit assistance.

Specifically, the duties for this position include but are not limited to the following:

- Working with audit teams to gain an understanding of the data available.
- Working with auditees to obtain data.
- Performing any necessary data conversions or data merges.
- Conducting data analyses addressing audit questions.
- Documenting methodologies and findings.
- Devising data reliability assessment strategies.
- Providing information to audit teams to aid in decision-making with regard to the sufficiency of data reliability for the engagement.
- Assisting audit teams by documenting the assessment of data reliability.
- Drafting audit report language regarding methodologies used and results of data analyses and data reliability assessments.
- Reviewing of other staff's IT-related audit work.
- Performing general control reviews in accordance with generally accepted governmental auditing standards (GAGAS) and performing application control reviews in accordance with GAGAS.
- Developing and conducting training classes for state auditor staff on IT-related topics.
- Working with a wide range of information systems.

For Auditor Specialist II:

- Performing a full range of information systems audit functions including the most difficult programming tasks in the most complex information systems and audit environments.
- Consulting with auditors in addressing automated systems audit needs.
- In some instances, acting in a lead capacity, supervising or directing the work of lower level staff.

Duties and level of supervision will be commensurate with level of appointment.

DESIRABLE QUALIFICATIONS:

- Experience using general accounting and auditing principles and procedures.
- Knowledge of principles and practices of organizational management including planning, organizing, accounting, auditing and quantitative analysis methods.
- Experience using research and information-gathering techniques; basic principles and practices of descriptive and inferential statistics.
- Knowledge of programming using software products such as SAS or SQL or audit software such as ACL, IDEA, or ARBUTUS; or any mainframe programming experience.
- Willingness to work overtime and travel occasionally.
- Possession of or interest in pursuing a professional designation as a Certified Information Systems Auditor (CISA) or ACL Certified Data Analyst (ACDA).
- Ability to manage complex projects, analyze data and document methodologies used, and draw valid conclusions.
- Ability to communicate and make presentations effectively.
- Ability to prepare time budgets for the ITAS portion of audits.
- Ability to work effectively as a team member or independently.
- Ability to learn and apply specialized information systems auditing methods and procedures.
- Ability to develop logical and creative approaches and methodologies to meet audit objectives as well as alternative approaches to resolve issues identified.
- Ability to identify controversial or sensitive issues affecting the audit and effectively communicate these issues.
- Ability to provide advice and instruction to staff on methods of performing various information systems audits or computer-assisted testing techniques.

For Auditor Specialist II:

- Experience with writing the results of audits conducted under Generally Accepted Government Auditing Standards.
- Experience in overseeing the work of IT auditors.
- Experience mentoring IT audit staff and other professional staff in tasks new to them.

HOW TO APPLY:

In addition to your **standard state application (STD. 678)**, please include answers to the following supplemental questions:

1. **Describe any college level course work you have completed related to IT auditing, IT governance, or programming.**
2. **Describe the software applications you are proficient with, giving particular emphasis to those applications used to analyze data.**
3. **Describe any experience you have analyzing large volumes of data electronically.**
4. **Describe any experience you have in performing a general or application review of an IT system.**

Responses to the supplemental questions serve as documentation of your relevant education and experience as well as your ability to present information clearly and concisely in writing. **Applications submitted without responses to the supplemental questions will not be considered.**

Email, mail or drop off a signed standard state application (Std. 678) and supplemental questions to the address below.

Location

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

Contact

Kristina Gin
(916) 445-0255, ext. 500
kristinag@auditor.ca.gov

FINAL FILING DATE: OCTOBER 4, 2016

Mailed applications must be postmarked by the final filing date. Hand-delivered and emailed applications must be submitted by 5:00 p.m. on the final filing date. **Late Applications will not be accepted for any reason.**

SELECTION PROCESS:

The state auditor is part of the merit-based California civil service selection system. The civil service selection system consists of two simple steps: exams and hiring. This job announcement is part of the hiring step in the process. If you have not completed the exam for this position, please visit www.auditor.ca.gov/opportunities to obtain information on how to apply for the exam. Successfully passing the exam gives you list eligibility. You can still apply for the position but must complete the exam process before you will be considered for a hiring interview.

Current state employees with status in the Auditor Specialist I and/or Auditor Specialist II class, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and those with list eligibility may apply. Training and Development assignments may be considered.

All applications will be subject to screening and only those applicants appearing most qualified will be interviewed. Professional references may be requested of the applicants selected for interview. The appointment will be made in accordance with applicable personnel laws and rules.

Additional hires may be made if positions become available.

Any applicant receiving a conditional job offer will be subject to fingerprinting and an inquiry to the California Department of Justice to disclose criminal records prior to appointment.

All state auditor employees are excluded from collective bargaining.

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.