



AUDITOR EVALUATOR I

Exam Code: EX-3642

Department: California State Auditor's Office

Exam Type: Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Auditor Evaluator I

Range A: \$5,789 to \$7,016 per month

Range B: \$6,282 to \$8,261 per month

View [the Auditor Evaluator I classification specification \(Class Code: 4088\)](#)

APPLICATION INSTRUCTIONS

Final Filing Date: **Continuous**

Applications will be accepted continuously and processed every Friday. The Department may process applications more or less frequently, subject to operational needs.

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: All interested candidates for this examination **must** fill out the Auditor Evaluator I **online application and submit a resume** as part of the application process. The standard State Application (Std. 678) **will not be** accepted for this examination. To access the online application please follow the steps below:

1. Go to <https://www.auditor.ca.gov/application/>
2. Create an applicant profile or log in to your account if you have previously created a profile.
3. Complete online application.

Note: The invitation to the exam will be sent to the email address provided in your application. It is the candidate's responsibility to ensure the accuracy of this email address and to monitor communication regarding the exam and hiring process.

Special Testing Arrangements: If you require assistance or alternative testing arrangements due to a disability, please contact the Human Resources Office 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. Your submission of your application indicates that you have read, understood, and possess the qualifications required. 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 Evaluator I

Education: Equivalent to graduation from a four year accredited college or university. (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.)

Experience: No experience required. Applicants must meet the educational requirement.

POSITION DESCRIPTION

Auditor Evaluator I

This is the recruiting, training, and development level of the series. Under supervision, incumbents assist in the planning, data gathering, and analytical tasks associated with audits. Incumbents may 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.

EXAMINATION SCOPE

This examination consists of the following components:

A **Written Examination** based on the *knowledge* and *abilities* listed below and will be **weighted 100%**.

A final score of 70% must be attained to be placed on the eligible list.

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: 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.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Auditor Evaluator 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 **18 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

VETERANS' PREFERENCE

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.

CAREER CREDIT

Career credits **will not** be granted for this examination.

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:

Human Resources
California State Auditor's Office
621 Capitol Mall, Suite 1200
Sacramento, CA 95814
916-445-0255
Hiring@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

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.

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.

Candidates are required to submit a resume as part of the application process and are required to read and agree to a confidentiality statement prior to entering the examination.