

Auditor Evaluator I, Bureau of State Audits

Position Number 339-100-4088-900

Permanent/Full Time Employment
Multiple Positions Available

SALARY RANGE:

\$3,328-\$4,378 (Range A)

\$3,920-\$5,153 (Range B)

MISSION

The California State Auditor promotes 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.

PHILOSOPHY

The staff of the California State Auditor (state auditor), who are under the direction of the State Auditor, understand and respect the importance of their position as the State's independent auditors. The staff of the state auditor will conduct their reviews in a nonpartisan manner, free from outside influence, including that of the Legislature, Governor, and the subjects of their audits and investigations. State auditor staff will base their findings, conclusions, and recommendations upon reliable evidence and will not allow preconceived notions or personal opinions to influence their work. The staff will strictly adhere to the standards of the auditing profession and exercise the highest level of ethics. The state auditor and its staff will lead by example, holding the organization and themselves to the same or higher standards that they use to evaluate others.

SERIES DESCRIPTION: Incumbents in the Auditor Evaluator classification series perform financial, compliance, and performance audits in conformity with industry standards, governmental auditing standards established by the Comptroller General of the United States, and policies and procedures of the California State Auditor.

DUTIES OF THE POSITION: Under supervision, the Auditor Evaluator I performs basic data-gathering, analytical, and planning procedures, and completes these tasks using manual or computer-assisted techniques and hard-copy sources or computerized databases and software packages, as well as interviews. The duties of the Auditor Evaluator I classification may include, but are not limited to, the following:

- Obtaining and interpreting relevant and authoritative criteria for the program or issues under audit.
- Identifying and gathering the highest and best sources of evidence.
- Identifying the audited agency's policies and procedures and observing its procedures and practices.
- Interviewing the audited agency's personnel responsible for the programs or issues under audit.
- Developing relevant information through statistical sampling and quantitative analysis.
- Assisting in the preparation and administration of surveys.
- Testing data to determine its accuracy, completeness, currency, and reliability.
- For financial audits, performing procedures to determine whether financial information is presented in conformity with generally accepted accounting principles and participating in the production of audited financial statements, including all relevant disclosures.
- Based on an objective and independent evaluation of the evidence, drawing conclusions about the audit subject, identifying possible causes of any agency problems or noncompliance, and developing feasible and cost-effective recommendations to address these concerns.
- Preparing work papers to document work performed and conclusions reached, providing the basis for findings and recommendations.
- Assisting in the preparation of parts of written reports.
- Making presentations about audit work and results at meetings with the audit team and state auditor management and with the audited agency.
- Performing special projects and other duties, as required.

DESIRABLE QUALIFICATIONS:

- Bachelors or Masters Degree in Accounting, Economics, Public Administration, or other degrees with a concentration in quantitative course work.
- Strong skills in research and information-gathering techniques.
- Knowledge of basic principles and practices of descriptive and inferential statistics.
- Knowledge of general accounting and auditing principles and procedures including “Government Auditing Standards” as prescribed by the federal government and other standards of the profession.
- Knowledge of principles and practices of organizational management including planning, organizing, accounting, auditing and quantitative analysis methods.
- Knowledge of the functions, organization, and practices of California government including: legislative committee organization, structure, functions, and procedures; formal and informal aspects of the legislative process; the operation and reporting of other State and Federal audit organizations.
- Licensure or interest in becoming a Certified Public Accountant (CPA).
- Strong verbal and written communication skills.
- Ability to work effectively both as a team member and independently.
- Willingness to sometimes work long and irregular hours.
- Willingness to sometimes work in stressful situations and under tight deadlines.
- Willingness to sometimes work away from headquarters including overnight travel.

HOW TO APPLY: *Candidates who have taken the Auditor Evaluator I examination, please log into your profile and follow the instructions to apply for this position.*

All other candidates (lateral transfer, former state employees) must complete a standard state application (STD. 678). Send or deliver the completed application to:

Location

California State Auditor
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255, ext. 226
lynneg@auditor.ca.gov

FINAL FILING DATE: UNTIL FILLED

SELECTION PROCESS: Candidates who have lateral transfer eligibility, who are reachable on a current employment list, or former state employees who can reinstate to this class may apply. A Training and Development assignment may be considered. Candidates must clearly indicate the basis of their eligibility in the explanation box on the Std. 678. **Emailed applications WILL NOT be accepted.** After an initial screening of applications, only those appearing most qualified will be selected for a writing assessment.

WRITING ASSESSMENT: A writing assessment will be given to assess if candidates possess the skills necessary for analyzing and presenting written information.

Only the most qualified will be interviewed. All appointments will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the state auditor are subject to **fingerprinting and having a background check conducted.**

All California State Auditor employees are excluded from collective bargaining.

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 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.