



**CAREER EXECUTIVE ASSIGNMENT  
Examination Announcement**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, pregnancy or genetic information. 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.

<b>DEPARTMENT:</b>	CALIFORNIA STATE AUDITOR'S OFFICE (formerly the BUREAU OF STATE AUDITS)	<b>RELEASE DATE:</b>	April 14, 2014
<b>POSITION TITLE:</b>	Deputy State Auditor, Administration	<b>FINAL FILING DATE:</b>	Until Filled
<b>CEA LEVEL:</b>	CEA B	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$8,594.00 - \$13,381.00 per Month*	<b>BULLETIN ID:</b>	

\*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 the general direction of the State Auditor and Chief Deputy Director, Operations, the Deputy State Auditor, Administration (Deputy), has full management responsibility for all administrative services. The Deputy plans, directs and coordinates all operational activities for the office including the budget, fiscal, human resources, information technology, business services, training, and creative solutions (publications) programs. As an organization that is independent of control agency oversight, the position develops all policies affecting the administration of the office and participates as a member of the Executive Team in the development and implementation of the office's policies and procedures.

**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**

- Experience in preparing and administering a budget for a small agency.
- Experience in the accounting and financial reporting processes for a small multi-funded agency.
- Knowledge of the fundamentals of accounting, budgeting, and fiscal reporting of state agencies.
- Knowledge of the state civil service system, employee/employer relations, employee development, and equal employment opportunity programs.
- Experience with exercising a high degree of integrity and confidentiality for sensitive issues and uses sound judgment in decision making.
- Experience with information technology, personnel and fiscal management, policies and practices within California state government.
- The ability to interact and communicate effectively with high-level management representatives of state control agencies, the Legislature or other governmental entities.
- Ability to contribute to periodic strategic planning updates and implementation efforts.
- Varied administrative responsibility for the development, execution, and evaluation of programs, policies, staff development and team building.
- Well-developed oral, written, and interpersonal skills.
- Experience at the management or supervisory level.

## DESIRABLE CHARACTERISTICS

**Creativity and Innovation** – Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the office's mission.

**Vision** - Understands the context and mission of the office both internal and external. Has an awareness of the office's critical issues, anticipates and influences the future challenges and opportunities. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic goals. Ability to both focus on a specific task or problem and also see and articulate the bigger picture and its ramifications for the office.

**Credibility and Integrity** – Understands internal and external customer needs and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

**Teamwork** - Cooperates to achieve the office's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

**Communication** – Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

**Staff Development** - Recognizes that people are the office's most valuable resource. Can identify and define needs of the office, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

## 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. **The results of this examination will be merged with the current eligible list for this position. Competition is limited to twelve (12) months for applicants. Applicants who have participated in this examination within the past twelve months will not be admitted to this administration of the examination.** 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, Administration** 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. Applications not sent through the U.S. postal service (those that are hand delivered) must be received by 5:00 p.m. on the final filing date. 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 Human Resources 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.

Upon appointment, all employees of the California State Auditor are subject to a background check and fingerprinting.

***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>