

Auditor Evaluator II, Bureau of State Audits

Position Number 339-100-4089-900 (Branch 2)

Permanent/Full Time Employment

SALARY RANGE:

\$4,432-\$5,823

DUTIES: Under general supervision, the Auditor Evaluator II completes audit field work as part of an audit team. The work includes extensive communication with auditee staff during field work, and with coworkers and supervisors in a collaborative work environment; and thorough and accurate documentation of audit activities and findings both during field work and in the development of audit reports. Duties may include, but are not limited to, the following:

40% Performs audit activities in conformance with auditing standards, independently and as part of an audit team, to fulfill the objectives of the audit and the mission of the California State Auditor by:

- Preparing work materials/documents in a logical manner to ensure information is easily accessed, understood, and able to be used to document audit work performed and conclusions reached.
- Gathering relevant materials and data related to the audit/audited agency to understand the audit issues and/or the agency's policies and procedures.
- Comparing the audited agency's policies, procedures, and data to relevant and authoritative criteria to assess compliance with relevant laws, regulations, and requirements.
- Utilizing spreadsheets (i.e., Excel) to track, manipulate, interpret, and communicate data.
- Writing work papers to document the steps taken to conduct an audit, results of research conducted, conclusions of an audit, and/or recommendations.
- Assessing relevant agency-specific materials and data to detect deficient controls, duplicated efforts, waste, and fraud, or non-compliance with laws, regulation, and management policies.
- Interpreting relevant agency-specific materials and data to understand the audit issues.
- Developing feasible and cost-effective recommendations for addressing non-compliance and/or agency issues that will be communicated to those in management at the audited agency.
- Summarizing audit results to prepare discussion materials for meetings.
- Performing descriptive statistical analyses (e.g., frequencies, averages) of data using basic spreadsheet software to understand obtained data.
- Maintaining clear records regarding projects to ensure information is submitted in a timely manner.
- Reading and comprehending reports, memos, manuals, and other job-related materials and documents to perform work tasks.
- Creating tables, charts and/or graphs to illustrate or analyze specific features of data.
- Performing inferential statistical analyses (e.g., trend lines) of data using software to make inferences on obtained data.
- Assessing obtained survey data to determine completeness and accuracy.

20% Assists in the scoping and planning of audits and audit activities to ensure necessary resource allocation and that plans are consistent with audit objectives and auditing standards by:

- Determining the best sources of evidence in an assigned audit to locate the relevant information for review.
- Assessing the issues and objectives of the assigned audit activity to plan a course of action to complete the assignment.
- Prioritizing tasks to allow a smooth flow of work and to ensure timelines are met.
- Developing procedures for data gathering and analysis activities and ensuring they are consistent with audit standards.
- Exploring various options when gathering information and data to ensure the most effective course of action is taken.
- Designing a sound sampling plan to ensure the results can be generalized to the assessed population.
- Adapting plans and schedules to meet changing priorities of work objectives, resources, and/or workload demands.

20% Assists with the development of thorough and accurate audit reports to present audit findings and recommendations by:

- Supporting statements with references to materials gathered throughout the auditing process to ensure work papers and/or reports are consistent with information learned during the audit.
- Assisting in writing sections of reports as part of a team to document steps taken to conduct an audit, results of research conducted, conclusions of an audit, and/or recommendations.
- Utilizing report writing software (e.g., MS Word) to create, write, and/or edit written documents.
- Conducting quality control reviews of work products to ensure contained information is accurate and clear.

10% Communicates with auditee staff to obtain necessary information for audits, and with auditee staff, coworkers, supervisors, and others to convey information related to audit procedures, findings, and recommendations by:

- Communicating verbally with agency personnel to conduct interviews and ask effective follow up questions related to the audited agency's operations, policies, etc.
- Listening effectively to various individuals and groups to ensure an accurate understanding of the topics discussed.
- Presenting audit-related information to various individuals in various venues (e.g., internal strategic meetings, entrance/exit conferences) to relay information in a clear, accurate, and professional manner.
- Writing various forms of correspondence to various individuals in a clear, succinct, and professional manner.

10% Performs administrative and self-management activities.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Auditing principles to ensure auditing activities and recommendations are based on independent, objective, fact-based, nonpartisan assessments of government policies, programs, and operations.
- Principles, practices, and procedures utilized to conduct performance audits to ensure they are conducted in a sound manner according to standards.
- Government Auditing Standards (the "Yellow Book") to ensure auditing activities adhere to standards.
- Time management techniques to provide for efficient prioritization and completion of work assignments.

Skill to:

- Apply state and federal laws, regulations, accepted auditing principles and procedures, and program standards to audited materials, data, and information to detect non-compliance and facilitate recommendations.
- Write in English using correct grammar, spelling, and punctuation to ensure effective communication and composition of work papers, reports, memos, emails, and/or other written communication.
- Write concise and effective summaries from a large pool of information, material, and data to relay information in a clear and succinct manner.
- Connect evidence to work papers, reports, and conclusions to ensure statements are properly supported.
- Utilize report writing software (e.g., MS Word) to create, write, and/or edit written documents.
- Utilize spreadsheets (i.e., Excel) to track, manipulate, interpret, and communicate data.
- Determine the best source of evidence to locate and gather relevant information for review.
- Conduct research to obtain necessary and relevant information related to an audit.
- Conduct audit interviews and observations to obtain necessary and relevant information related to the audit.
- Synthesize data, materials, and information into logical, meaningful, and concise audit findings to make sound decisions and recommendations.
- Identify inconsistencies in information to follow up as necessary for further investigation or verification.
- Assess relevant evidence to determine possible causes of agency weaknesses and/or non-compliance.
- Deliver presentations to various individuals in various venues to relay information in a clear, accurate, and professional manner.
- Generate or conceive new or innovative ideas or solutions to solve a problem and/or handle situations arising in the course of performing assigned work activities.
- Assess the accuracy and completeness of computer-generated data.

Ability to:

- Take the initiative when necessary to accomplish goals.
- Convey or explain complex information so that it may be more easily understood.
- Determine when to refer certain work issues to supervisor or management to ensure they are aware of critical issues or problems.
- Multitask and prioritize in rapidly changing situations to properly perform the functions of the job.
- Handle constructive criticism in a positive manner to effectively perform the duties of the job.

APPLICATION REQUIREMENTS: In addition to your **standard state application (STD. 678)**, please provide a **Statement of Qualifications (SOQ)** for the hiring manager’s review. An SOQ is a narrative discussion of how your education, training, experience, and skills meet the desired qualifications and qualify you for the position. **The SOQ should specifically describe any experience you have conducting performance audits in accordance with Government Auditing Standards (“the Yellow Book”) and specific examples that demonstrate your ability to write in a clear and concise manner.** The SOQ should be typed and no more than two pages in length. Your SOQ will be considered with your application to determine who will be selected for an interview.

TO APPLY, send or deliver a completed STD.678 and SOQ to:

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

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.**

If you require more information about the California State Auditor’s Office, please contact the Recruiting Manager, Glen Fowler at 916-445-0255, ext 204.

FINAL FILING DATE: SEPTEMBER 24, 2015

SELECTION PROCESS: Candidates who are currently in the Auditor Evaluator II (AE II) or an equivalent State civil service classification, those who are reachable on the State Auditor’s current AE II employment list or former State employees who can reinstate to the AE II classification may apply. A Training and Development assignment may also be considered. *If you are unsure about your eligibility, please contact our human resources office prior to applying.* Candidates must clearly indicate the basis of their eligibility in the explanation box on the Std. 678. **Emailed applications and applications without an SOQ WILL NOT be accepted.** Only those applicants appearing most qualified will be selected for an interview. Additional hires may be made from this bulletin if positions become available.

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

All State Auditor’s Office 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.