

Auditor Specialist II, Bureau of State Audits (Information Systems)

Permanent, Full-Time

Position Number: 339-100-4113-900

SALARY RANGE: **\$6,272- \$8,245**

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 understand and respect the importance of their position as the State's independent auditors. The California State Auditor's staff 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. California State Auditor staff base their findings, conclusions, and recommendations upon reliable evidence and will not allow preconceived notions or personal opinions to influence their work. The staff strictly adheres to the standards of the auditing profession and exercises the highest standards of ethics. The staff of the California State Auditor's Office lead by example, holding the organization and themselves to the same or higher standards that they use to evaluate others.

DUTIES

Under the general direction of the Auditor Specialist III, (IS) the Auditor Specialist II, (IS) is the advanced journey person in the series, who performs the most difficult programming associated with complex and specialized information systems and audit environments that enhance the quality of the California State Auditor's (state auditor) audit activities. The Information Technology Audit Support 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 and auditees to gain an understanding of the data available.
 - Working with auditees to obtain data.
 - Performing any necessary data conversions or data merges.
 - Conducting data analysis 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.
 - Performing reviews of other staff's IT-related audit work. Preparing and clearing review notes.
 - Performing general and application control reviews in accordance with generally accepted governmental auditing standards.
 - Acting as a liaison audit teams and application.
 - Developing and conducting training classes for state auditor staff on IT-related topics, such as Introduction to IT Auditing, and Beginning and Intermediate ACL.
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DESIRABLE QUALIFICATIONS

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; basic principles and practices of descriptive and inferential statistics.
- Programming using audit software products such as ACL, IDEA, or SAS; or any mainframe programming experience.
- The organization, structures and management practices of a broad range of governmental entities.
- Professional information systems auditing, security, and control standards.

Ability to:

- Manage complex projects, analyze data and document methodologies used, and draw valid conclusions.
- Speak, write, and make presentations effectively to a non-technical audience.
- Prepare time budgets for the ITAS portion of audits.
- Work effectively independently or as a team member.
- Learn and apply specialized information systems auditing methods and procedures.
- Develop logical and creative approaches and methodologies to meet audit objectives as well as alternative approaches to resolve issues identified.
- Identify controversial or sensitive issues affecting the audit and effectively communicate these issues with ITAS management and with audit teams.
- Provide advice and instruction to staff on methods of performing various information systems audits or computer-assisted testing techniques.
- Clearly define the requirements to meet audit objectives.
- Plan, organize, and effectively communicate with office management and audit teams.
- Willingness to occasionally work overtime and travel.
- Possession of or interest in pursuing a professional designation as a Certified Information Systems Analyst (CISA) or Audit Command Language Certified Data Analyst (ACDA).

HOW TO APPLY: 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

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

FINAL FILING DATE: OCTOBER 23, 2014

SELECTION PROCESS: Current state employees with status in this classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this classification may apply. All interested applicants must submit a STD. 678 (with an original signature) and must indicate the basis of their eligibility in the explanation box. **Emailed applications will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules.

SUPPLEMENTAL QUESTIONNAIRE AND WRITING ASSESSMENT: Subsequent to receipt of a valid STD. 678, eligible applicants will be emailed a Supplemental Questionnaire (SQ). If you do not have a valid email address, please contact Kristina Gin to make alternate arrangements. After an initial screening of applications and SQs, applicants appearing most qualified will be asked to complete a writing assessment to determine if candidates possess the skills necessary for analyzing and presenting information. Only the most qualified will be interviewed.

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.