

AUDITOR SPECIALIST III, BSA (INFORMATION SYSTEMS)

Position Number 339-100-4114-900

PERMANENT/FULL TIME EMPLOYMENT

SALARY RANGE: \$7,088.00 - \$9,320.00

DUTIES: Under the general direction of a Principal Auditor, BSA, the Auditor Specialist III, BSA, (IS) performs duties to enhance the quality of the California State Auditor's audit activities. The Information Technology Audits Unit (ITAS) provides analytical and technical audit assistance. Specifically the duties for this position include but are not limited to the following:

- Supervising, evaluating, mentoring, and providing on-the-job training for two to six Auditor Specialist I/II BSA (IS) staff and/or other relevant classifications.
- Reviewing work produced by staff, preparing clear and concise review notes, and clearing those notes.
- Managing highly complex information systems audits where the work is the most critical and sensitive in nature.
- Performing unusually difficult, complex, and/or sensitive aspects of information systems audits and/or reviews.
- Advising non-specialist auditors and executive management on standards and current trends related to information systems auditing.
- Preparing and delivering formal presentations.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Organization and management of a broad range of governmental entities.
- Professional information systems auditing, security, and control standards and practices.
- Practices of supervision, staff development, and training techniques.
- 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; operations, procedures, functions, and work standards of the office.
- Programming using audit software products such as ACL or IDEA; or mainframe programming using such as applications as Job Control Language (JCL) mainframe utilities, COBOL, or , DYL280.

Ability to:

- Lead a team of Auditor Specialist I/II (IS) and/or other relevant classifications.
- Provide advice and instruction to staff on methods of performing various information systems audits or computer –assisted data analysis techniques.
- Effectively manage multiple complex audits at one time.
- Reason logically and creatively and use a variety of analytical techniques to resolve problems.
- Speak, write, and present effectively.
- Travel and work overtime.

Possession of or interest in pursuing a professional designation as a Certified Information Systems Analyst (CISA.) or ACL Certified Data Analyst (ACDA).

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

Location

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

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

In the 'remarks' section of the STD. 678 state your eligibility to apply for this position. 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. **Emailed applications will not be accepted.**

FINAL FILING DATE: JULY 30, 2015

SELECTION PROCESS: Current state employees with status in the Auditor Specialist III, BSA (IS)(class), 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 class may apply. **All interested applicants must submit a STD. 678 (with an original signature).** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. 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.