

Principal Auditor, Bureau of State Audits
Audits Division
Permanent – Full-Time
Position Number 339-100-4094-900

SALARY RANGE: \$8,578-\$10,231

DUTIES: Under general direction of a Deputy State Auditor, the Principal Auditor directs, through subordinate supervisors, teams of auditors conducting performance audits and program reviews of State organizations and other publicly created entities ensuring audit procedures, conclusions, and recommendations are consistent with industry and governmental audit standards. Duties include, but are not limited to, the following:

- Ensure audits performed by the California State Auditor's Office conform to industry and governmental audit standards, and fulfill the mission and purpose of the State Auditor.
- Manage the ongoing work of teams of auditors through general supervision and delegation.
- Oversee audit scoping and planning to ensure necessary resource allocation and that plans are consistent with audit objectives.
- Provide direct supervision of audit team leaders and exercise general administrative authority over audit teams.
- Assist executive management in policy development and strategic planning.
- Represent the State Auditor to external parties.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Government Auditing Standards issued by the Comptroller General of the United States ("Yellow Book") to ensure auditing activities adhere to standards.
- Principles and practices of public administration including the functions, organization, and practices of California government in order to audit, or review audits of, State governmental agencies.
- Methods to obtain and analyze information necessary to conduct or review audits, including research methods and principles of data analysis.
- Basic cost/benefit analysis principles to assess the impact and effectiveness of programs, policies, and procedures.
- Principles and practices of project management to ensure the proper planning, monitoring, and review of project steps and outcomes.
- Grammar, spelling, and punctuation in the English language needed to write, review, or edit work papers, reports, memoranda, etc., ensuring they are easily understood and clear to the reader.
- Report writing methods and techniques to properly develop, review, or edit a variety of reports.

Skill to:

- Track project work plans and work activity deliverables to ensure they are completed on time and within budget.
- Analyze materials and information gathered during an audit to draw sound conclusions, assess interpretations and conclusions, determine the sufficiency and appropriateness of the sources of audit evidence, and ensure working papers and reports are properly supported.
- Track multiple assignments to ensure that agreed-upon project budgets, deadlines, and milestones are substantially met and overages are minimized.
- Develop or review plans to ensure goals, objectives, and strategies of the audit are met.
- Manage employee performance by communicating performance expectations, monitoring work performance, and planning and implementing measures to improve performance.

Ability to:

- Apply accepted auditing procedures and state and federal laws, regulations, policies, and program standards to audited materials, data, and information to ensure compliance and facilitate the development of recommendations.
- Synthesize data, materials, and information into logical, meaningful, and concise finding to make sound decisions and recommendations.
- Multitask, prioritize, and adapt plans and schedules to meet changing priorities of work objectives, resources, and/or workload demands.
- Remain calm in highly stressful situations to ensure work is conducted in a professional manner.
- Communicate verbally and listen effectively with a variety of individuals to relay and receive information accurately as the situation demands.

Special Requirements:

- Willingness to work long or irregular hours to perform job duties.
- Willingness to travel to various work locations throughout the State of California, including for extended periods, to perform duties related to the job.
- Required to work within tight and/or challenging timelines to complete projects or assignments.
- Required to be flexible in adapting to changes in priorities, work assignments, and other interruptions to effectively respond to demanding situations, and to complete projects or assignments effectively.

WHO MAY APPLY: Current state employees with status in the Principal Auditor class, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and those with list eligibility may apply.

HOW TO APPLY: Submit a standard state application (STD. 678) and Statement of Qualifications (SOQ) for the hiring manager's review. The 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 serves as documentation of your ability to present information clearly and concisely in writing and should be typed and no longer than two pages in length.

There are two options to submit an application and SOQ for this position.

1. Apply electronically through your CalCareer account at www.jobs.ca.gov
or
2. Mail or email a signed STD. 678 and SOQ to the address below.

Location

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

Contact

Marya Liberty
(916) 445-0255, ext. 215
MaryaL@auditor.ca.gov

FINAL FILING DATE: JUNE 24, 2016

All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. **Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.** All state auditor 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.