

**Senior Auditor Evaluator II, Bureau of State Audits**  
Audits Division, Branch 1  
Permanent – Full-Time  
Position Number: CPA-339-100-4105-900

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

**DUTIES:** This is the full supervisory level of the Auditor Evaluator classification series. Under the general direction of a Principal Auditor, the incumbent in the Senior Auditor Evaluator II classification typically supervises three to four auditors in performing medium-sized and moderately complex financial and performance audits. The work includes the scoping and planning of audits and audit activities; extensive communication with audit staff and the Principal Auditor in a collaborative work environment; and ensuring the thorough and accurate documentation of audit activities and findings both during field work and in the development of audit reports. Duties include but are not limited to:

- Manage the ongoing work of auditors through general supervision to ensure audits conform to governmental audit standards and fulfill the mission and purpose of the State Auditor.
- Communicate with auditee staff to obtain necessary information for audits, and with auditee staff, audit team staff, project managers, executive management, and the office's service units to convey information related to audit procedures, findings, and recommendations.
- Oversee the development of thorough and accurate audit reports to present audit findings and recommendations.
- Oversee 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.

**DESIRABLE QUALIFICATIONS:**

- ***Possession of a valid certificate to practice as a Certified Public Accountant in California is required for this position as this position will include assignment to financial audits. An applicant possessing a valid license from another state must be willing and able to become licensed in California.***
- Experience supervising, coaching, and training staff to ensure all work meets the office's objectives.
- Experience monitoring the work of staff to ensure that it meets quality, quantity, and timeliness standards.
- Experience applying Generally Accepted Accounting Principles (GAAP) to understand and interpret financial data on financial audits of governmental entities.
- Experience applying the principles, practices, and procedures utilized to conduct financial and performance audits to ensure they are conducted in a sound manner according to Government Auditing Standards (the "Yellow Book").
- Experience reviewing and evaluating the audit team's work papers to ensure that the analyses and conclusions made about the audit subject are based on sufficient and appropriate evidence to report audit findings to management and/or audited agency.
- 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.
- Knowledge of time management techniques to provide for efficient prioritization and completion of work assignments.
- Knowledge of the principles and practices of project management to ensure the proper planning, monitoring, and review of project steps and outcomes.
- Knowledge of inferential statistics (e.g., trend lines) to make inferences and analyze audited data.
- Skill to track project work plan and work activity deliverables to ensure they are completed on time and within budget.

## DESIRABLE QUALIFICATIONS (continued)

- Skill to design audit procedures to ensure information is obtained in accordance with auditing standards.
- Skill to evaluate financial and information systems to assess controls and ensure system reliability and data integrity.
- Skill to review analyses of data and materials conducted by audit team or others, to detect deficiencies, effectiveness, and/or non-compliance with laws, regulations, and/or policies and procedures.
- Skill to 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. Edit written work products to ensure the final work products are clear and concise.
- Skill to conduct presentations to various individuals in various venues to relay information in a clear, accurate, and professional manner.
- Ability to synthesize data, materials, and information into logical, meaningful, and concise findings to make sound decisions and recommendations.
- Ability to communicate orally and listen effectively with a variety of individuals to relay and receive information accurately as the situation demands.
- Ability to adapt plans and schedules to meet changing priorities of work objectives, resources, and/or workload demands.
- Ability to make accurate judgments about how much time a task, or group of tasks, will take to complete to ensure timelines are accurate and completion dates are realistic.
- Ability to learn new rules, procedures, and standards, and apply that knowledge to work activities to ensure activities are conducted in compliance with the most recent and relevant standards.

### **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.

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**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 financial statement audits and/or performance audits in accordance with Government Auditing Standards ("the Yellow Book") and experience that demonstrates your ability to lead, motivate, and develop staff.** The SOQ serves as documentation of your ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.

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

**Location**

CA 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](mailto: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.**

**FINAL FILING DATE: MAY 1, 2015**

**SELECTION PROCESS:** Current state employees with status in the Senior Auditor Evaluator II (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) and indicate position number CPA-339-100-4105-900 on the application. Emailed applications and applications without an SOQ will NOT be accepted.** 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.

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Upon appointment, all employees are subject to **fingerprinting and having a background check conducted**. 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.*