

JOB OPPORTUNITY
NOW HIRING



California State Auditor
Bureau of State Audits

**SEEKING HIGHLY MOTIVATED INDIVIDUALS TO WORK IN THE
INVESTIGATIONS DIVISION OF THE CALIFORNIA STATE AUDITORS' OFFICE**

3 POSITIONS AVAILABLE

SPECIAL INVESTIGATOR (Non Peace Officer Status)

Position Number 339-100-8612-900

—will also consider—

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Position Number 339-100-5393-900

PERMANENT/FULL TIME EMPLOYMENT

SALARY RANGES:	Special Investigator Range A: \$3,902 - \$4,480 Range B: \$4,454 - \$5,363 Range C: \$4,888 - \$5,899	Associate Governmental Program Analyst: \$4,440 - \$5,348
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Investigations Division Background Information

Under authority granted by the California Whistleblower Protection Act, the California State Auditor conducts investigations into improper governmental activities by state agencies, state employees, and employees of the courts. An "improper governmental activity" is any activity related to state government that violates the law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. The State Auditor conducts investigations in response to complaints received from state employees and from members of the public. Investigations may also be conducted on the State Auditor's own initiative. The State Auditor receives complaints by telephone, by mail, in person, and through the State Auditor's website. Complainants have a right to remain confidential. Typically, the State Auditor is contacted more than 4,000 times per year by persons interested in reporting an improper governmental activity.

Duties of the Position: Under supervision while in Range A, and under general supervision while in Ranges B and C, a special investigator evaluates and gathers information regarding complaints about improper governmental activities by state agencies and employees, participates in investigations to substantiate whether an improper governmental activity has occurred, takes complaints from members of the public, and performs special projects as assigned. Specific duties include, but are not limited to the following:

Evaluating and Gathering Information Regarding Complaints (40%)

- Reviewing complaints to assess whether they are within the jurisdiction of the California Whistleblower Protection Act.
- Analyzing complaints to assess whether an improper governmental activity may be proven through further investigation, and if not, what additional information is needed to make that determination.

- Seeking and obtaining additional information from complainants, witnesses, and governmental entities that will assist in determining whether an improper governmental activity can be proven through further investigation.
- Analyzing the additional information and making recommendations regarding whether an investigation is warranted.
- Preparing clear, concise, and accurate documents requesting information relevant to complaints, recording the information received, detailing the analysis performed on the information, and making recommendations for the disposition of complaints.
- Tracking complaints referred to other agencies.

Participating in Investigations (40%)

- Participating in: the formulation of investigative plans; conducting and completing investigations; locating and interviewing witnesses and persons suspected of engaging in improper governmental activities; and locating and obtaining evidence of improper governmental activities.
- Analyzing evidence; organizing evidentiary materials; preparing selected evidentiary materials for referral to other agencies; tracking and obtaining agency responses to investigations; and serving subpoenas.
- Preparing clear, concise, and accurate documents detailing investigative activities and findings, including documents that will be published.

Taking Complaints from the Public (10 %)

- Receiving oral and written complaints regarding improper governmental activities. When receiving oral complaints, eliciting relevant information that will assist in determining the merits of the complaints and whether they are within the jurisdiction of the California Whistleblower Protection Act.
- Referring complainants to other agencies when appropriate.
- Completing intake forms that clearly, concisely, and accurately summarize complaints received and evidence offered in support of those complaints.

Special Projects (5%)

- Gathering information and conducting analyses regarding the operation of the Investigations Division and of external agencies that will assist with the direction of investigative resources.

Other Related Duties (5%)

Desirable Qualifications

- Graduation from an accredited college or university.
- Excellent writing skills.
- Excellent analytical abilities, including: the ability to apply complex legal criteria to factual situations; to sift through voluminous financial records to determine whether public funds were utilized properly; and to evaluate conflicting witness statements to distinguish truth from falsehood.
- Strong interviewing skills, including the ability to elicit information from persons who are angry, frightened, or defensive.
- Proven ability to work well as a member of a small team or independently, depending on the assignment.
- Familiarity with Microsoft Word and Excel.
- Experience directing efforts toward multiple assignments that must be completed simultaneously.
- Eagerness to accept constructive criticism from supervisors to improve the quality of work performed.
- Strong verbal communication skills.
- Proven ability to handle diverse work assignments involving a broad variety of subject areas.

HOW TO APPLY: Complete a standard state application (STD. 678). Send or deliver the completed application to:

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255, ext. 226
(916) 322-7801 (fax)

In the 'remarks' section of the STD. 678 CLEARLY STATE YOUR ELIGIBILITY ALLOWING YOU TO APPLY FOR THE POSITION.

FINAL FILING DATE: UNTIL FILLED

PLEASE READ BEFORE FILLING OUT AN APPLICATION:

SELECTION PROCESS: Eligible candidates who are current state employees with status in the above 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. Candidates whose eligibility is based on an employment list must submit a copy of their examination results indicating their test score. All interested applicants must submit a STD 678 (with original signature) and must clearly indicate the basis of their eligibility in the explanation box on the STD 678. Applications without eligibility information will not be considered. Only the most qualified will be forwarded to the next step of the hiring process, which is a two hour timed **writing assessment**. The writing assessment is to determine if candidates possess the skills necessary for analyzing and presenting written information. Based on the results of the writing assessments, selected candidates will be scheduled for a hiring interview. All appointments will be made in accordance with applicable personnel laws and rules.

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

All Bureau of State Audit employees are excluded from collective bargaining.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION OR GENETIC INFORMATION

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.