



DEPARTMENTAL PROMOTIONAL EXAMINATION

GENERAL AUDITOR II



www.aging.ca.gov

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.

POSITION DESCRIPTION

The General Auditor II, under direction of the Supervising Governmental Auditor I, conducts the more difficult office or field audits of the accounts and records of county and nonprofit organizations subject to state and federal regulations. Other related work as required.

SALARY RANGE

\$4,016 - \$5,280 per month

WHO SHOULD APPLY

This is a departmental promotional examination for the Department of Aging. Competition is limited to individuals who meet the minimum qualifications and meet one of the following criteria:

1. Applicants must have a permanent civil service appointment with the Department of Aging as of the final filing date in order to participate in this examination.
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete. If applicable, submit a copy of the DD214 or other official discharge documents.

EXAMINATION DATES

FINAL FILING DATE: July 7, 2017, by 5 p.m.

The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated that interviews will be held during **August 2017**.

FILING INSTRUCTIONS

To apply for this examination, submit a completed Examination Application (STD. 678) **POSTMARKED** no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resources Section, faxed, or electronically submitted) must be **RECEIVED BY 5 P.M. ON THE FINAL FILING DATE**. Examination Applications, STD. 678, are available and must be filed with:

California Department of Aging
Attention: Noreen Hunter, Human Resources Section
1300 National Drive, Suite 200
Sacramento, CA 95834
noreen.hunter@aging.ca.gov (File by email)

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

CONTINUED ON NEXT PAGE

SPECIAL TESTING ARRANGEMENTS

If you need special testing arrangements, please complete Question 2 on Page 1 of the Examination Application (STD 678). You will be contacted to make specific arrangements. If necessary, candidates may use the California Relay Service access number, TDD: 1-800-735-2929.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list will be established for the California Department of Aging. Eligibility expires 12 months after it is established unless the needs of the services and conditions of CDA's list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Note: All applicants must meet the education and/or experience requirements for this examination by the written test date. All Examination Applications (STD. 678) and resumes must include "to" and "from" employment dates (month/day/year), time base, and civil service class titles. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Either I

One year of experience in the California State service performing professional accounting or auditing duties of a class equivalent in level to that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class equivalent in level to that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

Minimum Qualifications**Or II**

One year of experience in the California state service performing the duties of an Accountant I.

Or III

Experience: Two years of increasingly responsible professional accounting or auditing experience. **and**

Education: *Either:*

1. Equivalent to graduation from college with specialization in accounting or
2. Completion of either:
 - (a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting, and business law. or
 - (b) The equivalent of sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

Note: Submission of transcripts/degree is required to verify the education requirement. Failure to do so may result in a delay of your approval to compete in the examination.

**EXAMINATION
INFORMATION**

This examination will consist of a qualifications appraisal interview that will include job-related questions taken from the Scope (see below). In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors who do not appear for the interview will be disqualified. Note: If the candidate pool is low, CDA may change this examination to an Education & Experience process.

SCOPE**A. Knowledge of:**

1. Accounting and auditing principles and procedures and applying them in the work performed.
2. Business law.

B. Skill to:

1. Write clear, complete, and concise reports and/or correspondence.
2. Use computers and office software.

C. Ability to:

1. Apply accounting and auditing principles and procedures in the work performed.
 2. Conduct a variety of audits of accounts and records.
 3. Analyze data and draw sound conclusions.
 4. Analyze situations accurately and adopt an effective course of action.
 5. Establish and maintain cooperative relations with those contacted in the work.
 6. Communicate effectively.
-

**SPECIAL
REQUIREMENTS**

Willingness to travel and work away from the headquarters office individually and with a team.

CAREER CREDITS

Career credits do not apply.

**VETERANS'
PREFERENCE**

Veterans' preference credits are not granted in promotional examinations.

**INQUIRIES ABOUT
THIS EXAMINATION**

All inquiries about this examination should be directed to Noreen Hunter at 916-419-7527.

GENERAL INFORMATION

THE CALIFORNIA DEPARTMENT OF AGING (CDA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the CDA, Human Resources Section at (916) 419-7525 two weeks after the final file date if he/she has not received a notice.

EXAMINATION APPLICATIONS (STD. 678) are available at local office of the California Department of Aging and on the internet at <http://jobs.ca.gov/pdf/std678.pdf>.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and possess the ability to perform the assigned duties of the class.

INTERVIEW SCOPE: If an interview is conducted, the panel will evaluate candidate's responses to questions related to the scope described on this bulletin.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans' Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (i.e., former CDA employees) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at the CDA's Human Resources Section.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement

The California Department of Aging (CDA) does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. The American with Disabilities Act (ADA) Coordinator for CDA, 1300 National Drive, Suite 200, Sacramento, CA 95834, has been designated to coordinate and carry out this department's compliance with the nondiscrimination requirements of Title II of the ADA. Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Coordinator.