



FRAUD INVESTIGATOR I

Exam Code: 1AU01

Department: California State Auditor's Office

Exam Type: Departmental, Promotional

Final Filing Date: 12/10/2021

CLASSIFICATION DETAILS

Fraud Investigator I

Salary Range: \$6,722 to \$9,028 per month.

View [the Fraud Investigator I classification specification.](#)

APPLICATION INSTRUCTIONS

Final Filing Date: 12/10/2021

Who Should Apply:

Applicants must meet one of the following eligibility requirements:

1. Must have a permanent civil service appointment with the California State Auditor Office's by the final filing date.
2. Must meet the provisions of State Personnel Rules 234 or 235.
3. Must be a current or former employee of the Legislature for two or more years as defined in GC 18990.
4. Must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in GC 18992.
5. 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 GC 18991. (Applicants must submit a copy of Form DD214 along with their standard state application [STD. 678]).

Once you have taken this examination, you may not retake it for twelve (12) months.

How To Apply: Complete a state application (STD.678). Email the completed application to HR@auditor.ca.gov or mail it to:

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

Special Testing Arrangements: If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the contact information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Fraud Investigator I

Education: Equivalent to graduation from a four year accredited college or university. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Either I

Six months of experience in the California state service performing professional auditing at a level equivalent to an Auditor Evaluator II.

Or II

Three years of experience in investigative work. (Experience in the California state service applied toward this requirement must include at least six months at the level of responsibility equivalent to an Auditor Evaluator II.)

POSITION DESCRIPTION

Fraud Investigator I

The Fraud Investigator I is the journey person level in the series. Under supervision, incumbents receive formal and on-the-job training to learn the full range of investigative work and techniques. The incumbents are assigned a wide variety of investigative complaints with varying complexity. With increased experience and knowledge incumbents, under general supervision, handle sensitive, complex, and diverse investigative complaints of improper governmental activities. Incumbents perform complaint intake, assess complaints, gather evidence, conduct interviews, draw defensible conclusions, and assist in writing reports based on the results of their investigations. In addition, incumbents prepare correspondence related to investigative work. Incumbents assist in program or policy development and interpretation; and may have independent responsibility to oversee portions of an investigation.

EXAMINATION SCOPE

This examination consists of the following components:

Education & Experience – Weighted 100%

This examination will utilize an evaluation of each candidate's experiences and education compared to a standard developed from the class specification. For this reason, it is **especially important** that candidates take special care in accurately and completely filling out their application. List all experiences relevant to the "Minimum Qualifications" and *knowledge* and *abilities* shown on the announcement, even if that experience goes beyond the ten-year limit printed on the application. When completing the application include "to" and "from" dates (month/date/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates.

In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of: Provisions of the California Whistleblower Protection Act; general auditing and investigative principles and techniques, practices, procedures, and terminology; State law relating to improper governmental activities, general laws, and regulations related to State fiscal, personnel, and administrative practices.

Ability to: Apply the applicable laws and regulations to specific cases; conduct a wide range of investigations applying appropriate investigate techniques; prepare effective and adequate evidence; analyze the records, accounts, and documents of State departments; communicate effectively; and analyze situations accurately and adopt an effective course of action.

ELIGIBLE LIST INFORMATION

A departmental, promotional eligible list for the Fraud Investigator I classification will be established for the: **California State Auditor's Office.**

A departmental promotional eligibility list will be established for 12 months unless conditions warrant a change. Candidates may not be tested more than once in a testing period.

Veterans' Preference is not granted for promotional examinations.

CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Britani Pavoni
California State Auditor's Office
621 Capitol Mall, Suite 1200

Sacramento, CA 95814
916-445-0255

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California State Auditor's Office reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.