



# FRAUD INVESTIGATOR III

**Exam Code: 1AU02**

**Department:** California State Auditor's Office

**Exam Type:** Departmental, Promotional

**Final Filing Date:** 12/10/2021

## CLASSIFICATION DETAILS

**Fraud Investigator III**

**Salary Range:** \$8,972 to \$11,797 per month.

View [the Fraud Investigator III 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](mailto: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 III**

**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**

One year of experience in the California state service performing the duties of a Fraud Investigator II.

#### **Or II**

Broad, extensive (more than five years), and increasingly responsible experience in performing professional auditing with at least three years experience in investigative work, one year of which must have been in a supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to a Fraud Investigator II for a period of at least one year.)

## **POSITION DESCRIPTION**

### **Fraud Investigator III**

The Fraud Investigator III is the full supervisory/managerial and highest level in the series. Under the general direction of the Deputy State Auditor, incumbents are responsible for the California State Auditor's Office investigative unit function; supervise four to ten staff members; assign priorities and develop specific work plans and workload requirements; and assist in the development and administration of policies and procedures. Incumbents plan, develop, and direct the investigative program; manage highly complex investigative audits where the work is of the most critical and sensitive nature; perform unusually difficult, complex, and/or sensitive aspects of investigative audit work and/or review reports; ensure and hold ultimate responsibility for the accuracy and quality of supporting documents and investigative reports; oversee the daily operations of the investigative unit; recruit, select, train, and evaluate the work

of staff assigned; and advise staff and executive management on standards and current trends related to investigating waste, fraud, and abuse in State government.

## 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:** Fraud Investigator I and II requirements; and techniques and methods involved in administering investigative programs and the implementation of training programs for investigative and other staff; group leadership techniques; program planning, development, and evaluation; principles and practices of project management and coordination; applications of organizational and management theory; and a manager's responsibility for promoting equal employment opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

**Ability to:** Fraud Investigator I and II requirements; and plan, organize, and manage the investigative efforts of the California State Auditor's Office; employ sound management principles; formally present information regarding the provisions of the California Whistleblower Protection Act to various groups; work effectively with top-level managers of State agencies and other organizations; establish and maintain project priorities; assess staff performance; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## ELIGIBLE LIST INFORMATION

A departmental, promotional eligible list for the Fraud Investigator III 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.