



AUDITOR EVALUATOR II

Exam Code: 7AU07

Department: California State Auditor's Office

Exam Type: Departmental, Promotional

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Auditor Evaluator II

Salary Range: \$6,025 - \$8,593 per month.

View [the Auditor Evaluator II classification specification.](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

WHO CAN APPLY: Applicants must meet one of the following eligibility requirements:

1. Must have a permanent civil service appointment with the California State Auditor 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 Government Code 18990.
4. Must be a former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 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 Government Code 18991. (Applicants must submit a copy of Form DD214 along with their standard state application [STD. 678]).

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

This examination will be processed monthly (or as the needs of the department warrant). The application cut-off is the first Friday of every month.

NOTE: The examination title and level in which you are applying to MUST be indicated on the application. All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information may be rejected.

Special Testing Arrangements: If you require assistance or alternative testing arrangements due to a disability, please contact the Human Resources Office 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.

Auditor Evaluator II

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.) **and**

Either I

Experience: One year of experience in the California state service performing duties at a level equivalent to an Auditor Evaluator I, Range A.

Or II

Experience: Six months of experience in the California state service performing duties at a level equivalent to an Auditor Evaluator I, Range B.

Or III

Experience: Thirty (30) months of professional experience in government, commercial, or public auditing in accordance with the "Government Auditing Standards" published by the Comptroller General of the United States. This experience must include work in at least two of the following types of audits: financial, performance, or compliance.

POSITION DESCRIPTION

Auditor Evaluator II

This is the journey level of the series. Under general supervision, incumbents participate in the planning, data gathering, and analytical tasks associated with audits. Incumbents also assist in the completion of a segment of an audit.

SPECIAL REQUIREMENT: Willingness to travel, work away from headquarters, and work long and irregular hours.

ADDITIONAL DESIRABLE QUALIFICATIONS: Ability to use word processing and spreadsheet software.

EXAMINATION SCOPE

This examination consists of the following components:

Education & Experience -- Weighted 100%

This examination will utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification that includes the breadth, quality, and length of time of the education and experience, the relevance of the education and experience to the qualifications of the classification, and the degree to which the competitor's total education and work history represent suitable preparation to successfully perform the duties and tasks of the classification. For this reason, it is especially important that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" 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. Failure to provide complete information may result in rejection from the examination.

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: General accounting and auditing principles and procedures; principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods; research and information-gathering techniques; and basic principles and practices of descriptive and inferential statistics.

Ability to: Apply the required knowledge; review and analyze State and Federal laws, regulations, and program data; review and analyze accounting records; learn and apply "Government Auditing Standards" prescribed by the Comptroller General of the United States and standards of the auditing profession; review management and other related controls over financial data; conduct effective interviews with auditee's staff at all levels; gain and maintain the confidence and cooperation of those contacted; analyze, organize, and synthesize a variety of information into supported audit findings and logical recommendations; effectively incorporate use of microcomputers in performing audit and investigative tasks; prepare clear, complete, and concise reports; and communicate effectively.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established by the California State Auditor. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Education and Experience examination to reestablish eligibility. 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:

Human Resources
California State Auditor's Office
621 Capitol Mall, Suite 1200
Sacramento, CA 95814
HR@auditor.ca.gov
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.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education 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 competitor 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.