



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

GENERAL AUDITOR III

MULTI DEPARTMENTAL OPEN EXAMINATION

EXAM CODES: 6BP0502

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| Department: | Department of Social Services Department of Developmental Services |
| Release Date: | July 26, 2016 |
| Final File Date: | August 9, 2016 |
| Exam Type: | OPEN Departmental |
| Employment Type: | Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent |
| Salary: | MONTHLY-SALARY-RANGE - \$4,829.00 - \$6,350.00 |
| Positions Exist: | Statewide |

EEO

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.

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.

WHO SHOULD APPLY?

This is an OPEN departmental examination for the California Department of Social Services. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Anyone who meets the minimum qualifications as stated may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

FILING INSTRUCTIONS

To apply for this examination, you must submit a complete examination application package. The following documents comprise a complete application package:

- **State application (STD. 678)**
- **Supplemental Questionnaire**
- **Conditions of Employment**

Applications (STD 678) must be POSTMARKED no later than the final file date. Please indicate the examination title on your application. Applications received without an examination title will not be accepted.

Applications postmarked, personally delivered, faxed, emailed or received via inter-office mail after the final file date will not be accepted for any reason.

Applicants who fail to submit a complete examination package will be disqualified.

FILE BY MAIL:

California Department of Social Services
Personnel Bureau, Exam Unit, MS 8-15-58
PO Box 944243
Sacramento, CA 94244-2430

FILE IN PERSON:

California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box for Question 2 on the Examination Application (STD 678). You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION

A departmental eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the experience and/or education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understood, and possess the minimum qualifications required.

Applications and resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications without this information will be rejected from this examination.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to General Auditor II.

OR II

Experience: Three years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to conducting a variety of audits or financial examinations. **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: Applicants must submit a copy of their degree or official transcripts along with the application package when using education to meet the entrance requirements for this examination.

POSITION DESCRIPTION

Under direction, either (1) to lead a group of auditors conducting field audits of the accounts and records of individuals, business firms or governmental agencies subject to State regulation or taxation; or (2) to perform specialized and complex field auditing work; or (3) to assist in audit program evaluation and in the development and improvement of auditing methods and techniques; and other related work.

EXAMINATION INFORMATION

SUPPLEMENTAL QUESTIONNAIRE – WEIGHTED 100%

This examination will consist of a Supplemental Questionnaire only. Applicants are required to respond to the following **six** supplemental questions. These supplemental questions are designed to identify job achievement that demonstrates ability to successfully perform the duties of a General Auditor III. Responses to the supplemental questions will be used to assess on a competitive basis, each candidate's relevant training and experience, and will be evaluated competitively by a rating committee using pre-established rating criteria. In rating the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education required under the minimum qualifications.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Final results will be mailed out approximately two months after the final file date.

INSTRUCTIONS: Each applicant for this examination **must** complete and submit his/her responses to the supplemental questions that follow. **APPLICATIONS RECEIVED WITHOUT RESPONSES TO THE SUPPLEMENTAL QUESTIONS WILL BE REJECTED.**

When responding to the supplemental questions, please follow the these guidelines:

- Your responses must be typewritten or generated by word processing on 8 ½" X 11" paper.
- Your font should be no smaller than "12 pitch with "double" line space.
- Answer each question separately, indicating the corresponding question for each response.
- Your responses must be limited to one page per question.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Please return your state application (678), one copy of the Supplemental Questions and Conditions of Employment to the address listed on page two of this bulletin.

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental questions.

GENERAL AUDITOR III SUPPLEMENTAL QUESTIONS

QUESTION # 1

A General Auditor III must have knowledge and or experience with applying accounting and auditing principles. Please describe you knowledge and experience in applying and auditing principles?

QUESTION # 2

As a General Auditor III you may be required to handle multiple auditing assignments. How would you prioritize your audit or work assignments to meet deadlines?

QUESTION # 3

As a General Auditor III, you may be assigned to audit a large organization. What steps would you take to conduct and complete the audit?

QUESTION # 4

Preparing detailed reports on audit findings is the most important task of a General Auditor III. What should be included in the report?

QUESTION # 5

What are the key elements of a good system of internal controls for any organization?

QUESTION # 6

As a General Auditor III please describe the types of audit evidence used to support audit findings.

CONDITIONS OF EMPLOYMENT

If you are successful in the exam, your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form.

Candidate's Name: _____

Phone Number: _____

Email Address: _____

The following list of counties/cities identifies the locations where this class is currently used.

PLEASE CHECK the locations in which you are willing to work.

ANYWHERE IN THE STATE – if checked, no further selection is necessary

OR

Sacramento (3400)

Los Angeles (1900)

Alameda (0100)

San Diego (3700)

Fresno (1000)

I hereby certify and understand that the information provided by me on this assessment is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal. I have read and understand the information given above.

Signature / Date _____

THIS FORM MUST BE COMPLETED AND SUBMITTED TOGETHER WITH YOUR STATE APPLICATION (STD 678) AND SUPPLEMENTAL QUESTIONNAIRE.

**THIS CONCLUDES THE EXAMINATION PROCESS FOR THE GENERAL AUDITOR II.
PLEASE REFER TO THE INSTRUCTIONS ON PAGE TWO OF THE BULLETIN FOR
INFORMAION ON HOW TO RETURN YOUR APPLICATION PACKAGE.**

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Accounting and auditing principles and their procedures and application.
2. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Basic mathematics such as algebra and statistics and their applications.

B. Skill to:

1. Use logic to identify the strengths and weaknesses of alternative solutions.
2. Communicate to convey information effectively.
2. Understand written sentences and paragraphs in work related documents.
3. Conduct audits of the records and transactions of community care facilities, and residential care facilities for children, adults, and the elderly.
4. Understand written sentences and paragraphs in work related documents.
5. Understand the implications of new information for both current and future problem-solving and decision-making.
6. Monitor/assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.
7. Identify complex problems and review related information to develop options and implement solutions.
8. Use mathematics to solve problems

C. Ability to:

1. Prepare clear, complete, and concise reports.
2. Communicate effectively.
3. Read and understand information presented in writing.
4. Analyze situations accurately and take effective action.
5. Analyze data and draw sound conclusions.
6. Apply accounting and auditing principles and procedures in the work performed.
7. Listen and understand information presented.
8. Establish and maintain cooperative relations with internal/external partners.
9. Apply general rules to specific problems to produce answers that make sense.
10. Add, subtract, multiply, or divide quickly and correctly.
11. Choose the right mathematical methods or formulas to solve a problem.

SPECIAL PERSONAL REQUIREMENTS

Ability to qualify for fidelity bond; willingness to travel and work away from the headquarters office.

VETERANS' PREFERENCE

Veterans' Preference credit will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points through the California Department of Human Resources. (See "General Information" on this bulletin for information regarding Veterans' Preference.)

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources (CalHR) class specification:

<http://www.calhr.ca.gov/state-hr-professionals/pages/4285.aspx>

CONTACT INFORMATION

For additional information regarding this examination, you may contact the Department of Social Services Examination Unit at (916) 657-1762.

GENERAL INFORMATION

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

The Department of Social Services 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 competitors will be notified.

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

Candidates needing special testing arrangements due to a disability must mark the appropriate option on the application and/or contact the testing department.

Criminal Record Clearance Information: Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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) service-wide 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.

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (STD. Form 1093) which is available at www.calhr.ca.gov or from the California Department of Human Resources, 1515 S Street, Sacramento, CA 95814 and the Department of Veterans Affairs.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 944243
SACRAMENTO, CA 94244-2430
(916) 657-1762**

California Relay Service for the Deaf or Hearing Impaired from TDD phones call: 1-800-735-2929 or from voice phones call: 1-800-745-2922.