



California Public Employees
Retirement System

**STAFF MANAGEMENT AUDITOR
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)
DEPARTMENTAL PROMOTIONAL EXAMINATION
EXAM CODE: 7PA02
EXTENDED FINAL FILE DATE: APRIL 5, 2017**

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.

WHO MAY APPLY

This is a promotional examination for CalPERS. 1) Applicants must have a permanent civil service appointment with CalPERS as of the final filing date in order to participate in this examination (see "General Information, Promotional Examinations Only", for exceptions to this requirement); or 2) Must be a current or former employee of the Legislature for two or more years as defined in Government Code 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 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 18991.

**FILING
INSTRUCTIONS**

All applicants must submit a Standard State Application (678) with any required educational documentation (if applicable) by the final filing date. Once your application has been verified as meeting the requirements for admittance to the examination you will be **emailed** the Training and Experience Examination link. **Please be sure to include your current email address on your application.**

Applications are available through the internet at <https://jobs.ca.gov/pdf/std678.pdf> and may be delivered in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed **will not** be accepted for any reason. Applications received without the required documents will result in rejection from this examination.

Deliver in Person: Between 8 am - 5 pm

CalPERS
Human Resources Division
Exam Services Attn: Melinda Mercado
400 P Street, 3rd FL, Room 3260, LPN
Sacramento, CA 95814

Mailing Address

CalPERS
Human Resources Division
Exam Services Attn: Melinda Mercado
P.O. Box 942718
Sacramento, CA 94229-2718

If you have already submitted your application you do not need to resubmit another application.

PLEASE INCLUDE EXAM CODE 7PA02 ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.

FINAL FILING DATE

Extended to April 5, 2017. A State Application (STD 678 must be postmarked no later than the final filing date. Applications that are postmarked, personally delivered, or received via interoffice mail after CLOSE OF BUSINESS (5:00 pm) on the final filing date will not be accepted for any reason. Applications must have an original signature and will not be accepted via e-mail, internet, or by fax.

**SPECIAL TESTING
ARRANGEMENTS**

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process. Please mark the appropriate box #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065 or California Relay Service at 7-1-1, Telecommunications Device for the Deaf (TTY) at (916) 654-6336. TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

**MONTHLY SALARY
RANGE**

Minimum \$5,470 Maximum \$7,137

**POSITION
DESCRIPTION AND
LOCATION**

Either (1) supervises and works with a group of audit teams performing the less complex management audits of State departments or large governmental programs; or (2) directs the work of a small internal audit staff in a department where the scope of the program includes significant emphasis on management, operational, or performance auditing.

Positions exist with the California Public Employees' Retirement System in Sacramento California.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

NOTE: All applicants must meet the education and/or experience requirements for this examination by April 5, 2017, the final filing date.

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title, number of semester or quarter credits, name of institution, completion dates, and degree (if applicable).

All applicants must submit proof of the required education transcripts (if applicable) at the time of filing with the State Application (STD 678). Applications received without this information will be rejected.

**EXAMINATION
INFORMATION**

TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination. The examination process takes approximately one hour to complete. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination.

NOTE: Be sure to include your current email address on your application. If you do not include your email address you will not receive the link to take the examination.

CalPERS and the California Department of Human Resources (CalHR) reserve 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.

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her state application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

**MINIMUM
QUALIFICATIONS**

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, or II, or III, etc. For example, who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional examination as meeting 100% of the overall experience requirement.

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement by the final filing date.

Either I

One year of experience in the California state service performing professional auditing or accounting duties of a class with a level of responsibility not less than that of Associate Management Auditor.

Or II

Four years of increasingly responsible professional auditing and accounting experience or management consultant experience which shall have involved preparation of reports and presentations of recommendations to management. For at least one year, these responsibilities must have included duties at a level equivalent to that of an Associate Management Auditor in State service. **And**

Education Requirements: Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six

semester units of accounting. Registration as a senior in a recognized institution will admit applicants to examinations for Staff Services Management Auditor but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.

If you meet the educational requirement you must attach a copy of your transcript/degree (diploma) which shows the completed college requirement at the time of filing the application. If this information is not included, the application will be rejected.

**DEFINITION OF
TERMS IN MINIMUM
QUALIFICATIONS**

“Equivalent to graduation from college.....” is defined as: Satisfaction of the requirements for a bachelor’s degree from an accredited college. This means the applicant must show receipt of a bachelor’s degree (4 year college).

The words **“duties of a class with a level of responsibility”** means that the applicant must have State civil service experience of appropriate type and length in a class at the same or higher level of responsibility as the class specified.

The words **“performing the duties of...”** means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T&D), or approved out-of-class assignment to the class.

**EXAMINATION
SCOPE**

TRAINING AND EXPERIENCE - WEIGHTED 100.00%

Knowledge of:

1. Principles and practices of organizational management to effectively manage your program.
2. Principles and practices of auditing to effectively analyze and verify data.
3. Applications of electronic data processing to develop work papers and write audit reports and memos.
4. Principles and techniques of personnel management and supervision to adequately supervise the performance of employees.
5. Auditing methods through electronic data processing systems to ensure compliance with current standards.
6. Report writing techniques to effectively communicate audit findings.

Ability to:

1. Learn and apply accounting and management auditing principles and procedures to effectively and efficiently perform the essential duties.
 2. Assume responsibility to effectively manage the audit and meet operational goals.
 3. Ensure that staff gathers appropriate and sufficient evidence during the audit to support the audit results.
 4. Train staff in conducting interviews to obtain information that can be useful in achieving the objective of the audit.
 5. Communicate effectively to exchange information and/or provide assistance to staff and others.
 6. Review the reliability and integrity of data to determine compliance with policies and procedures.
 7. Ensure the accuracy of audit findings and make recommendations to comply with auditing standards.
 8. Supervise multiple assignments in various stages to ensure timely completion of audits.
 9. Supervise financial, compliance and performance audits of the Department, programs, contractors, and auditees to determine accountability and compliance with laws, rules, regulations, and policies.
 10. Contribute to the Department’s Equal Employment Opportunity objectives to promote a work environment free of discrimination.
-

**SPECIAL PERSONAL
CHARACTERISTICS**

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

CAREER CREDITS

Career Credits **will not** be granted in this examination.

VETERANS

Persons retired from the United States military or honorably discharged from active duty shall be eligible to compete in promotional examinations for which they meet the minimum qualifications as prescribed by the class specification. Persons receiving passing scores shall have their names placed on the promotional eligibility lists resulting from these examinations. In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities assigned (Section

18991).

For cases in which promotional examinations are given by more than one department for the same classification, the veteran shall select one department for which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list eligibility established from the examination in which the veteran participated. Employees may request a transfer of list eligibility between departments in the same manner as provided for civil service employees (Section 18991).

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for CalPERS. Names of successful competitors will be placed onto the eligible list in order of final scores. Names will remain on the list for a period of **12 months unless** the needs of the service and conditions of the list warrant a change in this period.

**CONTACT
INFORMATION**

If you have any questions regarding this announcement, please contact:

Melinda Mercado (916) 795-9789

CalPERS Exam Services Unit

400 P Street, Suite LPN 3260

Sacramento, CA 95811

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

BRD: March 6, 2017

Class Code: 4160

Schematic Code:LE24

GENERAL INFORMATION

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf> and local offices of the Employment Development Department.

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 on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Public Employees' Retirement System (CalPERS) reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

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

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. evaluation of a candidate's person development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification. <https://www.jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx>

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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 will be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotion, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 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: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded 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 Veteran's Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 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 (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.