



California Public Employees  
Retirement System

**SENIOR PROGRAM AUDITOR, CALPERS**  
**PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)**  
**DEPARTMENTAL PROMOTIONAL EXAMINATION**  
**EXAM CODE: 7PA06**  
**EXTENDED FINAL FILING DATE: OCTOBER 6, 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). 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: Michelle Castro  
400 P Street, 3<sup>rd</sup> FL, Room 3260, LPN  
Sacramento, CA 95814

**Mailing Address**

CalPERS  
Human Resources Division  
Exam Services Attn: Michelle Castro  
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 7PA06 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 October 6, 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 \$ 6,245                      Maximum \$8,148

**POSITION  
DESCRIPTION AND  
LOCATION**

This is a supervisory level classification. The Senior Program Auditor is responsible for several major functions such as field or internal audits and evaluations; supervise a staff of auditors; coordinate all aspects of each assignment; and recruit, select, train, and evaluate the work of staff assigned. Incumbents perform risk assessment; prepare a comprehensive biennial audit plan; and present findings of audits, evaluations, and special studies to the CalPERS' Board of Administration and to CalPERS' executive management.

**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 October 6, 2017, the final filing date.**

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this

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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 (if applicable) at the time of filing with the State Application (STD 678). Applications received without this information will be rejected.**

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**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.

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**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**

**Experience:** One year of experience in the California state service performing the duties of a class at a level of responsibility at least equivalent to a Staff Program Auditor, CalPERS.

**Or II**

**Experience:** Two years of experience in the California state service performing the duties of a class at a level of responsibility at least equivalent to an Associate Program Auditor, CalPERS.

**Or III**

**Experience:** Five years of increasingly responsible professional accounting, auditing, management information systems, or related financial and/or performance consulting experience which shall have included the preparation of reports and the presentation of recommendations to management. For at least two years, these responsibilities must have included duties at a level equivalent to an Associate Program Auditor, CalPERS. Possession of an advanced degree (master's or doctorate degree) in one of the subjects described in the education requirements may be substituted for the required experience on the basis of a master's degree being equivalent to one year of experience and a doctorate degree equivalent to two years of experience. and

**Education Requirement:** A four-year college degree, preferably with a major in accounting, business administration, public administration, economics, mathematics, management information systems, computer sciences, computer programming, or a related field. (Registration as a senior 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.)

**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.**

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**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.

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**EXAMINATION  
SCOPE**

**TRAINING AND EXPERIENCE - WEIGHTED 100.00%**

**Knowledge of:**

1. Principles and practices of business and organizational management.
2. General accounting and auditing principles and procedures.
3. Elementary statistics.
4. Basic research methods.
5. Basic word processing and spreadsheet software.
6. Current trends and problems in governmental management.
7. The financial organization and procedures of CalPERS and California state and local government.
8. Principles of information systems.
9. Cost effectiveness analysis.
10. Operations, procedures, and work standards of the office.
11. Organization and management of public pension fund financial and program operations.
12. Current trends and problems in public pension fund management.
13. Principles of data processing systems design, programming, operations, controls, and evaluation.
14. Fraud investigation techniques, methods, and procedures.
15. Group leadership techniques.
16. Program planning, development, and evaluation.
17. Principles and practices of employee supervision, development, and training.
18. Principles and practices of project management and coordination.
19. Applications of organizational and management theory.
20. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet the Equal Employment Opportunity objectives.

**Ability to:**

1. Apply the required knowledge.
  2. Learn and apply general and specialized accounting and management auditing principles and procedures.
  3. Learn and apply standards of the auditing profession.
  4. Review and analyze local government, State and Federal laws and regulations, accounting records and controls, management and other related controls, and program data.
  5. Conduct effective interviews with staff at all levels.
  6. Conclude as to the adequacy, completeness, accuracy, and fairness of financial data and/or financial statements.
  7. Prepare clear, complete, and concise work papers and reports to effectively communicate results of work.
  8. Effectively incorporate the use of microcomputers in performing evaluations and investigative tasks and preparing reports.
  9. Gain and maintain the confidence and cooperation of those contacted during the course of work.
  10. Apply the required knowledge.
  11. Conduct financial and management audits and evaluations of CalPERS and entities doing business with CalPERS.
  12. Make investigations of financial and program management policies, procedures, and problems.
  13. Clearly define objectives and develop approaches and methodologies to meet those objectives.
  14. Identify controversial or sensitive issues affecting assignments.
  15. Reason logically and creatively and use a variety of analytical techniques to resolve problems.
  16. Develop and evaluate alternatives, make decisions, and take appropriate action.
  17. Communicate effectively.
  18. Act as a team leader.
  19. Establish and maintain assignment priorities.
  20. Complete comprehensive, complex investigations of accounting, financial, and business organization procedures and recommend solutions to problems and issues.
  21. Analyze complex problems and recommend effective courses of action.
  22. Consult with and advise administrators and other interested parties on a variety of subject-matter areas.
  23. Apply the required knowledge.
  24. Plan, organize, and direct the work of a staff engaged in a variety of complex, technical, management, operational, financial, program, and fraud audits and/or reviews.
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	25. Manage a complex audit and evaluation program comprised of a number of projects. 26. Establish and maintain project priorities. 27. Work effectively with top-level managers and CalPERS' contractors, local government, investment and financial institutions, and other organizations. 28. Coordinate, prepare, review, edit, present, and defend written reports. 29. Appear and make presentations before the CalPERS' Board of Administration and other groups. 30. Assess staff performance and develop the skills and abilities of subordinate staff. 31. Effectively contribute to the Department's Equal Employment Opportunity Program objectives.
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Willingness to travel and work away from the headquarters office and work long and irregular hours; demonstrated ability to act independently; open-mindedness; flexibility; tact; and willingness to pursue a course of continuing professional education as prescribed by the Standards for the Professional Practice of Internal Auditing.
<b>CAREER CREDITS</b>	Career Credits <b>will not</b> be granted in this examination.
<b>VETERANS</b>	<p>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).</p> <p>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).</p>
<b>ELIGIBLE LIST INFORMATION</b>	A departmental open 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 <b>12 months</b> <u>unless</u> the needs of the service and conditions of the list warrant a change in this period.
<b>CONTACT INFORMATION</b>	<p>If you have any questions regarding this announcement, please contact:</p> <p><b>Michelle Castro (916) 795-9656</b>  CalPERS Exam Services Unit  400 P Street, Suite LPN3260  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.</p>

<b>BRD: September 8, 2017</b>	<b>Class Code: 4062</b>	<b>Schematic Code: JC30</b>
<b>GENERAL INFORMATION</b>		

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/Tools/Veterans.aspx>, and the Department of Veterans Affairs.