

**INVESTIGATIVE AUDITOR IV
(Supervisor)
Department of Justice**



**State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550**

**DEPARTMENTAL PROMOTIONAL
STATEWIDE**

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE 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 OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE **February 23, 2010-** Applications (Form Std. 678) should be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO CAN APPLY Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in department promotional examinations in the department or must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code (GC) Section 18990; or 2) a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in GC Section 18992; or 3) persons 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 Section 18991.

HOW TO APPLY All applicants must complete and return the entire examination packet by February 23, 2010. The examination packet must include the following:

- [State Examination Application \(Form STD 678\)](#)
- [General Instructions/Affirmation](#)
- [Training and Experience Narrative](#)
- [Conditions of Employment](#)

Mailing Address
Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:
Department of Justice
Testing and Selection Unit
1300 "I" Street, 7th Floor
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE,
VIA INTER-AGENCY MAIL, OR FAX.**

SPECIAL TESTING ARRANGEMENTS If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE **\$5079-\$6434**
The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION A departmental promotional eligible list will be established for the Department of Justice. 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.

CONTINUE TO THE NEXT PAGE

INVESTIGATIVE AUDITOR IV (SUPERVISOR)
PAGE 2 OF 5

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes **must** include **“To” and “From”** employment dates (mm/dd/yr), time base, and applicable titles.

**MINIMUM
QUALIFICATIONS**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements.

Either I

EXPERIENCE: One year of experience in the California state service performing professional investigative auditing duties as an Investigative Auditor III, or experience performing professional auditing duties in a class equivalent in level and type to that of the Investigative Auditor III.

Or II

EXPERIENCE: Four years of increasingly responsible professional investigative auditing experience, including at least one year of experience conducting a variety of complex investigative audits. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class with a level of responsibility equivalent to that of an Investigative Auditor III.)

AND

Either I

EDUCATION: Equivalent to graduation from college, with specialization in accounting.

Or II

EDUCATION: Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law;

Or III

EDUCATION: Completion of the equivalent of 19 semester hours of course work, including 16 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. (Evidence of successful completion of the curriculum and the prescribed courses must be presented before appointment can be completed.)

DEFINITION OF TERMS

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

The word **“duties in a class equivalent in level and type...”** means the applicant must have State service experience of appropriate **type** and **length** in a class at the same (or higher) level of responsibility, and/or pay as the class specified. The analyst will make the determination if the duties are qualifying.

“Equivalent to graduation from college...” satisfaction of the requirements for a bachelor’s degree from an accredited college. Bachelor’s degree, completion of the number of units typical of a four full years of college (120 or more semester units or 180 or more quarter units.) This means the applicant must show a receipt of a bachelor’s degree.

POSITION DESCRIPTION

This is the supervisory level in this class series. Under general direction, incumbents will either (1) supervise a group of auditors (3-5) performing audits in a geographic field office, or (2) supervise the work of auditors who conduct evaluations of controls in electronic data processing systems.

CONTINUE TO THE NEXT PAGE

**EXAMINATION
INFORMATION**

This examination will consist of a Training and Experience Narrative and is the sole component of the Investigative Auditor IV (Supervisor) examination. To obtain a position on the eligible list a minimum score of 70% must be received. The testing measures the following knowledge, skills, and abilities.

TRAINING AND EXPERIENCE NARRATIVE --- WEIGHTED 100%

Knowledge of:

1. Economic and accounting principles and practices the financial markets and the analysis and reporting of financial data.
2. Research and information gathering techniques.
3. Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique production methods and coordination of people and resources.
4. Purpose mission and goals of the department and work unit to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the work unit.
5. What information should be considered confidential.
6. Equal employment opportunity regulations and objectives to promote the department's equal employment opportunity policies and goals in making hiring and employment decisions.
7. Effective supervisory principles practices and techniques to appropriately and effectively plan oversee and direct the work activities of subordinate staff.
8. Appropriate corrective action(s) and progressive disciplinary techniques to provide effective appropriate monitoring coaching and counseling of the work performance of subordinate employees.

Skill to:

1. Manage one's own time and the time of others.
2. Understand the implications of new information for both current and future problem-solving and decision-making.
3. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions conclusions or approaches to problems.
4. Communicate effectively orally and in writing as appropriate for the needs of the audience (e.g. Attorneys, juries, etc.).
5. Develop a plan of action for a project that includes all necessary details and places each step in proper order.
6. Plan, organize and monitor own workload.
7. Talk to others to convey and extract information effectively.
8. Plan, organize, direct and oversee the work of subordinate staff.
9. Lead coworkers in a team to complete projects or objectives.

Ability to:

1. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
2. Attend to details.
3. Tell when something is wrong or is likely to go wrong. It does not involve solving the problem only recognizing there is a problem.
4. Add, subtract, multiply or divide quickly and correctly.
5. Analyze large amounts of information to obtain an accurate conceptualization of a complex situation
6. Establish and maintain cooperative relationships with those contacted in the course of the work.
7. Work independently or in a team environment.
8. Apply analytical skills to fraudulent/illegal financial schemes or transactions.
9. Preserve the confidentiality of sensitive information.

INVESTIGATIVE AUDITOR IV (SUPERVISOR)

PAGE 4 OF 5

SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond; a willingness to travel away from the headquarters or area office; willingness to work long hours. Applicants for positions with the Bureau of Narcotic Enforcement must also possess a valid driver's license of the appropriate class issued by the Department of Motor Vehicles.

ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent education beyond that required under "Minimum Qualifications", and to any prior training and experience in financial investigations.

ADDITIONAL REQUIREMENTS

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

VETERANS PREFERENCE/ CAREER CREDITS

Veterans preference credit or career credits will not be granted in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice 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 candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, 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 described on the other side of this bulletin 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.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional 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 list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

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.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will 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 personal 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.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

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 candidate 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.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039

Department of Justice

**Training and Experience Narrative
General Instructions/Affirmation**

Investigative Auditor IV - Supervisor

The Training and Experience Narrative is the sole component of the Investigative Auditor IV Supervisor examination. To obtain a position on the eligible list, a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your Training and Experience Narrative and disqualification from this examination.

All applicants must complete and return the entire examination packet. The examination packet consists of the following:

- State Examination Application (Form STD 678)
- General Instructions/Affirmation – (Fillable Document)
- Training and Experience Narrative
- Conditions of Employment – (Fillable Document)

The Affirmation and Examination Application must have original signatures.

Completed examination packets must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Narrative is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (Printed): _____

Investigative Auditor IV - Supervisor

GENERAL INSTRUCTIONS

This Training and Experience Narrative is the sole component of the Investigative Auditor IV Supervisor examination. The Narrative will be rated by Subject Matter Experts (SMEs) using predetermined rating criteria. To obtain a position on the eligible list, a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination; failure to do so may result in an inability to process your Training and Experience Narrative and disqualification from this examination.

- This Training and Experience Narrative **consists of three questions.**
- You **must type** your responses to these questions; however, you may use your preferred writing software program to do so.
- Note that regardless of the writing software program you choose to use, your response to **each question may only consist of one (1) sheet of paper**, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page. The maximum number of pages you should complete for this Training and Experience Evaluation is three (3) pages, one (1) page per question. **Responses that do not meet this criterion will not be rated and will result in disqualification from this exam.**
- You **must** write the question number you are responding to in the **top left** corner of each page. You may hand write this number, however, it must be clearly legible.
- You **must** write the last four (4) digits of your social security number on the **top right** corner of each page of your responses. You may hand write this number, however, it must be clearly legible.
- Please keep your answers concise, but be sure to answer all questions completely and accurately. Providing specific information will allow the SMEs to properly evaluate your qualifications. **Omitted information cannot be considered and will not be assumed.**
- Please note that the Department of Justice may reference the information on the questionnaire during any subsequent interviews.

If you meet the minimum qualifications and are successful in this Training and Experience Narrative process, you will obtain a position on the eligible list for the Investigative Auditor IV Supervisor classification. The information that you provide in this Training and Experience Narrative may be verified at the time of hiring.

Investigative Auditor IV Supervisor

Training and Experience Narrative

Question #1

What training and experience would you provide to ensure your Investigative Auditors develop their career in DOJ?

Question #2

What specific tools and techniques could you employ to plan, oversee, and direct the work activities of subordinate staff to help ensure that a project is completed timely and correctly?

Question #3

You have recently been promoted to an Investigative Auditor Supervisory position. Your team is composed entirely of Investigative Auditor IV Specialists who used to work closely with you and who competed for your position. Your manager has given you the task to step up the productivity of your team and also advises you that morale has been down since your promotion was announced. Tell us what steps you would take to improve productivity levels and what steps you would take to improve the morale issue.

DEPARTMENT OF JUSTICE
INVESTIGATIVE AUDITOR IV SUPERVISOR
DEPARTMENTAL PROMOTIONAL
STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #:
(Personnel Office Use ONLY)

NAME: _____

Last

First

M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment or do not reply to contacts from the department, your name will be placed on the inactive list for this classification.

.....

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- (05) Anywhere in the State
- (0100) Oakland
- (1000) Fresno
- (3800) San Francisco
- (1900) Los Angeles
- (3700) San Diego
- (3400) Sacramento

.....

PLEASE SELECT THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice:

- (D) Permanent – full time only.
- (R) Permanent – part time or intermittent or
Temporary – full time, part time, or intermittent.
- (A) All of the above.

.....

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE – TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
1300 “ I “ STREET
SACRAMENTO, CA 95814