

INVESTIGATIVE AUDITOR IV (SPECIALIST)

Department of Justice

DEPARTMENTAL PROMOTIONAL
STATEWIDE



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

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 **October 10, 2008** - 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 permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination.

HOW TO APPLY Examination applications (Form STD 678) may be downloaded from the State Personnel Board's website at www.spb.ca.gov. Applications must be **completed and mailed to or filed in person with**

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. DO NOT SUBMIT APPLICATIONS ONLINE OR VIA INTERAGENCY 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.

QUALIFICATIONS APPRAISAL INTERVIEW It is anticipated that the oral interviews will be conducted in November 2008.

SALARY RANGE Investigative Auditor IV (Specialist) \$ 4833-\$6168

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.

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JE22-4224 LF 8JU90

BULLETIN RELEASE DATE: September 26, 2008
FINAL FILING DATE: October 10, 2008

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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. **Applications/resumes received without this information will be rejected.** 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.

State employees who are currently appointed to a permanent full-time position and have attained permanent status in an equal or higher class for which he or she applies, will not be allowed to participate in the examination per Government Code Section 18935(b).

MINIMUM QUALIFICATIONS

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

EDUCATION:

1. Equivalent to graduation from college, with specialization in accounting; or
2. 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
3. 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.

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.

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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.

EXAMINATION INFORMATION

The examination will consist of a Qualification Appraisal Interview (QAP). The interview will include a number of pre-determined job-related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. The interview panel evaluates the candidate's responses to each of the questions using a pre-determined rating scale and pre-determined scoring criteria. The testing measures the following knowledge, skills, and abilities.

Competitors who do not appear for the interview will be disqualified.

QUALIFICATIONS APPRAISAL INTERVIEW --- WEIGHTED 100%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will also be on measuring competitively, relative to job demands, each competitor's:

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.

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.

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 no involve solving the problem only recognizing there is a problem.
4. Tell when something is wrong or is likely to go wrong. It does no involve solving the problem only recognizing there is a problem.
5. Add, subtract, multiply or divide quickly and correctly.
6. Analyze large amounts of information to obtain an accurate conceptualization of a complex situation
7. Establish and maintain cooperative relationships with those contacted in the course of the work.
8. Work independently or in a team environment.
9. Apply analytical skills to fraudulent/illegal financial schemes or transactions.

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**EDUCATION AND
EXPERIENCE
EVALUATION**

If conditions warrant, this examination may utilize an evaluation of each candidate'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/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven year limited printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

POSITION DESCRIPTION

Investigative Auditor IV (Specialist) is the advanced journey or specialist level in this series. Under general direction, incumbents will either (1) as a high level specialist, independently conduct investigative audits of the most difficult and complex types or conduct the most difficult and sensitive field investigations which require the highest level of technical expertise, or (2) serve as a program coordinator responsible for developing policy, plan and procedures for statewide programs such as the asset forfeiture program within the Bureau of Narcotic Enforcement, charitable trust audit programs, white collar crime programs within the Major Fraud Unit, etc.

**VETERANS
PREFERENCE/
CAREER CREDITS**

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

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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 Department of Justice (www.ag.ca.gov), the State Personnel Board (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.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

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.

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.

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