



GENERAL AUDITOR III

Class Code: 4285 - Exam Code: 6FAGN

Type of Examination:	Departmental Promotional Spot/Sacramento
Opening Date:	Continuous Filing
Cut-Off Date:	October 14, 2016
Salary	\$4,829 - \$6,350
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent

EQUAL EMPLOYMENT OPPORTUNITY

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 workplace. 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 CAN APPLY

This is a departmental promotional examination for the California Department of Food and Agriculture. Applicants must meet one of the following criteria to participate in this examination.

1. Applicants must have a permanent civil service appointment with the California Department of Food and Agriculture as of the final filing date, in order to participate in this examination; 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; or

WHO CAN APPLY CONTINUED

5. Under certain circumstances, other employees (i.e. former Department employees or current employees on TAU, T&D, and LT status) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. This is a promotional examination. Career credits do not apply.

NOTE: Veterans must provide a copy of their DD214 for entrance requirements.

CONTINUOUS FILING INSTRUCTIONS

The testing office will accept applications continuously and will notify and test applicants as needs warrant. **Testing is considered continuous** as closing dates (cut-off dates) can be set at any time and eligible lists are merged. The testing period for this examination is **12** months. The beginning of the testing period is based upon when an individual is placed on the eligible list. **A person may not be examined more than once in a testing period. Therefore, if you have taken this examination within the last 12 months, you are not eligible to apply or compete in this examination.**

FINAL CUT-OFF DATE

The testing office has established the following application cut-off date: **October 14, 2016**. Submission of applications after the cut-off date will be held over for the next examination.

HOW TO APPLY

Applications must be submitted to the California Department of Food and Agriculture.

- Standard State Application (STD. Form 678) is available through the internet at <https://jobs.ca.gov/Public/StateForms.aspx>.
- All applications must include “to” and “from” dates (month/day/year) and time base.
- Applications received without this information may be rejected.
- Resumes **will not** be accepted in lieu of a completed State Application, (STD. Form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

WHERE TO APPLY

By mail/In person: California Department of Food and Agriculture
Examination Unit, Attn: **Suzanne Conrad**
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6579

By e-mail: exams@cdfa.ca.gov

NOTE: Facsimile (FAX) applications will not be accepted under any circumstances.

ELIGIBLE LIST INFORMATION

A Departmental "Promotional" list will be established for the California Department of Food and Agriculture. The eligible 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 applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS**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: SUBMISSION OF TRANSCRIPTS/DEGREE IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

POSITION DESCRIPTION

Acts as lead person to a group of auditors in planning the scope and procedure of audits and advises on difficult problems of audit techniques and procedure or on application of the law; prepares audit reports for uniform application of agency and departmental policy, of the law and for adequacy of audit procedures and techniques and reasonableness of audit findings and recommendations; refers to supervisor major problems requiring policy decision or legal interpretation; makes the more difficult public contacts and writes correspondence in explaining provisions and application of the law and discussing audit procedures, findings, and recommendations with taxpayers or parties subject to various State regulations.

Performs the more complex field audits in cases frequently complicated by such factors as the large size of organization with correspondingly complex accounting systems and the proper determination of assets, liabilities, ownership equities, income, costs, and expenses in accordance with generally accepted accounting and auditing principles; tests current modifiers and standards and develops new bases of allocation and assists in revising the Manual of Instruction to reflect such changes.

EXAMINATION INFORMATION

This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Competitors who do not appear for the interview will be disqualified.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) 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.

SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES

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

KNOWLEDGE OF:

1. Accounting and auditing principles and procedures and applying them in the work performed;
2. Business law.

ABILITY TO:

1. Apply accounting and auditing principles and procedures in the work performed;
2. Analyze data and draw sound conclusions;
3. Analyze situations accurately and adopt an effective course of action;
4. Prepare clear, complete, concise reports;
5. Establish and maintain cooperative relations with those contacted in the work;
6. Communicate effectively at a level required for successful job performance.

SPECIAL PERSONAL CHARACTERISTICS

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

VETERANS' PREFERENCE

Veterans' preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

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

The California Department of Food and Agriculture

Examination Unit

1220 N Street, Room 242

Sacramento, CA 95814

Attn: Suzanne Conrad at (916) 403-6579 or suzanne.conrad@cdfa.ca.gov.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6579 three (3) weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

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. If an offer of employment is made, 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 from one (1) to four (4) years unless otherwise stated on this bulletin.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

TTY number: 1-800-735-2929

FROM VOICE PHONES: 1-800-735-2922