



**CALIFORNIA STATE CONTROLLER'S OFFICE**

PROMOTIONAL - SPOT EXAM SACRAMENTO

**Principal Claim Auditor (7CO20)**

MONTHLY SALARY RANGE

**\$4,475.00-\$5,546.00**

**Note: The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.**

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**Bulletin Release Date**

**6/1/2017**

**Final Filing Date**

**Continuous; the cut-off dates for this examination are June 30 and December 30.,**

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**Who May Apply**

This is a Departmental Promotional Spot examination for the State Controller's Office. Applicants must:

1. Have had a permanent civil service appointment with the State Controller's Office within three years of the cut-off or final filing date without a break in State civil service; or
2. Have a limited-term appointment with the State Controller's Office with both a permanent civil service appointment and no subsequent break in State civil service; or
3. Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
4. 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
5. 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. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have list eligibility, you may not reapply for twelve (12) months from your examination's cut-off date. All applicants must meet the education and/or experience requirements as stated on this examination announcement. Candidates that are unsuccessful in the exam must wait six (6) months from the cut-off date before reapplying to take the exam.

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**Filing Instructions**

Applications (STD 678) must be *postmarked or received no later than the final filing cut-off date*. Applications postmarked, received via inter-office mail, or personally delivered after the final filing date will not be accepted. Applications postmarked after the cut-off date, or received via inter-office mail or personally delivered after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. Faxed or emailed applications will not be accepted. *The examination title must be indicated on the application.*

**\*File by Mail:**

State Controller's Office  
HR – Examination Unit  
P.O. Box 942850-5877  
Sacramento, CA 94250-5877  
Attn: Kelli Simpkin

**\*File in Person:**

State Controller's Office  
HR – Examination Unit  
300 Capitol Mall, Suite 300  
Sacramento, CA 95814  
Attn: Kelli Simpkin

*\*Candidates are responsible for obtaining proof of mailing or submission of their application to the Examination Unit.*

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**Special Testing Arrangements**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice Line at 1-800-735-2922.

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**Identification for Examination**

Accepted candidates are required to bring their Notice to Appear *and* either a photo identification card or two forms of signed identification to each phase of the examination.

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**Requirements for Admittance into the Examination**

All applicants must meet the education and/or experience requirements for this examination by the established cut-off date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

**Note:** 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: Candidates, who possess qualifying experience amounting to 50% of the required time of Pattern I *and* additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

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**Minimum  
Qualifications**

**Either I**

One year of experience with the State Controller's Office performing the duties of an Assistant Principal Claim Auditor.

**Or II**

Two years of experience with the State Controller's Office performing the duties of a Senior Claim Auditor.

**Or III**

Four years of experience outside State service performing complex auditing of claims or expenditures or financial record keeping, at least two years shall have been in a responsible position involving complex auditing, accounting, and/or record keeping. (Education in a professional accounting curriculum given by a certified residence or business school may be substituted for one year of the required technical experience, on the basis of 12 semester hours being equivalent to one year of experience.)

**And**

Education: Completion of at least 12 semester hours of a professional accounting curriculum. (Additional education in a professional accounting curriculum by a certified residence or business school may be substituted for two years of experience in Pattern III on the basis of 12 semester hours being equivalent to one year of experience.)

Click on the link below to review the CA State Personnel Board class specification that contains the requirements for admittance to the exam:

<https://hrnet.calhr.ca.gov/CalHRNet/SpecCrossReference.aspx?ClassID=1762>

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**Examination  
Information**

This examination will utilize an evaluation of each candidate's experience and education/training 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 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.

Applications will be accepted on a continuous basis. Testing is considered continuous, as new examination dates may be set at any time as departmental needs warrant. Each new cut-off date will be publicized to ensure that applicants have adequate time to complete and submit an application.

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**Eligibility List  
Information**

A Departmental Promotional spot eligible list will be established for the State Controller's Office in Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. For a classification with a merged list, it is the competitor's responsibility to reapply for and be successful in the examination in order to maintain eligibility after 12 months.

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**Position Statement**

Positions in this series examine claim schedules; review contracts for sufficiency of law; resolve controversies arising from audits with staff from agencies or local governments; apply new or pertinent statutory provisions, regulations, court decisions, Attorney General Opinions, and administrative rules and regulations to claims against the State; confer with staff of State departments and local governments to explain new and/or amended procedures, statutes, court decisions, legal opinions, and/or administrative policies governing the payment of claims. Claim Auditors may also be required to complete correspondence for the return of improper claims for correction or deletion of questionable items on claim schedules; return improper, invalid, or illegal claims; and approve valid claim schedules.

Principal Claim Auditors supervise and are responsible for long-range planning, direction, and coordination of the claim audit for the Office of the State Controller.

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**Knowledge, Skills,  
and Abilities**

**Knowledge of:**

1. Applicable laws, contracts, rules, and statutes in order to ensure compliance with rules and regulations.
2. Claim Audits Tracking System (CATS) in order to generate reports and verify claim status.
3. Contracts and Lease System (CNL) in order to appropriately verify details, payment terms and contract funding and/or balances for claims presented against the State.
4. Department of General Services (DGS) requirements and guidelines in order to evaluate and validate claims to ensure requirements and guidelines are met.
5. State Administrative Manual (SAM) in order to research and apply requirements and guidelines in regards to claims against the State.
6. State Contracting Manual (SCM) in order to understand and interpret contracts for services contracted

- within the State.
- 7. Department of Personnel Administration (DPA) in order to interpret and apply regulations and guidelines with regards to claims against the State.
- 8. Personnel Management Liaisons (PML) in order to interpret and understand personnel guidelines as they apply to claims against the State.
- 9. Applicable laws, contracts, rules, and statutes in order to ensure compliance with rules and regulations

**Ability to:**

1. Apply the appropriate laws, rules, and regulations in order ensure compliance with the California Prompt Payment Act and perform daily functions.
2. Communicate effectively in order to resolve problems, gather and share information and accomplish necessary tasks and assignments.
3. Make sound decisions and recommendations when approving or denying claims in order to assure legal payments against the State.
4. Independently research using various manuals in order to validate authorities and legal delegation for claims against the State.
5. Access information on the Internet to research agencies and their mission statements in order to assure expenditures are in accordance with agencies' objectives.
6. Meet deadlines and timelines requirements in order to ensure compliance with the California Prompt Payment Act and perform daily functions.
7. Prioritize work assignments in order to ensure work is completed in a timely and accurate manner.
8. Provide detailed instructions and requirements to various agencies and fellow staff in order to assure adherence to audit guidelines.
9. Use computer applications such as Microsoft Office, Excel, Internet, e-mail and various online applications to prepare spreadsheets and documents in order to complete assignments and function in an office environment.
10. Assess the results of preliminary audit work and develop suitable audit workflow in order to assure legal payments against the State and in compliance with the California Prompt Payment Act.
11. Communicate in both oral and written formats in order to provide accurate information and function in an office environment.

**Special Personal Characteristics**

None

**Additional Desirable Qualifications**

1. Demonstrated supervisory ability, tact, and attention to detail.
1. Demonstrated ability to complete the most complex program-related projects.

**Veterans Preference**

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

**Career Credits**

Career Credits will not be added to the final score of this examination.

**Contact Information**

For more information regarding this examination, please contact the Examination Analyst Kelli Simpkin at 916-322-7368.

**General Information**

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled examination date due to verified postal error, the candidate will be rescheduled upon written request.

**Examination Locations:** Examinations will be administered in locations deemed appropriate for the examination type and in accordance with the candidate pool and departmental resources. Examinations may not be administered in all areas. Candidates may be asked to travel to the nearest examination location at their own expense.

**Applications are available at** <https://jobs.ca.gov/pdf/STD678.pdf>, CA Department of Human Resources (CalHR) offices, local offices of the Employment Development Department (EDD), and the State Controller's Office.

If you meet the requirements stated on this bulletin, 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 this examination will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

**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) Servicewide Promotional, 5) Departmental Open, and 6) Open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire 12 months after established unless the needs of service and conditions of the list warrant a change in this period.

**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.

**Promotional Examination Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans who meet all the minimum qualifications. Under certain circumstances other employees may be allowed to compete under provision 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, at State Personnel Board office, or <http://www.jobs.ca.gov>.

The State Controller's Office 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.

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

**California Relay Telephone Service for the deaf or hearing impaired**  
**From TDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**

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**UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.**

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