



**CALIFORNIA STATE CONTROLLER'S OFFICE**

EXAMINATION FOR

**Chief, Division of Audits, CEA Level B**

**MONTHLY SALARY RANGE**

**\$10,360.00 - \$12,341.00 \* \*Salary may be modified in accordance with delegated authority from CalHR.**

**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:**

**FINAL FILING**

**DATE :**

11/14/2020

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**GENERAL DESCRIPTION:**

With general direction provided by the Chief Operating Officer, CEA Level C, this position will plan, organize, direct, and set program initiatives within the Division of Audits on behalf of the State Controller for its statewide audit programs. According to directions set by the Controller, Chief of Staff, and Chief Operations Officer, this position is expected to oversee the evaluation of expenditures of state and federal funds, consistent with legal guidelines. The Chief of the Division of Audits will conduct statutorily-mandated audit conferences to communicate the direction of state and federal changes to laws governing the use of public funds, and serve as the source of audit information for programs administered by the State Controller's Office (SCO). Specific duties include, but are not limited to the following.

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**POSITION SCOPE:**

Are you searching for a challenging career that fulfills your drive for meaningful public service? Are you interested in working in a dynamic, professional environment, alongside highly-skilled individuals, with ample opportunities to learn and contribute? Then consider participating in the examination for the Chief, Division of Audits.

The State Controller's Office is rapidly becoming a destination employer and is one of the few constitutional officers with responsibilities that impact nearly all aspects of the State government. This leadership position is responsible for one of the primary missions of the State Controller: the review of all funds disbursed by the state and all claims presented for payment to SCO.

Typical tasks assigned to this position include but are not limited to the following:

**Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- 1 Provide leadership and oversight for the SCO audit service while evaluating the appropriate expenditure of federal and state funds;
  - 1 Develop, amend, and implement relevant audit policies;
  - 1 Formulate and implement long and short-range goals, plans, and develop strategies related to enhancing program productivity and enforcing the requirements of the laws and regulations governing the use of public dollars;
  - 1 Act as a member of the SCO's senior management structure providing consultative services to the executive office and State Controller;
  - 1 Negotiate with leadership of auditees in the discharge of responsibilities relevant to compliance, performance, information systems, local education, local government, and nonprofits;
  - 1 Represent the SCO at conferences and with audit associations in an effort to track audit trends and tools;
  - 1 Encourage and require continual training and the professional development of all audit staff members;
  - 1 Establish a functional knowledge transfer strategy;
  - 1 Challenge subordinate staff members, assigning complex audit tasks consistent with skills sets to promote development and growth;
  - 1 Provide presentations to stakeholders, the Legislature, and other control authorities;
  - 1 Oversee and/or participate in the development of audit plans; consider risk-based methodologies and identify control issues associated with the type of audits schedules for evaluation;
  - 1 Promote audit work independent of bias and promote nonpartisan perspective;
  - 1 Promote and oversee audit activities critical to professional licensure (CPA), and proper staff development to maintain professionalism and expertise in services rendered;
  - 1 Coordinate the efforts of contract assignments to provide audit services to other public agencies;
  - 1 Travel to various locations for conferences, audit engagement meetings, hearings, etc.
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**Desirable Qualifications:**

- 1 Promote and oversee audit activities critical to professional licensure (CPA), and proper staff development to maintain professionalism and expertise in services rendered;
- 1 Possession of current CPA Licensing;
- 1 Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature, the Executive Branch, and the Constitutional Offices;
- 1 Knowledge of Federal and State audit regulations and guidelines;
- 1 Possess a background in techniques of organizing and motivating groups;
- 1 Program development and evaluation experience;

- 1 Demonstrable experience in the methods of administrative problem solving;
- 1 Understanding of principles and practices of policy formulation and development;
- 1 Knowledge of personnel management techniques;
- 1 Budget and legislative processes experience;
- 1 Knowledge of Information technology trends; and
- 1 Supervisory and administrative policies and practices experience.

**MINIMUM  
QUALIFICATIONS:**

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin.

Eligibility to take a CEA examination does not require current permanent status in civil service.

Applicants must also satisfy the minimum qualifications as shown below:

- A. Ability to perform high administrative and policy influencing functions effectively; such overall ability requires possession of most of the following more specific knowledge and abilities:
  1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques;
  2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's Equal Opportunity Office objectives;
- B. These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):
  1. CEA Level A: Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies;
  2. CEA Level B: Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies;
  3. CEA Level C: Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given high-level position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services.
- C. Strong verbal and written communication/advocacy skills.
- D. Well-developed administrative, managerial, and interpersonal skills and abilities.

**FILING  
REQUIREMENTS:**

1. Completed current version of the State Examination/Employment Application STD. Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position; solely referring to the resume for information (i.e., "See Resume") is not acceptable. **The Job Control number and examination title (JC – 220295 Chief, Division of Audits, CEA Level B) must be indicated on the application.**
2. Resume is required and must be included. **A Resume does not take the place of the completed STD. 678 application.**
3. Statement of Qualifications (SOQ) - **Please see the Statement of Qualifications Instructions section below for specific instructions.**

**Note: Applicants who fail to submit all the required documents as instructed may be eliminated from the examination/hiring process.**

**Applications (STD. 678) must be postmarked or received no later than the final filing date.**

Applications postmarked, personally delivered, or received via inter-office mail or electronically via CalCareer after the final filing date will not be accepted. Faxed or emailed applications will not be accepted.

**\*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.**

**EXAMINATION INFORMATION:**

**This examination consists of an evaluation of your Training and Experience weighted 100%.**

Your Training and Experience will be evaluated based on the information indicated on your STD. 678 application. 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/her STD. 678 application. List all experience relevant to the minimum qualifications shown in this announcement, even if that experience goes beyond the seven-year limit printed on the application. Please read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation. Supplementary information may also be accepted (e.g., a resume, etc.); however, it will not take the place of the information on your STD. 678 application. STD. 678 applications solely referring to the resume for information (i.e., "See Resume") will be eliminated from the examination process and will not be scored.

**STATEMENT OF QUALIFICATIONS INSTRUCTIONS:**

The Statement of Qualifications (SOQ) should include detailed and concise information specifically addressing how the candidate's education, training, experience, and competencies relate to each of the items listed; responses should be high-level, but specific enough to provide the general nature of the services provided and involvement in the oversight.

The SOQ items must be numbered and addressed in the same order as listed; do not consolidate the responses. The SOQ should be no more than three pages in length, single-spaced, with one-inch margins and a minimum font size of Arial 12.

**Applicants who fail to submit the SOQ as instructed may be eliminated from the examination/hiring process.**

Your SOQ must provide responses and specific examples for each item listed below to be considered for the position:

1. Please describe your experience overseeing the preparation of audit reports. What are the most common challenges you have overcome in that process and how did you address them? In your response please describe your background working with internal and external entities to prepare audit reports.
2. Please describe your knowledge of the principles and practices of program performance assessments, including your experience performing such assessments and implementing changes based on findings. Please include in your response how you measured and improved customer experience.
3. Describe your experience negotiating with high-level leadership of various auditees including leaders of state agencies, elected and appointed local government officials, and private CPA firms. Please provide an example of how you overcame the opposition of a high-level government official to an audit work product.
4. Please describe your experience organizing and directing multi-level staff including your knowledge of training, staff development, succession planning, recognition, and progressive discipline.

**ELIGIBLE LIST INFORMATION:**

A minimum total rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used only to fill the position of Chief, Division of Audits, CEA Level B with the State Controller's Office. The eligible list will expire after twelve (12) months.

Following a selection, those individuals remaining on the eligible list may be contacted for subsequent interviews should a vacancy occur in this position within the next twelve (12) months.

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

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.