Job Opportunity Bulletin

Post Date: 1/3/2012

JOIN THE DDS TEAM!
For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:

Position #: 182-4175-722

Mail your application to:

Department of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Linda Newson

All applications will be screened and only the most qualified will be interviewed.

CONTACT INFORMATION

Name: LINDA NEWSON

Number: (916) 322-9018

Email:
linda.newson@dds.ca.gov

DEPARTMENT OF DEVELOPMENTAL SERVICES
1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

AUDITOR I

Salary $3,106-$3,966
Permanent, Full-Time
FINAL FILING DATE: Until Filled
Will also consider *General Auditor II or General Auditor III*

The Department of Developmental Services (DDS) Audit Branch is a hard-working, confident and innovative team of professionals who build their reputation on unity, integrity and ethics. DDS is seeking individuals who will display a high level of professionalism and innovation while seeking to develop within the Branch.

The Audit Branch performs audits of the regional centers and vendors to ensure state and federal funds are properly accounted for. The Auditor I is responsible for determining regional centers' compliance with Federal and State requirements.

Desirable Qualifications and Knowledge:
· Knowledge in the fundamental principles and theory of accounting
· Possess a sound knowledge of the techniques of auditing
· Knowledge in professional accounting; auditing and/or business law

Position Responsibilities:
· Assists with on-site audits involving complex compliance and management aspects of programs for the developmentally disabled

Position Requirements:
· Willingness to travel overnight, including potential overnight assignments

ADDITIONAL INFORMATION: If you are ready to be a part of our DDS team, please submit a standard State application (STD. 678) and include; which classification you are applying for, the basis of your eligibility in the ***'Explanations'*** section, and position **# 182-4175-722** in the ***'Job Title'*** section of your application.

Department of Developmental Services
Administration Division
Audit Branch

AUDITOR I

DUTY STATEMENT

General Statement of Duties: Under supervision, performs the less difficult technical work for audits of fiscal accounts and records of regional centers and vendors that expend, or are accountable for, State and Federal funds. Performs other work as required. Audits are conducted to determine fiscal compliance with State and Federal requirements, verify propriety and proper reporting of expenditures, and for other objectives as determined necessary.

Supervision Received: Reports to a supervisor at the Staff Services Manager I level. As a member of a team, may report to an Associate Governmental Program Analyst or lead auditor regarding the day-to-day progress of work.

Typical Physical Demands: Working on a personal computer 25% to 70% of the time. Travel approximately 50% within CA. Transporting audit work papers and needed equipment, such as notebook computer, to and from audit work sites.

Typical Working Conditions: Open spaced partitioned office with smoke-free environment when working at headquarters. Office space as available when performing on-site audits.

Examples of Duties:
The duties for this position will include but not be limited to the following:

60% Assists with on-site audits involving complex compliance and management aspects of programs for the developmentally disabled. Prepares written reports and correspondence.

20% Attends entrance and exit conferences with Departmental program managers, regional center officials and other parties as requested. May present audit findings as requested or give testimony at appeal hearings.

20% Participate in resolution of issues relative to regional centers and vendors. Consult with staff within the Department and from regional centers, vendors, and other agencies to gather information related to resolving audit related issues. Research and analyze regulations, government codes, contracts and other pertinent documents for audit application.

Department of Developmental Services
Administration Division
Audit Branch

DUTY STATEMENT

JOB TITLE: General Auditor II

General Statement of Duties: Conducts audits of accounts and records of the regional centers and vendors that expend, or are accountable for, State and Federal funds and performs other work as required. Audits are conducted to determine fiscal compliance with State and Federal requirements, verify propriety and proper reporting of expenditures, and for other objectives as determined necessary.

Supervision Received: Reports directly to the Supervising Governmental Auditor I in the Administration Division, Audit Branch. As a member of a team, may report to a lead auditor regarding day-to-day progress of work.

Supervision Exercised: None.

Typical Physical Demands: Working on a personal computer 25% to 70% of the time. Transporting audit work papers and needed equipment, such as a notebook computer, to and from audit work sites.

Typical Working Conditions: Open spaced partitioned offices with smoke-free environment when working at headquarters. On site open spaced partitions available when performing on-site audits. Travel of approximately 40 to 60%.

Examples of Duties:

Duties include, but are not be limited to:

60% Conduct on-site audits involving complex compliance and management aspects of programs for the developmentally disabled. Independently conduct less difficult audits. Also, makes recommendations to the supervisor and/or lead auditor on issues involving major problems requiring policy decision or legal interpretations. These audits involve determining compliance with Federal and State requirements. Independently conducts less difficult audits. Prepares written audit reports that is consistent with the Department of Developmental Services (DDS) procedures and policies, and State of California laws and regulations.

20% Attends entrance and exit conferences with Departmental program managers, regional center officials and other appropriate parties. Presents audit findings requested and gives testimony at appeal hearings as needed.

20% Works on special projects and participates in resolution of issues relative to regional centers and vendors. Consult with staff within the Department and from regional centers, vendors, and other agencies to gather information related to resolving audit related issues. Research and analyze regulations, government codes, contracts and other pertinent documents for audit application.

Department of Developmental Services
Administration Division
Audit Branch

DUTY STATEMENT

JOB TITLE: General Auditor III

General Statement of Duties: Conducts audits of accounts and records of the regional centers and vendors that expend, or are accountable for, State and Federal funds and performs other work as required. Audits are conducted to determine fiscal compliance with State and Federal requirements, verify propriety and proper reporting of expenditures, and for other objectives as determined necessary.

Supervision Received: Under direction from the Supervising Governmental Auditor I in the Administration Division, Audit Branch.

Supervision Exercised: None

Typical Physical Demands: Working on a personal computer 25% to 70% of the time. Transporting audit work papers and needed equipment, such as a notebook computer, to and from audit work sites.

Typical Working Conditions: Open spaced partitioned offices in a smoke-free environment. On site open spaced partitions available when performing on-site audits. Travel of approximately 40 to 60%.

Examples of Duties:

60% Acts as a lead person over a team of auditors. Conduct and direct on-site audits involving complex compliance and management aspects of programs for the developmentally disabled, which includes following up on whistleblower complaints. Independently conducts the more difficult parts of the audit program and/or audit. Make recommendations to the supervisor on issues involving major problems requiring policy decision or legal interpretations. Prepares written audit reports that is consistent with the Department of Developmental Services (DDS) laws, regulations and policies and procedures.

20% Attends entrance and exit conferences with Departmental program managers, regional center officials and other appropriate parties to explain provisions and application of law and discuss audit procedures and findings. Maybe required to give testimonies of audit findings at appeal hearings.

20% Performs complex field audits and participates in the resolution of issues relative to regional centers and vendors. Also consults with DDS, regional center and,

vendor staff, including other State agencies. Research and analyze regulations, government codes, contracts and the proper determination of assets, liabilities, and expenses in accordance with accounting and auditing principles.

Audit Branch
General Auditor III
Duty Statement

General Auditor III	Date
Supervising Governmental Auditor I	Date