



**DEPARTMENT OF DEVELOPMENTAL SERVICES  
EXAMINATION ANNOUNCEMENT**



**SUPERVISING MANAGEMENT AUDITOR**

**9DS03**

**DEPARTMENTAL  
PROMOTIONAL**

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 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.

**FINAL FILING DATE: JULY 29, 2009**

Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Applications may be downloaded from State Personnel Board website at <http://www.spb.ca.gov>.

Applications are to be filed in person or by mail to:

Department of Developmental Services  
1600 9<sup>th</sup> Street, (MS Q)  
Sacramento, CA 95814  
**Attention: Peggie McQuillan - Examination Unit**

**Faxed applications or resumes will not be accepted**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**WHO CAN APPLY:**

This is a Departmental Promotional Examination for the Department of Developmental Services.

1. Applicants must have a permanent civil service appointment with the Department of Developmental Services 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.

**EXAMINATION INFORMATION:** This examination may consist of a Qualifications Appraisal Interview or an Education and Experience examination in which each candidate's education and experience is compared to a standard developed from the class specification. It is 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.**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**NOTE:** Accepted applicants are required to bring both a photo identification card and their examination notice to the examination.

**SALARY RANGE:** \$6779-\$7847

**THE POSITION:**

Either (1) is responsible for long-range planning, directing, and coordinating the total audit activities of several State agencies or large State organizations; or (2) directs and is responsible for the total management audit activities of an internal audit program in a State department requiring management audits of several large internal governmental programs, or agencies under contract.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:**

**Either I**

One year of experience in the California state service performing professional auditing or accounting duties in a class with a level of responsibility not less than that of a Senior Management Auditor; or two years of experience in the California state service performing professional auditing or accounting duties in a class with a level of responsibility not less than that of Staff Management Auditor.

**Or II**

Five years of experience in a professional accounting, auditing, or examining position, at least two years of which shall have involved the direction of a large and complex independent and comprehensive post audit program (the term "comprehensive" implies examination of the entire fiscal operations rather than a specialized or limited segment), or four years of experience in a management consultant position, at least two years of which shall have involved the direction of a large management consultant program. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class at a level of responsibility not less than that of Staff Management Auditor.)

**AND**

Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six semester units of accounting.

**Qualification Appraisal Interview – Weighted 100%**

**or**

**Education and Experience - Weighted 100%**

**SCOPE:**

**A. Knowledge of:**

1. Principles and practices of organizational management, accounting, and auditing.
2. Elementary statistics; organization and management in the public and private sector, current trends, and problems in governmental management.
3. Principles of electronic data processing, the uniform accounting system, and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial and program management activities.
4. Principles and techniques of personnel management and supervision.
5. Methods of auditing through electronic data processing systems.
6. Applications of probability sampling to auditing.
7. Program budgeting.
8. Organization and management of a broad range of State agencies.
9. Group leadership techniques.
10. Program planning and evaluation.
11. Department's Equal Employment Opportunity (EEO) objectives.
12. A manager's role in the Department's EEO program and the processes available to meet EEO objectives.

**B. Ability to:**

1. Plan, organize, and direct the work of a staff engaged in a variety of complex, technical, management audits.

SEE REVERSE FOR ADDITIONAL INFORMATION

**Supervising Management Auditor  
LE20-4163**

**Final Filing Date: JULY 29, 2009**

# Supervising Management Auditor LE20-4163

Final Filing Date: JULY 29, 2009

2. Conduct financial and management duties of a variety of State agencies, governmental jurisdictions, and other entities.

## B. Ability to:

3. Learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government.
4. Make investigations of accounting and financial organization procedures and problems; communicate effectively; and analyze data and take effective action.
5. Plan, organize, and direct the work of a small group of auditors engaged in management audits, assume responsibility for complex audit studies.
6. Work effectively with top level managers of State agencies and other organizations. ("Understanding of and effectiveness in carrying out State and departmental equal employment opportunity".)

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**ELIGIBLE LIST INFORMATION:** A departmental promotional eligible list will be established for the Department of Developmental Services to fill vacancies. This list will be abolished 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

Career credits do not apply.

**SPECIAL PERSONAL CHARACTERISTICS:**  
Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office.

## GENERAL INFORMATION

It is the **CANDIDATE'S RESPONSIBILITY** to contact the Department of Developmental Services' Testing Office three days prior to the test date if he/she has not received his/her notice.

It is the **CANDIDATE'S RESPONSIBILITY** to contact the Department of Developmental Services' Testing Office four weeks after the final filing date if he/she has not received a progress notice. Applications are available at State Personnel Board Offices or at [www.spb.ca.gov](http://www.spb.ca.gov). If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not guarantee a place on the eligible list. All candidates who pass will be ranked according to their scores.

**THE STATE PERSONNEL BOARD** 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.

**EXAMINATION LOCATIONS:** 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) multidepartmental promotional, 4) servicewide 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 to four years unless otherwise stated on this bulletin.

**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.

**INTERVIEW SCOPE:** In addition to the scope described on the reverse of this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience.

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DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9TH STREET, MS-Q, Sacramento, 95814  
Telephone: Public: (916) 322-9335

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FAIRVIEW  
DEVELOPMENTAL  
CENTER  
2501 Harbor Boulevard  
Costa Mesa, CA 92626  
Public: (714) 957-5121  
TDD: (714) 957-5246

LANTERMAN  
DEVELOPMENTAL  
CENTER  
3530 Pomona Boulevard  
Pomona, CA 91768  
Public: (909) 595-1221  
TDD: (909) 595-3971

PORTERVILLE  
DEVELOPMENTAL  
CENTER  
26501 Avenue 140  
Porterville, CA 93258  
Public: (559) 782-2087  
TDD: (559) 781-7822

SIERRA VISTA  
DEVELOPMENTAL  
CENTER  
1250 Stabler Lane  
Yuba City, CA 95993  
Public: (530) 822-3287

CANYON SPRINGS  
DEVELOPMENTAL CENTER  
69-696 Ramon Rd.  
Cathedral City, CA 92335  
Public: (760) 770-6260  
TDD: (760) 770-2590

SONOMA  
DEVELOPMENTAL  
CENTER  
15000 Arnold Drive  
Eldridge, CA 95431  
Public: (707) 938-6692  
TDD: (707) 938-6200

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

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