



STATE OF CALIFORNIA – ENVIRONMENTAL PROTECTION AGENCY
DEPARTMENT OF PESTICIDE REGULATION



Personnel Services Branch
1001 I Street
P. O. Box 4015
Sacramento, CA 95812-4015
(916) 322-4553

**GENERAL AUDITOR II
PROMOTIONAL EXAMINATION**

Exam Code: 6DM02

SALARY RANGE: \$4,016-\$5,280

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.

WHO MAY APPLY

Applicants must have a permanent civil service appointment with the Department of Pesticide Regulation (DPR) as of the final filing date. Under certain circumstances, former DPR employees may be allowed to compete under the provisions of Rule 235. (See General Information section of this bulletin.)

HOW TO APPLY

An Examination Application (STD 678) must be **POSTMARKED** no later than the final filing date, **May 6, 2016**. Applications postmarked, personally delivered after 5:00 pm, or received via interoffice mail after the final filing date will not be accepted.

Applications may be submitted by mail or in person to:

Department of Pesticide Regulation
Personnel Services Branch/Examinations Unit
1001 I Street, 4th Floor MS 4-B
P.O. Box 4015
Sacramento, CA 95812-4015

For your convenience, you may obtain a copy of the Examination Application (STD 678) via the Internet at:

<https://jobs.ca.gov/pdf/std678.pdf>

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in question 2 of the Examination Application. You will be contacted about specific arrangements.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates you have read, understood, and possess the basic qualifications required. All applicants must meet the education and/or experience requirements for this examination by the final filing date of **May 6, 2016**.

NOTE: To verify applicants meet the minimum qualifications, as stated on this bulletin, all applications **must** include: "To" and "From" employment dates (month/day/year), time base, and job titles/official civil classification titles, and detailed description of the specific duties performed. College course information **must** include: name and address of institution, title, semester or quarter credits, completion dates, and title and type of degree (if applicable). **Applications must also contain original signatures. Applications excluding any of this information may be rejected.** Resumes containing additional information may be submitted with the examination application.

**MINIMUM
QUALIFICATIONS**

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

EXPERIENCE: Either

I

One year of experience in the California state service performing professional accounting or auditing duties of a class equivalent in level to that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class equivalent in level to that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

Or II

One year of experience in the California state service performing the duties of an Accountant I.

Or III

Two years of increasingly responsible professional accounting or auditing experience.

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.

See following page for additional information

POSITION DESCRIPTION AND LOCATION

Under direction, the Auditor II conducts the more difficult office or field audits of the accounts and records of individuals and business firms subject to State regulation or taxation; and performs other related work. Positions exist in Sacramento.

EXAMINATION INFORMATION

This examination will consist of **Training and Experience evaluation weighted 100%**. The Training and Experience evaluation is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and potential to effectively perform the duties relative to this classification. Responses to the evaluation will be assessed based on pre-determined rating criteria. In order to obtain a position on the eligible list, a minimum overall rating of 70% must be attained in the examination. **COMPETITORS WHO DO NOT COMPLETE THE TRAINING AND EXPERIENCE EVALUATION WILL BE DISQUALIFIED.**

SCOPE OF EXAMINATION

- A. Knowledge of:**
1. General accounting and auditing principles and procedures to conduct and apply to audits.
 2. General business law in how it relates to stakeholders.
 3. Advanced knowledge of mathematical computations to complete audit work papers.
 4. Intermediate knowledge of Departmental computer hardware and software (e.g. Excel) to effectively analyze data and complete audits.
- B. Ability to:**
1. Apply general accounting and auditing principles and procedures to conduct audits.
 2. Conduct a variety of audits of accounts and records within the intermediate level.
 3. Independently analyze data and draw sound conclusions.
 4. Independently analyze situations accurately and adopt an effective course of action.
 5. Prepare accurate clear, complete, concise reports and/or correspondence to support audit findings.
 6. Establish and maintain cooperative relations and effective communications with staff and stakeholders in a professional manner.
 7. Communicate effectively both verbally and in writing to receive, exchange and/or provide information to staff, stakeholders and others.
 8. Train and assist entry level auditors on audit and administrative procedures and processes, and Department resources (e.g., Department software programs, etc.).
 9. Independently review and edit audit reports and support documents.
- C. Skill to:**
1. Effectively utilize desktop and laptop computers and office software applications (e.g., MS Office, Excel, e-mail, Internet, etc.).

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Pesticide Regulation. The list will expire 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

VETERANS' PREFERENCE/ CAREER CREDITS

Veterans' preference and career credits are **not granted** in promotional examinations.

GENERAL INFORMATION

The California Department of Pesticide Regulation and the State Personnel Board reserve 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.

Americans with Disabilities Act, Title II: The California Department of Pesticide Regulation (DPR) is committed to a strong policy of equal employment opportunity. To this end, DPR does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by DPR on the basis of race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, genetic information or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

It is the candidate's responsibility to contact the **Department of Pesticide Regulation, Personnel Services Branch/Examination Unit at (916) 322-4553** three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the **Department of Pesticide Regulation, Personnel Services Branch/Examination Unit at (916) 322-4553** three weeks after the final filing date if he/she has not received a progress notice.

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

Applications are available at www.jobs.ca.gov, local offices of the Employment Development Department, and the Department of Pesticide Regulation.

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. Your performance in this examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, 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) 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 one to four years unless otherwise stated on this bulletin.

Promotional Examination only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 234.2, 235, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board office.

See following page for additional information

List appointment after a transfer appointment: Effective May 1, 2008, the State Personnel Board will allow an employee who transferred into a class to take an examination for and later receive a list appointment to the same or lower class. Employees, who take an examination under such circumstances must, however, meet the minimum qualifications and be reachable on the resulting list.

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 examination, investigation may be made of employment records and personal history and fingerprinting may be required.

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