



**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
TRAINING AND EXPERIENCE ASSESSMENT
GENERAL AUDITOR III**

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the GENERAL AUDITOR III classification, with the California Department of Social Services (CDSS). The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed on an eligible list for the classification listed above. The list will be used by CDSS to fill existing vacancies. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time bases you are interested in working. It is required that you personally complete this examination accurately without assistance, and then sign the form.

Read the instructions below carefully before completing the assessment. Failure to do so may result in an inability to process your assessment and disqualification from this examination.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided on this Training and Experience Assessment Questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Name (Printed): _____

Address: _____

City/State/Zip Code: _____

Home/Work Phone Number: _____

Signature: _____ Date: _____

CONDITIONS OF EMPLOYMENT

If you are successful in this examination(s), your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. Therefore, before you mark this form, there are some things you should consider. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

LOCATION(S) YOU ARE WILLING TO WORK

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL ONLY BE ELIGIBLE FOR EMPLOYMENT IN LOCATIONS THAT YOU MARK.

- LOS ANGELES** County **SACRAMENTO** County

TYPE OF APPOINTMENT YOU WILL ACCEPT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE.

- | | |
|---|--|
| <input type="checkbox"/> (D) Permanent Full-Time | <input type="checkbox"/> (K) Limited-Term Full-Time |
| <input type="checkbox"/> (V) Permanent Part-Time | <input type="checkbox"/> (W) Limited-Term Part-Time |
| <input type="checkbox"/> (T) Permanent Intermittent | <input type="checkbox"/> (X) Limited-Term Intermittent |

MAILING INSTRUCTIONS

Mail your completed examination along with a completed State Application Form, STD. 678 to the address listed below. You can print the [State Application Form](#) from the California Department of Human Resources (CalHR) website at <https://jobs.ca.gov/>.

FILE BY MAIL

California Department of Social Services
Attention: Examination Unit
P.O. Box 944243, MS 8-15-58
Sacramento, CA 94244-2430

FILE IN PERSON

California Department of Social Services
Attention: Examination Unit
744 P Street, OB 8, 15th Floor
Sacramento, CA 95814
Monday-Friday, 8:00 AM-5:00 PM

CRIMINAL RECORD CLEARANCE INFORMATION

Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

INSTRUCTIONS

This examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or not paid.

SCALE #1 – KNOWLEDGE RELATED TO PERFORMING THIS ACTION:

Extensive Knowledge

I possess an expert knowledge level to the extent that I have effectively performed tasks related to this knowledge in the most difficult and complex situations **and** I have instructed others on specific aspects of this knowledge.

Moderate Knowledge

I possess an advanced knowledge level to the extent that I could effectively perform this task under the majority of circumstances or situations encountered.

Basic Knowledge

I possess a sufficient knowledge level that would allow me to perform this task successfully in routine situations.

Limited Knowledge

I have some knowledge of how to perform this task, but I may require additional instruction to apply my knowledge effectively.

No Knowledge

I have no knowledge of how to perform this task or what it may entail.

SCALE #2 – EXPERIENCE RELATED TO PERFORMING THIS ACTION:

Extensive Experience

I have at least 5 years of experience in regularly performing this action.

Moderate Experience

I have at least 4 years, but less than 5 years of experience in this action.

Basic Experience

I have at least 3 years, but less than 4 years of experience in this action.

Limited Experience

I have less than 3 years of experience in performing this action.

No Experience

I have never performed this action.

1. Assist with planning the scope and procedures of audits.

Knowledge related to performing this action

Experience related to performing this action

2. Conduct audits by examining records, transactions, and interviewing staff and other representatives.

Knowledge related to performing this action

Experience related to performing this action

3. Maintain knowledge of the regulations and audit procedures adhering to the most current policies and procedures.

Knowledge related to performing this action

Experience related to performing this action

4. Test data to detect deficient controls, fraud, or non-compliance with laws, regulations, and management policies.

Knowledge related to performing this action

Experience related to performing this action

5. Analyze data to detect deficient controls, fraud, or non-compliance with laws, regulations, and management policies.

Knowledge related to performing this action

Experience related to performing this action

6. Collect data and evidence to develop work papers and audit findings for the audit report.

Knowledge related to performing this action

Experience related to performing this action

7. Analyze data and evidence to develop work papers and audit findings for the audit report.

Knowledge related to performing this action

Experience related to performing this action

8. Explain provisions and applications of the law to auditees and/or stakeholders and discuss audit findings and recommendations.

Knowledge related to performing this action

Experience related to performing this action

9. Prepare reports of audit findings and recommendations.

Knowledge related to performing this action

Experience related to performing this action

10. Distribute reports of audit findings and recommendations.

Knowledge related to performing this action

Experience related to performing this action

11. Evaluate auditee's response to the audit findings and recommendations for appropriate and timely corrective action plan.

Knowledge related to performing this action

Experience related to performing this action

12. Review audited financial statements related to the auditee's financial condition to identify any solvency issues, communicate related deficiencies, and request corrective action plans.

Knowledge related to performing this action

Experience related to performing this action

13. Analyze audited financial statements related to the auditee's financial condition to identify any solvency issues, communicate related deficiencies, and request corrective action plans.

Knowledge related to performing this action

Experience related to performing this action

14. Review audit reports for uniform application of agency and departmental policy, laws, and regulations for consistency of audit findings and recommendations.

Knowledge related to performing this action

Experience related to performing this action

15. Act as a team lead in planning, executing, advising, and mentoring on audit techniques, procedures, or application of the law.

Knowledge related to performing this action

Experience related to performing this action

16. Advise the supervisor of audit-related progress and/or problems.

Knowledge related to performing this action

Experience related to performing this action

17. Refer to the supervisor major issues requiring policy decision or legal interpretation.

Knowledge related to performing this action

Experience related to performing this action

18. Appear as an expert witness or representative of the Department in legal proceedings.

Knowledge related to performing this action

Experience related to performing this action

19. Conduct on-the-job training for newly hired audit staff.

Knowledge related to performing this action

Experience related to performing this action

20. Facilitate meetings/presentations for departmental staff and stakeholders.

Knowledge related to performing this action

Experience related to performing this action

21. Perform audits in cases frequently complicated by such factors as large organizations with complex accounting systems.

Knowledge related to performing this action

Experience related to performing this action

22. Provide technical assistance to auditees and/or stakeholders to assist with statutory and regulatory compliance.

Knowledge related to performing this action

Experience related to performing this action

KNOWLEDGE, SKILL, OR ABILITY (KSA) ASSESSMENT

Rate your knowledge, skill, or ability performing specific job-related actions, using the rating scale below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for the scale provided. Responses may not be changed or added once submitted to the Department of Social Services Examination Unit. Missing responses will result in a lower score.

In responding to each statement, you may refer to your formal education, formal training courses, and/or work experience whether paid or not paid.

SCALE - KNOWLEDGE, SKILL, OR ABILITY RELATED TO THIS STATEMENT

Extensive Knowledge, Skill, or Ability

I have applied this KSA in an actual setting while performing a job and have used it to instruct others on the specific task.

Moderate Knowledge, Skill, or Ability

I have applied this KSA in an actual setting while performing a job.

Limited Knowledge, Skill, or Ability

I have education or training relevant to this KSA, but have not applied it to an actual job.

No Knowledge, Skill, or Ability

I have no experience, education, or training relevant to this KSA

1. Accounting and auditing principles and their procedures and application to perform audits.

Knowledge, Skill, or Ability related to performing this action

2. Business law to interpret and apply the laws during the audit process.

Knowledge, Skill, or Ability related to performing this action

3. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar to report the audit findings.

Knowledge, Skill, or Ability related to performing this action

4. Mathematics to effectively evaluate financial information.

Knowledge, Skill, or Ability related to performing this action

5. Analyze data and draw sound conclusions.

Knowledge, Skill, or Ability related to performing this action

6. Analyze situations accurately and adopt effective courses of action.

Knowledge, Skill, or Ability related to performing this action

7. Prepare clear, complete, concise reports to effectively communicate audit results.

Knowledge, Skill, or Ability related to performing this action

8. Read and comprehend written communication to effectively communicate information and facts with auditees and/or stakeholders.

Knowledge, Skill, or Ability related to performing this action

9. Establish and maintain cooperative relations with internal/external partners to effectively facilitate the audit process.

Knowledge, Skill, or Ability related to performing this action

10. Listen and comprehend verbal communication to effectively communicate information and facts with auditees and/or stakeholders.

Knowledge, Skill, or Ability related to performing this action

11. Use and operate computer technology to create documents, query, input, retrieve and update data base information, etc. to complete the audit.

Knowledge, Skill, or Ability related to performing this action

12. Use logic to identify the strengths and weaknesses of possible solutions to determine the best course of action during the audit process.

Knowledge, Skill, or Ability related to performing this action

**THIS CONCLUDES THE ASSESSMENT FOR THE
GENERAL AUDITOR III
EXAMINATION**

Please refer to Page 2 for filing/mailing instructions.