



CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
TRAINING AND EXPERIENCE ASSESSMENT
SUPERVISING GOVERNMENTAL AUDITOR I

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the Supervising Governmental Auditor I 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: _____

Email Address: _____

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.

ANYWHERE IN THE STATE – *If this box is marked, no further selection is necessary.*

Los Angeles County

Sacramento County

TYPE OF APPOINTMENT YOU WILL ACCEPT

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

(D) Permanent Full-Time

(K) Limited-Term Full-Time

(V) Permanent Part-Time

(W) Limited-Term Part-Time

(T) Permanent Intermittent

(X) Limited-Term Intermittent

MAILING INSTRUCTIONS

Applications may be delivered in person, by email, or by mail. Send your completed examination along with a completed State Application Form, STD. 678 to the address or email 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

BY EMAIL

examinations@dss.ca.gov

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 more than 3 years of experience in regularly performing this action.

Moderate Experience

I have more than 2 years, but less than 3 years of experience in this action.

Basic Experience

I have more than 1 year, but less than 2 years of experience in this action.

Limited Experience

I have less than 1 year of experience in performing this action.

No Experience I have never performed this action.

1. Develop recommendations for consideration and approve guidelines for improving audit procedures and techniques.

Knowledge related to performing this action

Experience related to performing this action

2. Review completed staff work and performance to identify the need of departmental assistance for successful compliance of auditees.

Knowledge related to performing this action

Experience related to performing this action

3. Research information on current, revised, and proposed changes of law to be compliant with Federal and State regulations.

Knowledge related to performing this action

Experience related to performing this action

4. Supervise audits and resolutions.

Knowledge related to performing this action

Experience related to performing this action

5. Monitor consistent application of auditing procedures for uniform reporting.

Knowledge related to performing this action

Experience related to performing this action

6. Supervise assignments and/or review audits performed by independent audit firms to ensure compliance with rules and regulations.

Knowledge related to performing this action

Experience related to performing this action

7. Contact auditee's personnel and their independent auditors to obtain permission for record collection.

Knowledge related to performing this action

Experience related to performing this action

8. Attest to the appealed findings at audit hearings to support audit conclusions.

Knowledge related to performing this action

Experience related to performing this action

9. Provide recommendations to auditees on such questions as to the legality of unusual expenditures.

Knowledge related to performing this action

Experience related to performing this action

10. Respond to independent auditors and auditees questions to provide consistent information regarding laws and Department policy applicable to the Code of Federal Regulations (Single Audit Act), program compliance, and sub-recipient interaction and responsibilities.

Knowledge related to performing this action

Experience related to performing this action

11. Plans audits and provides resolution procedures.

Knowledge related to performing this action

Experience related to performing this action

12. Supervising audits of recipients receiving state funds to determine financial condition or to verify proper reporting and the legality and propriety of expenditures.

Knowledge related to performing this action

Experience related to performing this action

13. Implement internal audit procedures based on auditing guidelines to ensure the adequacy of procedures.

Knowledge related to performing this action

Experience related to performing this action

14. Advise staff on the application of law to such questions as to the legality of unusual expenditures.

Knowledge related to performing this action

Experience related to performing this action

KNOWLEDGE, SKILL, OR ABILITY (KSA) ASSESSMENT
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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 procedures.

Knowledge, Skill, or Ability related to performing this action

2. Specialized auditing practices and procedures as used in auditing governmental laws and regulations.

Knowledge, Skill, or Ability related to performing this action

3. Governmental Auditing Standard – Yellow Book, State Administrative Manual, and Generally Accepted Government Auditing Standards (GAGAS).

Knowledge, Skill, or Ability related to performing this action

4. Principles and techniques of personnel management and supervision.

Knowledge, Skill, or Ability related to performing this action

5. Equal Employment Opportunity (EEO) objective.

Knowledge, Skill, or Ability related to performing this action

6. Establish and maintain cooperative relations with those contacted in the workplace and off-site audit locations.

Knowledge, Skill, or Ability related to performing this action

7. Communicate effectively.

Knowledge, Skill, or Ability related to performing this action

8. Apply general accounting and auditing principles and procedures.

Knowledge, Skill, or Ability related to performing this action

9. Apply specialized auditing practices and procedures as used in auditing laws and regulations.

Knowledge, Skill, or Ability related to performing this action

10. Plan, organize, and direct the work of a staff engaged in audits of accounts and records of laws and regulations having program financed by State appropriations, loans, grants-in-aid, or subventions.

Knowledge, Skill, or Ability related to performing this action

11. Develop policies and procedures for the statewide auditing program.

Knowledge, Skill, or Ability related to performing this action

12. Apply provisions of the law, legal opinions, and court decisions and departmental policies rules, and regulations related to the work to make sound decisions and judgements.

Knowledge, Skill, or Ability related to performing this action

13. Analyze data and situations, then draw sound conclusions to implement effective and appropriate courses of action.

Knowledge, Skill, or Ability related to performing this action

14. Prepare clear, complete, and concise reports to provide information and/or documentation.

Knowledge, Skill, or Ability related to performing this action

**THIS CONCLUDES THE ASSESSMENT FOR THE
SUPERVISING GOVERNMENTAL AUDITOR I
EXAMINATION**

Please refer to Page 2 for filing/mailling instructions.