

EXAMINATION ANNOUNCEMENT

GENERAL AUDITOR III
DEPARTMENTAL OPEN
SALARY RANGE \$4,619- \$6,074



CALIFORNIA DEPARTMENT OF
Insurance

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION AGE OR SEXUAL ORIENTATION

How to Apply

FINAL FILING DATE: OCTOBER 10, 2013

DO NOT SEND EXAMINATION MATERIALS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Send Examination Materials to:
California Department of Insurance
300 Capitol Mall, Suite 1300
Sacramento, CA 95814
Attention: Cecille Ramirez

All applicants must complete and submit the following examination materials:

1. [Standard State Application \(Form STD678\)](#)
2. [Qualifications Assessment](#)

Application and Qualifications Assessment must be:

1. **POSTMARKED** no later than the final filing date.

Application and Qualifications Assessment will not be accepted for any reason:

1. When sent by e-mail
2. When postmarked, personally delivered, or received by interoffice mail after the final filing date.

If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

Requirements for Admittance to the Examination

All applicants must meet the educational and/or experience requirements for this examination by **October 10, 2013**.

MINIMUM QUALIFICATIONS

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to General Auditor II.
OR II

EXPERIENCE: Three years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to conducting a variety of audits or financial examinations; 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.
Special Personal Characteristics	Ability to qualify for a fidelity bond; willingness to travel and work away from the headquarters office.
Position Description	<p>Under direct supervision of the Regional Office Supervising Fraud Investigator I or designee, this position will work on interdisciplinary teams with investigators and other law enforcement personnel to conduct investigations throughout the state focused on Employment Misrepresentation Workers' Compensation Fraud, Healthcare Fraud, and Auto Fraud. The incumbent audits numerous financial accounts on an employer to detect the fraudulent financial activity that may lead to criminal or civil investigation. The incumbent will collect, evaluate and analyze financial, business and insurance records; develop investigative reports and charts documenting findings; testify in court as witness in a criminal action; assist investigators and other law enforcement personnel in writing financial search warrants; respond to the scene of a search warrant and identify documents as evidentiary material for court; conduct interviews; provide financial expertise. Incumbents may be required to reconstruct the suspected employer's financial record.</p> <p><i>Positions are located in Benicia, Commerce, Fresno, Morgan Hill, Orange, Rancho Cucamonga, Sacramento, San Diego and Valencia.</i></p>
Examination Information	<p style="text-align: center;">QUALIFICATIONS ASSESSMENT - WEIGHTED 100%</p> <p>This examination will consist solely of a Qualifications Assessment. To obtain a position on the eligible list, a minimum score of 70% must be received.</p>
Examination Scope	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Accounting and auditing principles and procedures and applying them in the work performed 2. Business Law <p>Ability to:</p> <ol style="list-style-type: none"> 1. Apply accounting and auditing principles and procedures in the work performed 2. Analyze data and draw sound conclusions 3. Analyze situations accurately and take effective action 4. Prepare clear, complete, concise reports 5. Establish and maintain cooperative relations with those contacted in the work 6. Speak and write effectively
Eligible List Information	<p>A departmental open eligible list will be established for the California Department of Insurance. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> <p>Veterans' Preference Points and Career Credits will not be granted in this examination.</p>

G E N E R A L I N F O R M A T I O N

The California Department of Insurance 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.

For an examination without a written feature, it is the candidate's responsibility to contact the California Department of Insurance, Human Resources Management Division, (916) 492-3295 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at the California Department of Insurance offices, the California Department of Human Resources, local offices of the Employment Development Department, and on the internet at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination. Your performance in this examination will be rated against a predetermined rating criteria. All competitors who pass will be ranked according to their scores. Meeting the entry requirements does not assure success in the examination or placement on the employment list.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, are used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, and 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.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Candidates must be in 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.

California Relay (Telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
(916) 492-3300

Release Date: September 12, 2013
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