

MSP



MANAGERIAL SELECTION PROCESS

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, 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 this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING MANAGEMENT AUDITOR**

POSITION TITLE: **CHIEF, EXTERNAL AUDITS - CONTRACTS**

SALARY: **\$7,088 – 8,450**

LOCATION: **SACRAMENTO – AUDITS AND INVESTIGATIONS**

FINAL FILING DATE: **APRIL 7, 2016**

DUTIES/RESPONSIBILITIES

Under the general direction of the Assistant Director, Audits & Investigations (A&I), plans, organizes, directs, reviews, and coordinates the external audit activity of the Department.

Duties and activities include, but are not limited to:

- The Audit Chief is responsible to plan and implement the annual and long-range external audit coverage of the Department, including coordination of coverage by external audit agencies. The audit plan and its management encompass the independent appraisal of controls over departmental and external entities operations including 1) Reliability and Integrity of Information; 2) Compliance with Policies, Plans, Procedures, Laws, and Regulations; 3) Safeguarding of Assets; 4) Economical and Efficient Use of Resources; and 5) Accomplishment of Established Objectives and Goals for Operations or Programs. The Audit Chief presents the annual audit plan to the departmental Audit Committee for their input, provides quarterly status reporting, and identifies key areas of risk for their consideration.
- Functions as liaison between A&I and external entities to ensure compliance with policies, plans, procedures, laws, and regulations, which could have significant impact on operations and reports

and should determine whether the organization is in compliance. The Audit Chief also participates in state and federal organizations to develop audit guidance on current issues and new requirements, develops and disseminates training to impacted department staff and external entities, and participates in state, local and federal forums as requested.

- Prepares and submits annual plans of service and periodic status reports on progress toward completing plans of service. Prepares and submits other reports and analyses as directed by the Assistant Director of A&I. Maintains comprehensive records of all operations and programs to ascertain whether results are consistent with established objectives and goals and whether the operations of programs are being carried out as planned.
- The Audit Chief oversees the audit staff and is responsible for evaluating the adequacy and reasonableness of controls over the entire resources of the department.
- The Audit Chief prepares and administers periodic performance evaluations for audit staff, and provides guidance to staff on their performance of audit work on an ongoing basis including development of staff and succession planning. Assures that audit staff have adequate training opportunities to maintain and enhance their skills in compliance with the A&I Training Policy. Administers personnel duties as needed.
- Performs other routine required tasks related to on-going A&I's audit activities; time reports, travel reports, training, staff meetings, etc.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this 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**

Education Requirements: 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.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and techniques of personnel management and supervision. Methods of auditing through electronic data processing systems. Applications of probability sampling to auditing and program budgeting. Department's Safety, Health, Equal Employment Opportunity, and Labor Relations Program objectives. Organization and management of a broad range of State agencies. Group leadership techniques. Program planning and evaluation. A manager's role in the Equal Employment Opportunity Program and the processes available to meet applicable objectives.

Ability to: Plan, organize, and direct the work of staff engaged in a variety of complex, technical, management audits. Effectively contribute to Caltrans' Equal Employment Opportunity objectives. Work effectively with top level managers of State agencies and other organizations.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. Candidates who meet the qualifications will be admitted into the examination process.

The first step in the examination process is the Position Specific Qualifications Evaluation, which is the appraisal of an applicant's Examination/Employment Application (STD. 678) and Statement of Qualifications. Applicants who achieve a passing score of 70% or higher on the Position Specific Qualifications Evaluation will be invited to the interview portion of the examination. The interview portion of the examination will establish an eligible list including the ranking of each candidate. Candidates will be notified in writing of their examination results.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidate's demonstrated:

1. Knowledge and experience in managing audits to ensure compliance with state and federal laws and regulations relative to the state highway system.
2. Broad and comprehensive knowledge of Caltrans' programs and experience that demonstrates the ability to manage a large and complex statewide program. Ability to develop and maintain strong strategic partnerships with industry, federal, state, local agencies and interested groups.
3. Knowledge and experience in strategic planning and demonstrated understanding of quality management, organizational, and performance measures.
4. Familiarity with federal and state regulations that apply to and impact the work of Caltrans and with the department's mission, vision, goals, programs, and policies.
5. Ability to supervise a multi-disciplinary professional staff, participate in public forums, and represent Caltrans in a consulting and coordinating capacity with other departmental functional areas statewide.
6. Ability to develop and implement organizational improvements or innovations.
7. Ability to effectively apply logic and creativity in decision-making processes and successfully apply motivational and negotiating skills.
8. Excellent communication skills, both verbal and written. Able to effectively interface with internal and external partners and the public, as well as consults with the Assistant Director of Audits and Investigations on sensitive and/or complex issues.
9. Ability to prepare and effectively review comprehensive reports on various aspects of the work, set performance measures to ensure accountability, and adopt effective courses of action to ensure such action occurs

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 16MSP11**
- Faxed or emailed applications will not be accepted.
- A Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply

for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of April 7 , 2016. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Gwen Ling 16MSP11
1727 30th Street, MS-90
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Gwen Ling at (916) 227-7841

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.