



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Associate Management Auditor

Will consider a Staff Services Management Auditor

TENURE: Permanent

TIME BASE: Full-Time

SALARY: Associate Management Auditor: \$5,022 - \$6,604

Staff Services Management Auditor: A \$3,377 - \$4,027

B \$3,484 - \$4,360

C \$4,177 - \$5,491

LOCATION: Sacramento

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES: Under the general direction of the Chief Auditor, the Associate Management Auditor (AMA) will advise the CEC on, and coordinate responses to, internal and external audits; examine organization operations, policies and procedures, and internal and management controls; and appraise the CEC's performance and effectiveness of operations. The AMA will assist the CEC to proactively minimize or avoid future audit findings through tracking mechanisms, effective policy development guidance, and technical assistance. The AMA will additionally complete management analysis assignments.

This position requires independence and proficiency in handling complex analytical assignments and the use of a personal computer on a daily basis. This position may require minimal travel. Duties and responsibilities include, but are not limited to: • Prepare CEC audit responses, corrective action plans, reports, and other documents that are timely, objective, clear, concise and useful to internal and external parties. • Coordinate and facilitate external audit/review/evaluations conducted by state and federal control agencies to ensure all applicable CEC staff are included and that auditors have necessary resources and information. • Conduct reviews, inquiries, or management analysis consistent with the scope and objectives of the assignment. • Conduct all assignments in an objective and independent manner with the highest level of professional quality. • Communicate effectively with internal and external parties during the course of the assignment in regards to the purpose and scope of the assignment, procedures to be conducted, and results of the assignment.

DESIRABLE EXPERIENCE/QUALIFICATIONS:

- Ability to handle highly confidential information
- Ability to act in a tactful and politically sensitive manner; interact professionally with various levels of state officials, such as commissioner's, executive members, representatives, employees and the general public
- Ability to understand, interpret and apply laws, rules, regulation, policies and procedures relevant to federal and state grants, including government audit standards and A-133 audits
- Ability to determine audit objectives and design audit plans and programs to achieve audit goals **(cont'd)**

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- Ability to exercise judgment and creativity in making decisions
- Ability to create digitized charts, schedules, graphs or similar visual aids
- Ability to make effective presentations; communicate effectively orally and in writing using a variety of styles and techniques appropriate for the intended audience
- Ability to prepare comprehensive reports and correspondence

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

Please Note: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #152-375
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

personnelservices@energy.ca.gov