



CAREER EXECUTIVE ASSIGNMENT (CEA) EXAMINATION ANNOUNCEMENT

Are you looking for a different type of state government job? Something with a little more excitement and a more fast-paced and fluid environment? How about an opportunity to be part of one of the most remarkable transportation projects in California's history? The California High-Speed Rail Authority (Authority) is a small and dynamic state agency that is looking for employees who are interested in a challenging but rewarding job opportunity. The Authority is looking for a Chief Auditor that will be responsible for overseeing, planning and directing a variety of technical audit reviews and evaluations of the management controls of the Authority. The reviews and evaluations directed by the Chief Auditor will assist the Board of Directors and the Chief Executive Officer in ensuring that policies, procedures, programs and practices of the Authority comply with laws, regulations and appropriate management practices.

TITLE: Chief Auditor

DEPARTMENT: California High-Speed Rail Authority

LOCATION: Sacramento

OPENING DATE: 08/27/2015

**FINAL FILING
DATE:** 09/9/2015

SALARY: CEA B \$8,985.00- \$10,703.00

*An appointment salary higher than the maximum range for a CEA B may be supported by the Department.

CEA NUMBER: CEA/HSRA1

**JOB
DESCRIPTION:** Under the direction of the Authority's Board of Directors and the Chief Executive Officer, the Chief Auditor serves as a member of the executive team and is responsible for overseeing, planning and directing a variety of technical audit reviews and evaluations of the management controls of the Authority. The reviews and evaluations directed by the Chief Auditor assist the Board of Directors and the Chief Executive Officer in ensuring that policies, procedures, programs and practices of the Authority comply with laws, regulations and appropriate management practices. All work is to be accomplished in accordance with state and federal rules and regulations by using a systematic and disciplined approach.

- Directs and controls the audit functions of the Authority and ensures that internal audit programs are adequate by examining and evaluating organizational operations, internal controls and review of organizational policies and procedures.
- Appraises auditing performance and accomplishments in the execution of agency plans and objectives and evaluate the effectiveness of operations to ensure that predetermined objectives and goals are met and, if not, where improvement can be made.
- Determines scope of internal audit processes/procedures, implements revisions and improvements in order to maximize operating efficiency and effectiveness.
- Oversees audit staff and follows up on findings that result from complex or controversial audits, reviews or investigations to provide quality assurance.
- Represents the Authority and is the point of contact with the Department of Finance, California State Transportation Agency and other external auditing/financial partners

to resolve auditing matters.

- Oversees and directs the auditing of various external contractors to ensure that all contracts are managed successfully in conformance with all applicable laws, regulations and contract terms.
- Advises the executive team of the need for new controls and proposed new audit policies; or their modifications, changes or compliance, based on audit recommendations to ensure that the Authority complies and adheres to state, federal and departmental policies, rules and regulations.
- Writes comprehensive, timely and accurate investigative reports which articulate sound conclusions based on evidence.
- Provides written reports to appropriate executive and senior management.
- Ensures that the Financial Integrity and State Manger's Accountability (FISMA) biannual report is completed and State Administrative Manual Section 20000 audit requirements for the Department of Finance are met.
- Assures compliance with Generally Accepted Government Auditing Standards and Generally Accepted Auditing Standards; assures quality control; monitors and receives activity reports; reviews work and reports.
- Directs the administrative functions of the Audit Division, including but not limited to, hiring new employees and recruiting for position vacancies, approve and sign leave requests, reviews and approves travel claims, rates employee performance and motivates and develops staff to achieve established work performance goals.
- Ensures Equal Opportunity Employment is met by providing leadership and guidance to staff.
- Assures that auditing staff have adequate training opportunities to maintain and enhance their skills.
- Regularly reviews staffing level and workload to ensure that proper auditing coverage is maintained.
- Develops and maintains an effective audit investigation training program.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES:

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative

matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's Equal Employment Opportunity objectives.

These abilities and knowledge are expected to be obtained from broad administration or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

- Ability to work effectively with top level management of State agencies and other external organizations;
- Ability to effectively communicate to groups and individuals on technical issues; plan, analyze, and translate technical results into oral or written format understandable for non-auditors;
- Ability to understand fundamental statistical and sampling methods; assimilate and evaluate technical and procedural input from various sources;
- Experience with developing alternative courses of action and make objective recommendations;
- Experience with internal auditing standards (red book), Government Auditing Standards (yellow book) and other appropriate standards used in performing financial and performance reviews of government programs;
- Proficiency with the following information technology tools: Microsoft (MS) Word, Excel, Internet Explorer and MS Outlook.
- Must understand the importance of meeting business needs through innovative solutions.
- Demonstrated ability to act independently with flexibility and tact.

EXAMINATION INFORMATION

The examination will consist of a review of each candidate's application and Statement of Qualifications. All candidates who meet the minimum qualifications may be admitted to the exam. The desirable qualifications listed on the bulletin will be used as evaluation criteria to score applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the minimum and desirable qualifications.

A passing score of 70%, or higher, must be obtained to establish eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA B, Chief Auditor, Audit Division** with the California High-Speed Rail Authority. Applications will be retained for twelve months.

FILING INSTRUCTIONS:

All interested applicants must submit:

- A completed standard original State application (Form 678) with civil service titles and dates of experience.
- The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications.
- 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).

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

SEND APPLICATIONS TO:

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

California High-Speed Rail Authority
Attention: Human Resources- CEA/HSRA1
770 L Street, Suite 620 MS 4
Sacramento, CA 95814

Sacramento, CA 95816-8037

Application and Statement of Qualifications must be received or postmarked by 5:00 p.m. on **September 9, 2015**. Interagency mail received after this date will not be accepted.

Questions regarding this examination should be directed to: Ashley McGuckin at (916) 227-7850.

**GENERAL
INFORMATION:**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Authority 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 law and rules and all competitors will be notified.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.