



INVESTIGATIVE AUDITOR IV (SPECIALIST), DOJ

EXAM CODE:	3JUAC
DEPARTMENT(S):	DEPARTMENT OF JUSTICE
EXAM TYPE:	OPEN – CONTINUOUS
LOCATION(S):	STATEWIDE
BULLETIN RELEASE DATE:	FRIDAY, JANUARY 26, 2024
BULLETIN CUT-OFF DATE:	FRIDAY, FEBRUARY 9, 2024
SALARY INFORMATION:	\$6,555 - \$8,617*
	<i>*The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.</i>
CLASS & SCHEM CODE:	4224 / JE22

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the 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 the special trust placed in public servants.

CONTINUOUS TESTING

The testing office will accept examination packets continuously throughout the year; however, the packets will only be processed during the current administration period. Generally, this examination is administered **BIANNUALLY**, although this is subject to change based on testing needs. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for **6 MONTHS** from the established list date.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.



SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #10 on the "examination application." You will be notified in writing to determine what assistance can be provided.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of test date. Competitors' eligibility will expire **12 MONTHS** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CUT-OFF DATE

FRIDAY, FEBRUARY 9, 2024

Examination applications (form STD 678) must be postmarked (U.S. mail), personally delivered, or electronically submitted no later than the cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). Applications received without an original signature will be admitted to the exam; however, an original signature must be obtained prior to appointment. Please note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Please note, if using the United States Postal Service for delivery, there is no guarantee that your application will be postmarked and arrive by the cut-off date. If your application does not have a postmark and arrives after the cut-off date, your application will not be accepted into the examination and will be held for the next administration period. Therefore, to ensure timely delivery of your application, it is recommended that you use either electronic delivery, parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date.

APPLICATIONS POSTMARKED, PERSONALLY DELIVERED, OR ELECTRONICALLY SUBMITTED AFTER THE CUT-OFF DATE WILL BE HELD AND PROCESSED IN THE NEXT ADMINISTRATION (PLEASE SEE THE "CONTINUOUS TESTING" SECTION FOR MORE INFORMATION).



MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California state service performing professional investigative auditing duties as an Investigative Auditor III or experience performing professional auditing duties in a class equivalent in level and type to an Investigative Auditor III.

OR II

Four years of increasingly responsible professional investigative auditing experience including at least one year of experience conducting a variety of complex investigative audits. (Experience in California state service applied toward this requirement must include at least one year performing the duties of a class with a level of responsibility equivalent to that of Investigative Auditor III.)

AND

1. Equivalent to graduation from college, with specialization in accounting; or
2. Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law; or
3. Completion of the equivalent of 19 semester hours of course work, including 16 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. (Evidence of successful completion of the curriculum and the prescribed courses must be presented before appointment can be completed.)

DEFINITION OF TERMS

“Performing professional investigative auditing duties as an ...” means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-classes assignment to the class).

“Duties of a class with a level of responsibility equivalent to/in level and type to” means the applicant must have State service experience of appropriate type and length in a class at the same (or higher) level of responsibility, and/or pay as the class specified. The analyst will make the determination if the duties are qualifying.

“Equivalent to graduation from college...” means the applicant must have satisfied the requirements for a bachelor’s degree from an accredited college. The applicant must show a receipt of a bachelor’s degree.

“Professional accounting curriculum” means accounting courses and not those electives that accounting students choose in addition to required courses they are working to obtain an Associate’s Degree or Bachelor’s Degree in Accounting.

POSITION DESCRIPTION

This is the advanced journey or specialist level in this series. Under general direction, incumbents will either (1) as a high level specialist, independently conduct investigative audits of the most difficult and complex types or conduct the most difficult and sensitive field investigations which require the highest level of technical expertise, or (2) serve as a program coordinator responsible for developing policy, plan and procedures for statewide programs such as the asset forfeiture program within the Bureau of Narcotic Enforcement, charitable trust audit programs, white collar crime programs within the Major Fraud Unit, etc.

Positions exist in Los Angeles, Riverside, Sacramento, San Diego, and San Francisco.



EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

TRAINING AND EXPERIENCE QUESTIONNAIRE - 100%

The Training and Experience questionnaire consists of job-related questions designed to assess an applicant's education, training, and experience with performing relevant job duties, as well as the possession of job-related knowledge, skills, and abilities. The exam will be scored using objective, point-based scoring criteria. The exam will be conducted online through a third-party testing platform utilized by the Department of Justice.

The Training and Experience Questionnaire will be administered online typically via a personal computer. Notices to Appear for the exam will be mailed to the address listed on the application. The link for the online Training and Experience Questionnaire will be sent the morning of the exam to the email address listed on your application. If you require reasonable accommodation for the exam, please check the box for question #10 on the STD 678 "Standard Application" submitted as part of your application package. You will then be notified in writing to determine next steps and what assistance can be provided.

TEST DATE

It is anticipated that the test will be conducted the **week(s) of April 15, 2024, and/or April 22, 2024**. Prior to the test administration, applicants will receive a notice in the mail stating the test date and timeframe. Additionally, a web link to the online examination will be emailed. Therefore, please ensure accurate physical and email addresses are listed on the application.

KNOWLEDGE, SKILLS, & ABILITIES

The Training and Experience Questionnaire will measure the following:

KNOWLEDGE OF:

1. Advanced arithmetic, statistics, and their applications.
2. Business and management principles involved in strategic planning, resource allocation, and leadership technique.
3. Economic, auditing, and accounting principles and practices.
4. Electronic databases.
5. Research and information gathering techniques.
6. Spreadsheet and processing software.
7. The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
8. Confidentiality compliance guidelines (e.g., Public Record Act).
9. Laws, rules, and regulations administered by and relevant to the Department of Justice.

ABILITY TO:

1. Analyze large amounts of information to obtain an accurate conceptualization of a complex situation.
2. Apply analytical skills to fraudulent or illegal financial schemes or transactions.
3. Attend to details to come to a sound conclusion.
4. Choose the right mathematical methods or formulas to solve a problem.
5. Combine pieces of information to form general rules or conclusions.
6. Concentrate for extended periods of time.
7. Establish and maintain cooperative working relationships with those contacted in the course of the work.
8. Explain complex terms, concepts, and situations to layperson.



SKILL IN:

1. Communicating effectively verbally and in writing.
2. Developing a plan of action for a project that includes all necessary details and proper order of procedures.
3. Understanding complex points while asking questions when appropriate.
4. Judging the relative costs and benefits of potential actions to choose the most appropriate one.
5. Reading and comprehending written sentences and paragraphs.
6. Communicating with others to obtain information effectively.
7. Understanding the implications of new information for both current and future problem-solving and decision-making.
8. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
9. Using mathematics to solve problems.

ADDITIONAL EXAMINATIONS

BACKGROUND INFORMATION:

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

The information you furnish will be used to help determine your suitability for employment with the Department of Justice.

SPECIAL CHARACTERISTICS

PERSONAL CHARACTERISTICS:

Ability to qualify for a fidelity bond; a willingness to travel away from the headquarters or area office; willingness to work long hours. Applicants for positions with the Bureau of Narcotic Enforcement must also possess a valid driver's license of the appropriate class issued by the Department of Motor Vehicles.

ADDITIONAL DESIRABLE QUALIFICATIONS:

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent education beyond that required under "Minimum Qualifications", and to any prior training and experience in financial investigations.

VETERANS' PREFERENCE

Veterans' preference credits will be awarded in this examination, pursuant to government code section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career credits do not apply for this examination.



APPEAL INFORMATION

Candidates may file an appeal with the State Personnel Board (SPB) within 30 days of the postmarked date of any decision notice (e.g., Minimum Qualifications denial, exam results). Examination appeals are required to meet one of the following grounds to be accepted by the State Personnel Board; (1) fraud; (2) discrimination; (3) erroneous interpretation or application of minimum qualifications (MQs); or (4) a significant irregularity in the examination process. Appeals can be filed online at the website above or mailed to Appeals Division, State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814-4806. Please refer to SPB's website for more information this process at <https://www.spb.ca.gov/appeals/appeals.aspx>

FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)
- Official school transcripts (if applicable to meeting minimum qualifications): *Candidates unable to obtain official transcripts before the cut-off date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.*

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: INVESTIGATIVE AUDITOR IV (SPECIALIST) EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: INVESTIGATIVE AUDITOR IV (SPECIALIST) EXAMINATION
1300 "I" STREET, 1ST FLOOR LOBBY
SACRAMENTO, CA 95814

EMAIL SUBMISSION:

SUBJECT LINE: INVESTIGATIVE AUDITOR IV (SPECIALIST)
EXAMINATION
EMAIL ADDRESS: TSU@DOJ.CA.GOV

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER: 916-210-6021
FAX NUMBER: 916-445-1218
EMAIL ADDRESS: TSU@DOJ.CA.GOV



GENERAL INFORMATION

The Department of Justice 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 candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the test date if they have not received their notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-210-6021, TDD (916) 952-8396.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices (<https://calcareers.ca.gov>), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement 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 the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Tests will be given in such places in California as the number of candidates and conditions warrant or via remote conference or online systems. Tests are not always given where positions currently exist.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire between 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 the ability to work cooperatively with others; and a state of health consistent with the performance of 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.

Interview Scope: If an interview is conducted, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits and fitness as demonstrated in the candidate's response. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) Californian High School Proficiency Examination 3) admission to and completion of work in a recognized college (12 semester units of college-level courses); 4) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 5) business college work: This may be substituted for the required high school education on a year-for-year basis for clerical and accounting classes.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form STD-678. Note: State Employees who meet the above criteria to receive Career Credits must provide their Social Security Number on the application, Page 1 – General Information (STD. 678), to ensure that Three Career Credit Points are added to their final passing test score. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General
Office of Human Resources, Testing & Selection Unit
1300 I Street, Sacramento, CA 95814
916-210-6021

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

