Job Posting: Associate Management Auditor (AMA) or Staff Services Management Auditor (SSMA)

State Controller's Office

JC-180412 - Associate Management Auditor (AMA) or Staff Services Management Auditor (SSMA)
ASSOCIATE MANAGEMENT AUDITOR

$5,406.00 - $7,108.00 per Month

Final Filing Date: 12/9/2019

Job Description and Duties

For more information, go to http://www.sco.ca.gov/eo_about_jobs.html.

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- ASSOCIATE MANAGEMENT AUDITOR
- STAFF SERVICES MANAGEMENT AUDITOR

Additional Documents

- Job Application Package Checklist

Position Details

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<tr>
<th>Job Code #</th>
<th>JC-180412</th>
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<tbody>
<tr>
<td>Position #(s):</td>
<td>051-640-4159-XXX</td>
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<tr>
<td>Working Title:</td>
<td>Associate Management Auditor (AMA) or Staff Services Management Auditor (SSMA)</td>
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<tr>
<td>Classification:</td>
<td>ASSOCIATE MANAGEMENT AUDITOR</td>
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Will Consider:
STAFF SERVICES MANAGEMENT AUDITOR
$3,635.00 - $5,911.00

# of Positions: 4
Work Location: Sacramento County
Job Type: Permanent, Full Time
Facility: Division of Audits

Department Information

To ensure your application is received, candidates are encouraged to submit package online.

If you are using education experience to meet the minimum qualifications of this classification, please attach a copy of your unofficial transcripts or degree.

Special Requirements

Applications received without these documents may not be considered:

- A resume
- Education documentation (or a letter from the university indicating that all graduation requirements have been met)
- A statement of qualifications (SOQ). The SOQ should be clear, concise, and typewritten for ease of reading. Additionally, this document must be no longer than two pages, in 12-point font, single-spaced and on a letter-sized document (8 ½ x 11). The SOQ must address the following:

1. Describe your experience, education, and skills that demonstrate your qualifications.
2. Describe your experience writing reports and making presentations to an audience.
3. Provide an example of a time when you overcame a challenge in a team setting and describe what you learned from the experience.

A notation or reference to other materials such as resumes or application may not be considered and may not substitute for the SOQ.
Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. 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.

Final Filing Date: 12/9/2019

Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

    State Controller's Office
    Attn: Human Resources Office - IG
    300 Capitol Mall 3rd Floor, Ste 300

    Sacramento, CA 95814

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

    Human Resources Office - IG
    300 Capitol Mall 3rd Floor, Ste 300

    Sacramento, CA 95814

Application must be received in HR, postmarked or submitted online, by final date.
08:00 AM - 05:00 PM

Required Application Package Documents
The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Degree and/or School Transcripts
- Statement of Qualifications -

In addition to your application, you are required to submit a statement of qualifications, please see the special requirements section or visit http://www.sco.ca.gov/eo_about_jobs.html for more details.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

**Hiring Unit Contact:**
Audit's Recruitment
(916) 324-5844

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**
SCO EEO Officer
(916) 324-2223

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

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 an objective of the State of California to achieve a drug-free 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.