



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055.

Position: (6095)
Senior Management Auditor

Position #:
917-193-4161-xxx

Salary Range:
\$6,005 - \$7,835

Issue Date:
March 7, 2017

Contact:
Stefanie Reyes
(916) 322-8022
Stefanie.reyes@bscc.ca.gov

Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
March 21, 2017

Individuals who are currently in this classification; eligible for lateral transfer; or reachable on a certification list may apply.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit application package electronically via CalCareers or to the address below:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Application package must include all the required documents. Mailed application must include 917-193-4161-XXX. Incomplete application packages will be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

All types of appointments will be considered, including but not limited to, T&D Appointments.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

In addition to the required State Application (STD 678), applicants must submit a Statement of Qualifications (SOQ) which addresses their experience and/or knowledge that will assist them in succeeding in this position. In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Knowledge of internal auditing standards (red book), Government Auditing Standards (yellow book) and other appropriate standards used in performing financial and performance reviews of government programs.
- Knowledge of grant management, administration, and practices; invoicing and billing systems and practices.
- Understanding of organization and management of State government and agencies; Program planning and evaluation.
- Knowledge of generally accepted auditing techniques, including performance, financial, and compliance auditing.
- Methods of auditing through electronic data processing systems.
- Knowledge of internal controls and risk assessment concepts.
- Able to work effectively with top level management of State agencies and other organizations.
- Able to work effectively and communicate to groups and individuals on technical issues; plan, analyze, and translate technical results into written format understandable for non-auditors; understand fundamental statistical and sampling methods.
- Able to assimilate and evaluate technical and procedural input from various sources; and develop alternative courses of action and make objective recommendations.
- Experience in applying appropriate professional auditing standards.

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. Rev. 11/16



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Scope of Position:

Under general direction of the Deputy Director, Corrections Planning and Grants Programs (CPGP) Division, this position is responsible for providing high-level expertise and management of the Board of State and Community Corrections' (BSCCs) audit program and is responsible for a variety of technical and fiscal reviews and evaluations of the management functions of the BSCC. The reviews and evaluations conducted by the incumbent assist the BSCC Management Team in ensuring that policies, programs, and practices of the BSCC comply with laws, regulations and appropriate management practices.

Further, this position serves as the internal audit and quality control coordinator for federal and state grant funded programs. This position has responsibility for audit, financial, procedural and management duties pertaining to evaluations of the BSCC's grant administration and operations and serves as the BSCC's external audit coordinator. This position works in conjunction with CPGP Field Representatives and CPGP Staff Services Manager I's to ensure effective and efficient CPGP grant administration. Some travel is required.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Plans, Coordinates and Manages Audit Responsibilities:** Acts as an independent fiscal, performance and compliance reviewer for the BSCC Management Team and coordinates audits by outside audit entities. Performs routine and special reviews of plans, programs and activities of the BSCC's operations to ensure that statutory and regulatory provisions requiring adherence to specific guidelines and documentation requirements are met. Conducts reviews and evaluations to examine organizational policies and procedures for efficiency and effectiveness to ensure that programs are accomplishing stated goals and outcomes. Conducts evaluations of BSCC's grant processes to ensure that all requirements are met. Reviews staff work associated with award, administration and post-grant close-out practices to ensure that specific provisions are met throughout the process of qualifying grantees, evaluating proposals and awarding grants. Responsible for evaluating and reporting on the BSCC's ongoing management of grants.

Plan, develop and completes evaluations of CPGP's administration of all grant programs, with a focus on the accounting systems and fiscal oversight procedures and develops reports for the Deputy Director that include determinations and decisions. Evaluations are to encompass the requirements of the Legislature, State Controller, State Treasurer, Department of Finance, CPGP Guidelines and Procedures, and applicable Federal mandates and conditions. Complete or oversee audits and compliance monitoring of CPGP grantees. Develop and maintain management reports documenting the evaluations and outcomes. Advise the Deputy Director and BSCC Management Team of issues related to internal controls, generally accepted accounting principles, and compliance with laws, regulation, policies and procedures. Provide general direction and leadership in planning diverse and complex audits. Ensure quality control of reports, and review and authorize the issuance of audit reports. Work collaboratively with CPGP staff in process improvement strategies. Develop and update policies and procedures. Provide written reports to the Deputy Director

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and BSCC Management Team.

- **Grant Applications, Awards and Mandates:** Review the conditions and requirements of all CPGP grants, develop, maintain and implement procedures to monitor ongoing compliance, and develop and provide management reports to the Deputy Director.
- **External Audit Coordinator:** Coordinate and manage all CPGP audits, develop audit responses and corrective action plans. Confer with federal and state agencies including the Bureau of Justice Assistance, the Office of Juvenile Justice and Delinquency Prevention the State Controller's Office and the California Department of Finance.
- **Other Related Assignments:** Serve as lead staff in the development and use of a grant management system, prepare and provide training for CPGP staff, participate in special projects related to grants management and fiscal accountability, as needed.