



California Public Employees  
Retirement System

**SENIOR PROGRAM AUDITOR (INFORMATION SYSTEMS), CALPERS**  
*(FORMERLY: SENIOR PROGRAM EVALUATOR SPECIALIST (INFORMATION SYSTEMS), CALPERS)*  
**PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)**  
**OPEN EXAMINATION – SPOT: SACRAMENTO COUNTY**  
**EXAM CODE: 5PA19**  
**FINAL FILING DATE: December 18, 2015**

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.

**WHO MAY APPLY** This is an **OPEN – SPOT** examination for the **Public Employees' Retirement System (CalPERS)**. Anyone who meets the minimum qualifications as stated on this announcement may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months.

**HOW TO APPLY**

Applications are available through the internet at <http://www.jobs.ca.gov> and may be delivered in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed **will not** be accepted for any reason. Applications received without the required documents will result in rejection from this examination.

**Deliver in Person: Between 8 am - 5 pm**

CalPERS  
Human Resources Division  
Exam Services Attn: Michelle Gomez  
400 P Street, 3<sup>rd</sup> FL, Room 3260, LPN  
Sacramento, CA 95814

**Mailing Address**

CalPERS  
Human Resources Division  
Exam Services Attn: Michelle Gomez  
P.O. Box 942718  
Sacramento, CA 94229-2718

**PLEASE INCLUDE EXAM CODE 5PA19 ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.**

**FINAL FILING DATE**

**December 18, 2015.** A State Application (STD 678 must be postmarked no later than the final filing date. Applications that are postmarked, personally delivered, or received via interoffice mail after CLOSE OF BUSINESS (5:00 pm) on the final filing date **will not be accepted for any reason.** Applications must have an original signature and will not be accepted via e-mail, internet, or by fax.

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065.

**MONTHLY SALARY RANGE**

Minimum \$6,123     Maximum \$8,048

**POSITION DESCRIPTION AND LOCATION**

The Senior Program Auditor, (Information Systems), CalPERS is the supervisory level in the series of Program Auditor, (Information Systems), CalPERS and is responsible for the CalPERS information systems audit function. The incumbent supervises a staff of Associate Program Auditor, (IS), CalPERS and handles the recruitment, selection, training and evaluation of workload assigned to staff. The incumbent performs unusually difficult, complex or sensitive aspects of information systems audits or reviews and performs enterprisewide information systems risk assessments. Also responsible for the preparation of a comprehensive biennial information systems audit plan and reviewing and advising management on technology issues identified by internal and external auditors. Presents findings of audits, evaluations, and special studies to the CalPERS' Board of Administration and to CalPERS' executive management.

**Positions exist with the California Public Employees' Retirement System in Sacramento.**

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE: All applicants must meet the education and/or experience requirements for this examination by December 18, 2015, the final filing date.**

It is your responsibility to make sure you meet the experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. Resumes will not be accepted in lieu of a completed State Application (STD 678).

**EXAMINATION INFORMATION**

**QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100.00%**

This examination will consist of a Qualifications Panel Interview (QAP). The interview will include a number of predetermined job related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **Candidates who do not appear for the interview will be disqualified.**

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**Special Note:**

CalPERS and the California Department of Human Resources (CalHR) reserve 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 competitors will be notified.

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her state application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

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**MINIMUM  
QUALIFICATIONS**

**NOTE:** All applicants must meet the experience requirements as stated on this examination announcement by the final filing date.

**Either I**

**Experience:** One year of experience in the California state service performing professional information systems auditing duties of a class at a level of responsibility at least equivalent to a Staff Program Evaluator Auditor (IS), CalPERS.

**Or II**

**Experience:** Two years of experience in the California state service performing professional information systems auditing duties of a class at a level of responsibility at least equivalent to an Associate Program Auditor (IS), CalPERS.

**Or III**

**Experience:** Broad and extensive (more than five years) of increasingly responsible experience performing professional auditing, including at least three years' experience in information systems auditing and programming systems analysis of large or complex data processing systems. Experience must have included the preparation of written audit reports and the presentation of recommendations to management. For at least two years, these responsibilities must have included duties at a level equivalent to a Associate Program Auditor (IS), CalPERS. Possession of an advanced degree (master's or doctorate degree) in one of the subjects described in the education requirement may be substituted for the required experience on the basis of a master's degree being equivalent to one year of experience and a doctorate degree equivalent to two years of experience. **AND**

**Education:** A four-year college degree, preferably with a major in accounting, business administration, public administration, economics, mathematics, management information systems, computer sciences, computer programming, or a related field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

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**DEFINITION OF  
TERMS IN MINIMUM  
QUALIFICATIONS**

The words "***performing the duties of...***" means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T&D), or approved out-of-class assignment to the class).

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**EXAMINATION  
SCOPE**

**Knowledge of:**

1. Principles and practices of organizational management.
  2. General accounting and auditing principles and procedures.
  3. Standards of the auditing profession.
  4. Quantitative and cost effectiveness analysis methods.
  5. Principles of information systems.
  6. Computer source languages and processing conventions with large data bases.
  7. Report writer packages.
  8. The financial organization of the department and California State and local government.
  9. Operations and work standards of the office.
  10. Organization and management of public pension fund.
  11. Current trends and problems in public pension fund.
  12. Professional information systems auditing, security and control standards and practices.
  13. Professional internal auditing standards and practices.
  14. Group leadership techniques.
  15. Program planning, development, and evaluation.
  16. Principles and practices of employee supervision, development, and training.
  17. Principles and practices of project management and coordination.
  18. Organizational and management theory.
  19. A supervisor's role in the Equal Employment Opportunity Program and the processes available to employees.
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**Ability to:**

1. Apply the required knowledge.
2. Plan, organize, and direct the work of a staff engaged in a variety of complex information systems audits and reviews.
3. Identify controversial or sensitive issues affecting audits and reviews establish and maintain project priorities.
4. Establish and maintain project priorities.
5. Coordinate, prepare, review, edit, present, and defend written reports.
6. Appear and make presentations before the Board of Administration, committees and executive management.
7. Assess staff performance and develop the skills and abilities of subordinate staff.
8. Effectively contribute to the Department's equal employment opportunity objectives.

**SPECIAL PERSONAL CHARACTERISTICS**

Willingness to travel and work away from the headquarters office and work long and irregular hours; demonstrated ability to act independently; open-mindedness; flexibility; tact; willingness to pursue a course of continuing professional education as prescribed by the Standards for the Professional Practice of Internal Auditing and the Standards for Information Systems Auditing.

**CAREER CREDITS**

Career Credits **will not** be granted in this examination.

**VETERANS PREFERENCE**

Veterans' Preference: 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 veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination. Veterans' Preference is not granted once a person achieves permanent civil service status.

**ELIGIBLE LIST INFORMATION**

A departmental open eligible list will be established for CalPERS. Names of successful competitors will be placed onto the eligible list in order of final scores. Names will remain on the list for a period of **12 months unless** the needs of the service and conditions of the list warrant a change in this period.

**QUESTIONS**

If you have any questions regarding this announcement, please contact CalPERS Exam Services Unit – **Michelle Gomez at (916) 795-9656.**

**BRD: November 20, 2015****Class Code: 4086****Schematic Code: JC55****GENERAL INFORMATION**

**For an examination with a written feature**, it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three days prior to the written test date if he/she has not received his/her notice.

**For an examination without a written feature** it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

**Applications are available** at California Department of Human Resources (CalHR), local offices of the Employment Development Department, the CalPERS personnel office and online at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**CalPERS reserves the rights** 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.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

**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) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at California Department of Human Resources (CalHR) Jobs Center.

**General Qualifications:** Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform 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 appraising experience, more weight will be given to the breadth of experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.

**Career Credits:** Career Credits are granted only in Open, Non-promotional examinations, as follows: 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 provision of Section 4 of the Article VII of the California Constitution, meet all qualification requirements specified by the Board, and have 12 consecutive months of service in an exempt position; and 3) members of the California Conservation Corps who have served one full year 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 pass the examination. Such examinations cannot be for managerial positions as 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 on the Application Form 678. (Section 4 of the Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

**How to Apply For Veterans Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Developmental (GED) Test; 2) completion of 12 semester units of college-level work; 3) 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 4) for clerical and accounting classes, substitution of business college work in a place of high school on a year-for-year basis.

**TDD is Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Service for the Deaf or Hearing Impaired: From TDD Phones: 1-800-735-2929, From Voice Phones: 1-800-735-2922.**

