



Career Executive Assignment C (CEA C), Chief of Internal Audit

Examination

CPUC

California Public Utilities Commission

Exam #: 5UC13

Class Code: 7500

Min. Salary: \$9735/mth

Max Salary: \$11,053/mth

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 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 SERVICE.

HOW TO APPLY

You may access the online application at: <http://www.cpuc.ca.gov/PUC/jobs/>

If you have a disability and need special testing arrangements, mark the appropriate box on question 2 of the "Examination and/or Employment Application." We will contact you to make specific arrangements that are convenient for you in advance of the examination.

FINAL FILING DATE: June 12, 2015

Online applications must be received no later than by the final filing date. The PUC will not accept applications after the final filing date. Do not submit your application to the State Personnel Board (SPB)/California Department of Human Resources (CalHR).

THE POSITION – General Description

NOTE: **PENDING SPB/CalHR APPROVAL. **

The Chief of Internal Audit reports directly to the Commissioners of the California Public Utilities Commission, through an audit subcommittee on Finance and Administration. Incumbent serves as the principal policy maker for evaluating organizational risks and assessing the effectiveness of managerial controls across the breadth of the agency's operations; Responsible for planning, organizing, and directing the work of the department's Internal Audit Unit in conducting organizational risk assessment and sensitive, complex and technical management, operational, information technology, and financial audits; Provides technical advice on effective risk management, sound business processes and internal controls, working directly with the Executive Director, the Deputy Executive Director, Administrative Services, and other CPUC Division Directors and senior management including the Governor's appointed Senior Advisor on CPUC Modernization and Reform; Serves on the CPUC's Director-level Executive Safety Council that oversees the development and implementation of safety policies that are the agency's highest priority; Applies audit standards prescribed by the Standards for the Professional Practice of Internal Auditing, Generally Accepted Auditing Standards, and other government auditing standards; Develops a departmental internal audit plan including purpose, deliverables, and timelines; Serves as a consultant to the Division Directors in the ongoing assessment of risks specific to strategic plan objectives and annual deliverables, as well as the ongoing development and evaluation of performance metrics, targets, benchmarks, and achievements; Performs periodic accounts receivable and/or financial audits as requested by the Deputy Executive Director, Administrative Services, to ensure adequate fiscal internal controls required by the Generally Accepted Accounting Principles (GAAP), the State Administrative Manual, the Management Manual, and other control agencies.

JOB LOCATION

This position is located in San Francisco, CA.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION - MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 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 Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) 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; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, 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 Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of 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 government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

Each candidate's Statement of Qualifications (SOQ) must be in response to these Desirable Qualifications in the order listed below:

1. Principles and standards of independent program and compliance audits, and an understanding of the techniques and processes used in program and performance evaluation.
2. Demonstrated ability to develop, document, recommend, and implement sound and practical best practices that fully address program audit findings.
3. Lead and manage teams demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing a multi-disciplined team reviewing complex and varied programs.
4. Coach and mentor employees to create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.

5. Communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the California Public Utilities Commission effectively both internally, before the legislature, and with the public.
6. Possess a Certified Public Accountant License.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list 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 Chief of Internal Audit with the CALIFORNIA PUBLIC UTILITIES COMMISSION. Applications will be retained for twelve months.

The examination will consist of a review of each candidate's application and Statement of Qualifications. The desirable qualifications listed on the bulletin will be used as the evaluation criteria to screen applications. It is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the desirable qualifications.

FILING INSTRUCTIONS

Applicants who fail to submit the Statement of Qualifications (SOQ) will be eliminated from this examination process.

Interested applicants must submit:

- An online application at: <http://www.cpuc.ca.gov/PUC/jobs/>
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing. The SOQ shall be single-spaced, Times New Roman 12-point font and not to exceed three (3) typewritten pages.
- Resumes do not take the place of the Statement of Qualifications.
- The "Statement of Qualifications" should specifically address the desirable qualifications identified above.

If you have a disability and need special testing arrangements, mark the appropriate box on Question 2 of the "Examination and/or Employment Application (STD 678)." You will be contacted in advance of the examination to make specific arrangements that are convenient to you.

ELIGIBLE LIST INFORMATION

A candidate may only test once in a 12 month period. A list of eligible candidates will be established for the California Public Utilities Commission. Eligibility expires 12 months after it is established.

Questions concerning this position should be directed to Michelle Cooke, Deputy Executive Director, Administrative Services, at 415-703-2163 or e-mail at michelle.cooke@cpuc.ca.gov.

GENERAL INFORMATION

Applications are available at the State Personnel Board office, local offices of the Employment Development Department, and in Human Resources of the California Public Utilities Commission.

If meeting the requirements stated above, you may take this competitive examination. Possession of the entrance requirements does not ensure a place on the eligible list. All candidates passing the examination will be ranked according to scores.

The California Public Utilities Commission reserves the right to revise the examination plan to better meet the needs and service of the Commission. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: Examinations are typically scheduled in San Francisco. However, there are instances when examinations are given in such places in California as the number of candidates and conditions warrant.

General Qualifications: Candidates must 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.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel may consider education, experience, personal development, personal traits, and fitness. 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 the candidate's experience. Evaluation of a candidate's personal development will include consideration of own training needs; plans for self-development; and the progress the candidate has made towards self-development.