



# City of Los Angeles

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City of Los Angeles Personnel Department

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## SENIOR AUDITOR

**Class Code: 1518**

**Open Date: 02-20-15**

**(Exam Open to Current City Employees)**

### **ANNUAL SALARY**

\$68,590 to \$100,244

### **NOTE:**

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

A Senior Auditor assigns, reviews, and evaluates the work of employees engaged in auditing financial records of contractors, City departments and other entities to determine the accuracy of revenue payments to City departments, to verify the status of nonprofit organizations, or to determine compliance with City, State and Federal laws, regulations and mandates; supervises the auditing of City departments to determine the accuracy of departmental accounts and adequacy of internal control and recommends necessary changes in systems and procedures; performs the more difficult audits; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

### **REQUIREMENT**

Two years of full-time paid professional financial auditing experience in a position at the level of Auditor.

### **NOTES:**

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement has been met.
2. Some positions may require a valid California driver's license prior to appointment. Candidates may be disqualified and not eligible for hire if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
3. For qualifying work experience gained outside of the City of Los Angeles, the term "professional experience" applies to positions that require possession of a degree from an accredited four-year college or university in order to obtain that position. Therefore, to be considered "professional", non-City qualifying experience must be gained in positions after obtaining a four-year degree.

### **WHERE TO APPLY**

**Applications WILL ONLY BE ACCEPTED ON-LINE.** When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

### **NOTE:**

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

### **APPLICATION DEADLINE**

Applications must be received by **THURSDAY, MARCH 5, 2015.**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

## **SELECTION PROCESS**

<b>Examination Weights:</b>	<b>Essay</b> .....	<b>Advisory</b>
	<b>Written</b> .....	<b>50%</b>
	<b>Interview</b> .....	<b>50%</b>

In the written test, which will be comprised of multiple-choice questions, candidates may be examined on the following: Generally Accepted Accounting Principles; Generally Accepted Auditing Standards (American Institute of Certified Public Accountants); the Standards for the Professional Practice of Internal Auditing (Institute of Internal Auditors); Generally Accepted Government Auditing Standards (Comptroller General of the United States); principles and practices of commercial, cost and governmental accounting; auditing procedures, including methods used to examine, verify and analyze financial and operating records, statements and reports; the accounting system and financial structure of the City; supervisory principles and practices, including equal employment opportunity principles; the ability to: formulate recommendations based on audit findings; deal tactfully and professionally with City officials, department managers, employees and the public, and other necessary skills, knowledge, and abilities.

At the time of the written test, candidates will be required to respond to an advisory essay problem related to the duties of a Senior Auditor. The advisory essay response will not be separately scored, but will be provided to the interview board members for discussion with each candidate and for consideration in the overall evaluation of the candidate's qualifications. Candidates will receive additional information about the advisory essay when scheduled for the interview.

In the interview, candidates may be examined for knowledge of: Generally Accepted Accounting Principles, Standards for the Professional Practice of Internal Auditing, Generally Accepted Government Auditing Standards, financial structure and accounting system in the City of Los Angeles; emphasis will be placed on: the adequacy of the candidate's technical experience and professional development in providing the skills necessary to direct and conduct audits of governmental, nonprofit, or commercial organizations; the ability to: formulate recommendations based on audit findings, apply sound supervisory techniques, including equal employment opportunity principles; communicate orally; interact effectively with individuals from other departments, agencies or businesses; written communication skills; and other necessary skills, knowledge, and abilities .

Candidates will be notified later by e-mail of the time and location of the written test, which will be administered in a single half-day session on **SATURDAY, APRIL 25, 2015** in Los Angeles.

### **NOTES:**

1. Some positions in this class are required to perform field audits for which incumbents must provide their own transportation. Employees who intend to drive their own vehicle or a City vehicle to satisfy this requirement shall possess a valid California driver's license upon appointment. In those situations where the employee's private vehicle is to be used, the vehicle shall be properly insured for use in City service upon appointment. Mileage will be paid in accordance with established policies.
2. This examination is based on a validation study, and as provided by Civil Service Commission Rule 4.20, the written test will not be subject to candidate inspection.
3. An employee in this class may be required to work a variety of work schedules to include weekend and evening work assignments.
4. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
5. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
6. A final average score of 70% is required to be placed on the eligible list.
7. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
8. Unless otherwise stated, a minimum score of 65% in a weighted written test is necessary in order to be called for subsequent portions of the examination. Candidates filing on a promotional basis will have seniority credits added to their examination grade at the rate of 0.25 of a point for each year of continuous classified City service.

### **THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.