

CAREER LADDER

Manager, Financial & Performance Evaluator

You are eligible to examine for Manager, Financial and Performance Evaluator after one year of experience performing the duties of a class with a level of responsibility not less than that of a Supervisor, Financial and Performance Evaluator or after two years of experience performing the duties of a class with a level of responsibility not less than that of a Finance and Performance Evaluator III.

Supervisor, Financial & Performance Evaluator

You are eligible to examine for Supervisor, Financial and Performance Evaluator after one year of experience performing the duties of a class with a level of responsibility not less than that of a Financial and Performance Evaluator III or after two years of experience performing the duties of a class with a level of responsibility not less than that of a Finance and Performance Evaluator II.

Financial & Performance Evaluator III

You are eligible to examine for Financial and Performance Evaluator III after one year of experience performing the duties of a class with a level of responsibility not less than that of a Financial and Performance Evaluator II.

Financial & Performance Evaluator II

You are eligible to examine for Financial and Performance Evaluator II after eighteen months of experience performing the duties of a class with a level of responsibility not less than that of Financial and Performance Evaluator I, Range B.

Financial & Performance Evaluator I, Range B

You are eligible for appointment to Financial and Performance Evaluator I, Range B, if you meet the minimum qualifications and the criteria for Range B as stated in the Employment Opportunity bulletin.

Financial & Performance Evaluator I, Range A

You are eligible to examine for Financial and Performance Evaluator I, Range A, if you meet the minimum qualifications as stated in the Employment Opportunity bulletin.

THE DEPARTMENT OF FINANCE

By statute the Department of Finance serves as the Governor's chief fiscal policy advisor with emphasis on the financial integrity of the State and maintenance of a fiscally sound and responsible Administration.

Department of Finance Objectives

- To prepare, present, and support the annual financial plan for the State of California
- To serve as the chief fiscal policy advisor to the Governor
- To assure responsible and responsive State resource allocation within resources available
- To foster efficient and effective State structure, processes, programs and performance
- To establish integrity in State fiscal databases and systems
- To support and promote the use of innovative information technologies within State Government



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CAREER OPPORTUNITY

Financial and Performance Evaluator



JOB DESCRIPTION

Financial and Performance Evaluator*

The Office of State Audits and Evaluations (OSAE) assists the Director of Finance in fulfilling the statutory responsibilities for supervision over all matters concerning the financial and business policies of the State and the coordination of internal auditors. The OSAE Unit implements the following:

- Examine financial, budgetary and operational information, systems of internal control, EDP systems and controls;
- Develop policies and programs;
- Approve audit programs used by internal audit units;
- Provide direction and coordination to executive branch organizations performing internal auditing activities;
- Provide audit advice and accounting support as needed by the Director of Finance or other agency officials; and
- Coordinate State agency activities relating to the "Single Audit" in California.

The unit's primary functions are audits of internal controls of State agencies, audits of federal funds reporting compliance, financial audits of Inmate Welfare Funds and insurance companies in conservation and liquidation, coordination of Executive Branch internal auditing, and providing audit and audit advisory services as needed or requested by the Director of Finance or other State agency officials. Assignments may require in-state travel of up to 50 percent annually.

The OSAE Unit is comprised of staff in the Financial and Performance Evaluator (FPE) series. The Financial and Performance Evaluator classification is the entry level to the series. FPEs, initially under close supervision, examine and analyze data; perform detailed program steps; prepare work papers; develop findings with the assistance of supervisors; and prepare point sheets of findings for reports. FPEs may work individually or as part of a team.

By the time FPEs reach Range B, they may develop detailed program steps and implement programs; perform detailed program steps; prepare exit conference summary letters and summary of findings; prepare work papers; and prepare reports.

Staff Development

The OSAE Unit recognizes that appropriate training is mutually beneficial to the unit and the employee. We believe that to effectively and efficiently fulfill its mission as the audit advisor and coordinator for the State Executive Branch, we must strive to fully develop employees' skills and abilities. Staff are provided with Continuing Professional Education at no cost to the employee.

The OSAE Unit offers CPA qualifying experience on a par with private CPA firms in California. OSAE has an internal review committee to review candidates' qualifications for meeting CPA experience requirements prior to submission of their package to the Board of Accountancy. OSAE also offers Board of Accountancy approved in-house Continuing Professional Education training at no cost to the employee.

For additional information or questions regarding the Financial and Performance Evaluator classification, please contact the Department of Finance, Office of State Audits and Evaluations at:

Phone: (916) 322-2985
TDD: (916) 324-6547
e-mail: Janet.Rosman@dof.ca.gov
Internet: www.dof.ca.gov

or write to:

Department of Finance
OSAE
915 L Street
Sacramento, CA 95814
Attn: Janet I. Rosman



* Classification name pending DPA approval.

The Department of Finance provides equal employment opportunity to all regardless of race, color, faith, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.