



The California State Controller's Office

Division Chief

Division of Audits

C.E.A. Classification B – Monthly Salary Range \$10,360 - \$12,341



UNIQUE OPPORTUNITY

This is an outstanding opportunity for an exceptional leader and relationship builder to lead the State Controller's Office (SCO) Division of Audits and assist in achieving their strategic goals. The selected candidate will develop and implement a vision and objectives that adapt the Division of Audits to the rapidly changing nature of work and the public's need for a nimble, creative, and transparent government.

SCO 2020-2022 Strategic Plan Goals

1. Uplift the SCO workforce through agencywide initiatives to improve overall effectiveness.
2. Actively promote financial integrity and accountability for state and local governments.
3. Provide excellent customer service.
4. Deliver core services and products more effectively through innovative business processes and technology solutions.
5. Invest in our employees to create a skilled, motivated, and diverse workforce to reach our highest potential.
6. Enhance communication, transparency, and information sharing.

THE STATE CONTROLLER'S OFFICE

As the chief fiscal officer of California, the fifth largest economy in the world, Controller Betty Yee is responsible for accountability and disbursement of the state's financial resources. Controller Yee also safeguards many types of property until claimed by the rightful owners, independently audits government agencies that spend state funds, and administers the payroll system for state government employees and California State University employees. The Controller is one of eight statewide constitutional officials who are elected every four years in California. The SCO includes the following divisions: Executive Office, Administration and Disbursements Division, Division of Audits,

Information Systems Division, Local Government Programs and Services Division, Personnel and Payroll Services Division, State Accounting and Reporting Division, and the Unclaimed Property Division.

The Division of Audits is responsible for auditing all funds disbursed by the state and all claims presented for payment to SCO. The Division performs independent audits of government agencies that spend state funds and assures the accuracy of local government claims and financial statements submitted to the state and federal government by annually reviewing and revising audit guidelines; reviewing audits performed by independent local auditors under these guidelines; performing field audits of state and federal programs; and reviewing the effectiveness of internal fiscal controls. Additionally, the Division audits highway users' tax funds at local levels, and the allocation and apportionment of local property taxes.

To learn more, please visit: <https://www.sco.ca.gov>.

Vision

The State Controller's Office strengthens California's fiscal and economic standing by protecting taxpayer dollars, promoting transparency, modeling financial integrity, and supporting accountability throughout government.

Mission

The California Controller's Office ensures the state government's monetary resources are independently accounted for and disbursed according to law in a timely manner.

Values

- **Responsible Governance:** Producing results effectively and managing resources efficiently to promote sound governance.
- **Integrity:** Adhering to ethical principles in the delivery of services and products.
- **Customer Service:** Serving our customers promptly, accurately, and respectfully while being responsive to their needs.
- **Innovation:** Promoting flexibility and embracing change in an open and creative manner.
- **Collaboration:** Strengthening our organization through the development of a strong, diverse, and unified workforce of public servants.



THE IDEAL CANDIDATE

Ideal candidates for the Division Chief role will:

- Be strong, empathetic leaders of people committed to team-building and the professional development of staff.
- Accurately assess the effectiveness of current processes and procedures and work collaboratively to implement best practices for a rapidly changing work environment.
- Be visionaries who embrace the new telework landscape and are able to steer staff through the ongoing transition.
- Bring a track record of successfully pushing for and implementing necessary change.
- Possess strong technical capabilities and an established network of industry peers.
- Exhibit exemplary interpersonal and communication skills that promote relationship building, cohesion and a willingness to break down barriers.
- Be committed to transparency, honesty, and building trust and mutual respect.
- Possess an active attest California Certified Public Accountant license with good standing with California Board of Accountancy.

THE POSITION

With general direction provided by the Chief Operating Officer, CEA Level C, this position will plan, organize, direct, and set program initiatives within the Division of Audits on behalf of the State Controller for its statewide audit programs. According to the directions set by the Controller, Chief of Staff, and Chief Operations Officer, this position is expected to oversee the evaluation of expenditures of state and federal funds, consistent with legal guidelines. The Chief of the Division of Audits will serve as the source of audit information for programs administered by the SCO.

Specific essential duties include, but are not limited to:

- Provide leadership and oversight for the SCO audit function while evaluating the appropriateness of the expenditure of both federal and state funds;

- Develop, amend, and implement relevant audit policies;
- Formulate and implement long and short-range goals, plans, and develop strategies related to enhancing program productivity and enforcing the requirements of the law and regulations governing the use of public dollars;
- Develop, monitor, and support performance metrics to assess performance and drive success;
- Support a robust feedback loop with all customers to ensure the Division of Audits stays informed and acts on meaningful input;
- Act as a member of the SCO's senior management structure providing consultative services to the Executive Office and State Controller;
- Negotiate with leadership of auditees in the discharge of responsibilities relevant to compliance, performance, information systems, local education, local government, and nonprofits;
- Establish business relationships to foster trust, professionalism, integrity, and cooperation to effectively achieve the mission, goals, and objectives;
- Represent audit findings as a result of legal proceedings and challenges;
- Oversee and/or participate in the development of audit plans; consider risk-based methodologies, and identify control issues associated with audits scheduled for evaluation;
- Coordinate the efforts of contract assignments to provide audit services to other public sector employment; and
- Travel to various locations for conferences, audit engagement meetings, hearings, and similar functions.

General Qualifications

Candidates must possess essential general qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others.

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; 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; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

COMPENSATION AND BENEFITS

The current monthly salary range for the Division Chief - CEA B is **\$10,360-\$12,341**. The State of California also offers a generous benefits package. Health benefits and leave programs are available for most permanent, full-time employees. Benefit eligibility may depend on length of service and may be subject to collective bargaining

agreements, which are contracts negotiated between the State of California and employee organizations that define employees' wages, hours, and conditions of employment.

PLEASE NOTE: Effective July 1, 2020, in response to the economic crisis caused by the COVID-19 pandemic, the California of Human Resources (CalHR) implemented the Personal Leave Program 2020 (PLP 2020). PLP 2020 directs that each full-time employee will continue to work their assigned work schedule and shall receive a 9.23 percent reduction in pay in exchange for 16 hours of monthly PLP 2020 leave credits. PLP 2020 may end on July 1, 2021.

For more details about employee benefits, visit the [California Department of Human Resources website](#).

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this role is March 5, 2021. Please completely follow all application instructions contained in the job posting and Job Application Package Checklist found here: <https://jobs.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControllId=220295>

For further information, please contact:

CPS HR CONSULTING

Pam Derby
CPS HR Consulting
(916) 471-3126
pderby@cpshr.us

