



# Controller Betty T. Yee

## California State Controller's Office



**Position:** (5536)  
Staff Management Auditor  
(Specialist), SCO

**Position #:**  
051-726-4155-XXX

**Salary Range:**  
\$5,053 - \$6,642

**Issue Date:**  
December 15, 2015

**Contact:**  
Sue Larson  
(916) 576-2445

**Location:**  
FI\$Cal Project Site  
2000 Evergreen St., Ste. 200  
Sacramento, CA 95815

**Final Filing Date:**  
December 29, 2015  
(Statewide)

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State Application and Resume to:**

State Controller's Office  
FI\$Cal Project  
ATTN: Sue Larson  
2000 Evergreen Street; Ste. 200  
Sacramento, CA 95815

**Please write "051-726-4155-xxx" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.**

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

*Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.*

The selected candidate for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055.*

**Scope of Position:**

The Financial Information System for California (FI\$Cal) Project is a matrix organization. The State Controller's Office (SCO), the State Treasurer's Office (STO), the Department of Finance (DOF) and the Department of General Services (DGS) are the Partner Agencies supporting the FI\$Cal Project.

Under the general direction of the SCO FI\$Cal Business Team Lead, the Staff Management Auditor will plan, organize and conduct a variety of work activities associated with the design, configuration, implementation and operational use of the FI\$Cal Project's software. The focus of this position is Governance and Risks.

The implementation of the FI\$Cal Enterprise Resource Planning (ERP) system will fundamentally change the manner and method in which the SCO adjudicates claims. In addition, the audit function covers the receipt and disbursement of all state funds.

The incumbent will work directly with members of the FI\$Cal Project team, FI\$Cal staff and vendor staff. This position is considered a subject matter expert (SME) in SCO's Governance and Risks with regard to the implementation and operational use of the FI\$Cal software.

**Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- The Staff Management Auditor will use all Governance and Risk tools and configuration to develop the audit processes and protocols for FI\$Cal's "requisition to check" business process. Using the audit software's protocols, procedures and capabilities, the incumbent will adapt and implement the audit software's use in the FI\$Cal environment.



# Controller Betty T. Yee

## California State Controller's Office



- The incumbent will develop a set of documented outcomes through a comprehensive set of audit procedures, analysis, evaluation and interpretation that provides SCO the reasonable assurance in auditing claims that satisfies the provisions of Government Codes 925.6 and 12410. They will adapt and implement the audit software's use in the FI\$Cal environment in regard to Governance and Risks.
- The Staff Management Auditor will train other audit staff in the proper and effective use of the audit software in claim adjudication. They will identify, communicate, track and monitor the progress of Governance and Risks issue resolution. The incumbent will meet with high level FI\$Cal staff, stakeholders, vendor staff and any other governmental officials to resolve a variety of routine or non-routine issues relative to audit protocols which require exercising independent action and sound administrative judgment.

### **Desirable Qualifications:**

- Strong leadership skills
- Excellent attendance and dependability
- Ability to motivate others
- Sound organizational skills and a commitment to provide quality customer service
- Flexibility in response to changing priorities and workload
- Tact and good judgment
- Ability to communicate effectively
- Positive attitude