



CALIFORNIA HORSE RACING BOARD

Staff Services Management Auditor

It is the mission of the California Horse Racing Board to ensure the integrity, viability, and safety of the California horse racing industry by regulating pari-mutuel wagering for the protection of the public, promoting horse racing, breeding, and wagering opportunities, and fostering safe racing through the development and enforcement of track safety standards and regulations for the health and welfare of all participants.

TENURE/TIMEBASE:

Permanent/Full time

LOCATION: Sacramento

FILE BY: Until Filled

SALARY: \$3,377.00 - \$5,491.00

Completed Examination/Employment Application (STD. 678) may be submitted electronically via your CalCareers account at www.jobs.ca.gov; hand delivered or mailed to the address below. Resumes may be submitted, but are not required.

HUMAN RESOURCES
CALIFORNIA HORSE RACING BOARD
1010 HURLEY WAY, SUITE 300
SACRAMENTO, CA 95825

All application packages must include **JC-102939** or Position **395-700-5841-001** in the job title section. Application packages must include all the required documents. Incomplete application packages will not be accepted.

Any questions about the position may be directed to Francisco Gonzalez, at (916) 263-6010 or by email FranciscoG@chrb.ca.gov.

ADDITIONAL INFORMATION:

You are eligible to apply if you are on the State Restriction of Appointment (SROA) list for the same or a comparable classification; or a surplus employee in the same or comparable classification; are currently in the Staff Services Management Auditor classification; have reinstatement eligibility; are in a classification comparable and transferable; or on a current Staff Services Management Auditor eligible list and reachable.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony or any gambling-related offense, therefore all employees are subject to a background check.

POSITION DESCRIPTION:

Under close supervision of the Senior Management Auditor, the incumbent performs assigned tasks in the Audits Unit that will develop auditing methods that maximize operations and internal management controls; review organization policies and procedures; evaluate effectiveness of operations in terms of the resources available to the agencies audited; occasional in-state and out-of-state travel required; and perform other duties as needed.

ESSENTIAL FUNCTIONS:

Execute audit and consulting engagements in accordance with Audit Unit plans and needs. Complete preliminary engagement review and analysis to determine required hours to complete each step in the audit planning memorandum. Complete assignments effectively with predetermined budget hours. Recommend to the Senior Management Auditor any needed revisions and updates of the audit plan or approach. Inform the Senior Management Auditor of progress, problems, new review areas, and other factors affecting workload and timeliness of reports. May conduct less complex audits and reviews independently under close supervision of the Senior Management Auditor. Train to review and analyze records in accordance with established audit policies.

Gather, tabulate and analyze data, prepare statistical reports, charts, and analysis of the pari-mutuel handle and race dates for the end of meets reports, annual statistical report, prepare monthly handle reports, and Ad hoc statistical reports as needed. In accordance with Government Audit Standards independently prepare clear, concise, accurate, and complete working papers, findings and reports. Develop the skill sets necessary to secure sufficient evidence that all conclusions and recommendations are supported and meet audit objectives.

Maintain audit files in accordance with established policies. Assist in identifying areas of internal risk and other risk assessment functions. Assist in preparing audit reports, memoranda, and briefing documents related to audits or studies performed. Assist the Senior Management Auditor in improving research tools and technical support for internal audit staff.

REQUIRED/DESIRABLE CHARACTERISTICS:

Knowledge of: Principles and practices of organizational management, accounting, and auditing.

Ability to: Learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government.

THE STATE OF CALIFORNIA IS AN EQUAL EMPLOYMENT 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 SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are 1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).

Final File Date: **Until Filled**
JC-102939 Staff Services Management Auditor 5841

Release Date: **March 7, 2018**

<https://jobs.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=102939>