



FREQUENTLY ASKED QUESTIONS

AUDITOR I AND FINANCIAL INSTITUTIONS EXAMINER EXAMINATIONS

Thank you for your interest in employment with the Department of Business Oversight (DBO). The State of California's hiring process requires you to first take an examination to be eligible to apply for a job. The Auditor I and Financial Institutions Examiner are the DBO's entry level jobs/classifications. Following are frequently asked questions regarding the Auditor I and Financial Institutions Examiner examinations.

For additional information on the State's hiring process and/or to view a current listing of job vacancies and examinations with the State of California, please visit www.jobs.ca.gov

How do I become a State employee?

California has a merit-based civil service selection system. This ensures the State of California hires and promotes people based on job-related qualifications. Before you can work for the State, you need to take and pass an examination for the job/classification (e.g. Auditor I, Financial Institutions Examiner, etc.) you are interested in. You must meet the minimum qualifications (education and/or experience requirements) listed on the examination bulletin of the classification in order to be admitted into the examination. You can only take an examination if you meet the minimum qualifications. If you do not meet the minimum qualifications, you cannot take the examination for that particular classification.

To search for examinations currently being administered by the State, please visit the California Department of Human Resources' (CalHR) website at: www.jobs.ca.gov. Passing an examination means you are eligible to be hired for that particular classification (e.g. Auditor I, Financial Institutions Examiner, etc.). Once you have successfully passed an examination, you will be notified of your score and ranking. Your name will be placed on an eligible list in rank order and will remain there until the eligible list expires, you place yourself inactive, a new examination is administered, or you are hired permanent full-time. Eligible lists are used to fill job vacancies. As your rank becomes reachable, you will be notified of job vacancies and have the opportunity to participate in a hiring interview if you are interested in the job vacancy. This does not mean that you cannot apply for job vacancies unless you are contacted by a State department. If you meet the minimum qualifications for the classification and you have successfully passed the examination, you can apply for any job vacancy in that classification. Remember, you must pass an examination for each classification you want to apply for.

Can anyone compete in the Auditor I and/or Financial Institutions Examiner examination(s)?

As stated above, to compete in an examination you must meet the minimum qualifications (education and/or experience requirements) listed on the examination bulletin of the classification. The Auditor I and Financial Institutions Examiner examination bulletins can be found on CalHR's website at: www.jobs.ca.gov and on DBO's website at: www.dbo.ca.gov/Jobs/examinations.asp. If you meet the minimum qualifications for the Auditor I and/or Financial Institutions Examiner classifications, you are encouraged to apply for the examination(s).

The class specification (job description) also contains the minimum qualifications for admittance into the examination. The class specification is the legal document for the classification and states how the classification is used in general, identifies the knowledge, skills, and/or abilities, minimum qualifications required, and other pertinent classification information. Class specifications (job descriptions) can be found on CalHR's website at: <https://jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx>.

The minimum qualifications for the Auditor I and Financial Institutions Examiner classifications are listed on Page 4 of this document.

How do I apply for the Auditor I and/or Financial Institutions Examiner examination(s) if I meet the minimum qualifications?

You must review the examination bulletin for each classification for specific instructions on "How to Apply".

The Auditor I examination is an open continuous file examination administered by CalHR. You can apply for the examination on-line at: <https://www.jobs.ca.gov/Public/Bulletin.aspx?examCD=0PB01>. (Note: This examination is administered by CalHR. The DBO will not accept applications for the Auditor I examination.)

The Financial Institutions Examiner examination is an open continuous file examination administered by the DBO semiannually (twice a year) at various locations throughout the State including Los Angeles, San Diego, San Francisco, and/or Sacramento. You can apply for the examination by submitting a completed Examination Application (Std. 678) form with supporting documentation (college transcripts) to the DBO's, Human Resources Office-Selection Services Unit, 1515 K Street, Sacramento, CA 95814, by the specific cut-off date (final filing date) listed on the examination bulletin.

The Examination Application (Std. 678) form can be found on CalHR's website at: <https://www.jobs.ca.gov/pdf/std678.pdf> or on the DBO's website at: <http://www.dbo.ca.gov/Jobs/howtoapply.asp>.

What can I do to prepare for the Auditor I and/or Financial Institutions Examiner examination(s)?

As with any examination, it is important to be prepared. While there is no study guide for the Auditor I and/or Financial Institutions Examiner examinations, the more knowledge you have about the examination process as well as the classification, the better prepared you will be during the examination. Following are critical steps to assist you in preparing for an examination:

- Read the entire examination bulletin. Pay special attention to the section titled, "Examination Information." This section will explain what type of examination component will be administered (e.g., Written Test, Qualifications Assessment, etc.). This section will also explain the scope of the examination. The scope identifies the knowledge, skills, and/or abilities required to be successful on the job. It is very important that you are familiar with the knowledge, skills, and/or abilities of the classification because they are the basis for the examination questions.
- Review and study the class specification (job description). This is the legal document for the classification and states how the classification is used in general, identifies the knowledge, skills, and/or abilities required, and lists any other pertinent classification information. Class specifications can be found on CalHR's website at: <https://jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx>.

When will I receive my results/score after taking the Auditor I and/or Financial Institutions Examiner examination(s)?

If you participate in the Auditor I examination administered by the CalHR, you will receive your score on-line upon completion of the on-line Qualifications Assessment process.

If you participate in the Financial Institutions Examiner written examination administered by the DBO, you will receive your notice of results in the mail, six to eight weeks after the written test date.

How do I find out where job vacancies exist after passing the examination(s)?

You may conduct a job vacancy search on CalHR's website at: www.jobs.ca.gov. All State departments post job vacancies on CalHR's website. The DBO also posts its job vacancies on DBO's website at: www.dbo.ca.gov/Jobs/examinations.asp. You must follow the filing instructions for each job vacancy and ensure your application is submitted/postmarked by the final filing date specified on the job vacancy announcement. Please note: To be considered for a job vacancy with the State of California, you must meet the minimum qualifications and either (1) have taken an examination for the particular classification; or (2) be a current State employee; or (3) have worked for the State in a civil service position.

How long is my list eligibility active after passing the examination(s)?

If you are successful in an examination, your name will be placed on an eligible list for the classification tested for, thereby establishing list eligibility. Your list eligibility will expire after a certain timeframe. (This timeframe is specified on the examination bulletin of the classification you tested for and is located on your "Notice of Results" letter.) If you are not hired within that timeframe, you will need to take the examination again to reestablish your list eligibility.

The Auditor I and Financial Institutions Examiner eligibility is one year (12 months).

What does it mean to be in the "top three ranks" on a certification list?

Names on an eligible list are listed in order of rank. Your rank is determined by your score. Candidates in the top three rank classes are considered "reachable" for hire and will be contacted by State departments for job vacancies. As those candidates are hired, decline positions, or become inactive, candidates in lower ranks will move up the list. This does not mean that you cannot apply for job vacancies unless you are contacted by a State department. If you meet the minimum qualifications for the classification and you have successfully passed the examination, you can apply for any job vacancy in that classification.

How do I make changes to an examination application already submitted for the Auditor I and/or Financial Institutions Examiner?

Please contact the DBO's, Selection Services Unit, via e-mail at careers@dbo.ca.gov. Selection Services staff will assist you and/or answer any questions you may have regarding the Auditor I and/or Financial Institutions Examiner examination(s).

For additional information on the State's hiring process and/or to view a current listing of job vacancies and examinations with the State of California, please visit www.jobs.ca.gov.

SEE REVERSE

MINIMUM QUALIFICATIONS

If you meet the minimum qualifications for the Auditor I and/or Financial Institutions Examiner classifications, you are encouraged to apply for the examination(s).

Auditor I Minimum Qualifications:

Either I

Education: Equivalent to graduation from college, with specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting, and business law.

Or III

Completion of the equivalent of 19 semester hours of course work, 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting; and three semester hours of business law. (Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Financial Institutions Examiner Minimum Qualifications:

Either I

Education: Equivalent to graduation from college with a specialization in accounting, business administration, economics, finance or a related business/management specialization. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced or intermediate accounting, auditing, cost accounting, and business law.

Or III

Completion of the equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced or intermediate accounting, auditing, and cost accounting; and three semester hours of business law. (Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

The Department of Business Oversight is an equal 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.