CALIFORNIA HORSE RACING BOARD

JOB OPPORTUNITY FOR
STAFF SERVICES MANAGEMENT AUDITOR

Visit our Website at www.chrb.ca.gov

LOCATION: Sacramento
TENURE/TIMEBASE: Permanent/Full time

FILE BY: Until Filled
SALARY:

Staff Services Management Auditor: (A) $3106-$3596
(B) $3204-$3893
(C) $3841-$4903

HOW TO APPLY:
In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678) to:

ATTN: WENDY MATSUDA
California Horse Racing Board
1010 Hurley Way, Suite 300
Sacramento, CA 95825
(916) 263-6049

MAKE SURE YOU ENTER **JOB OPPORTUNITY –STAFF SERVICES MANAGEMENT AUDITOR 395-700-5841-002** in the Title box of the Standard State Application, Form 678.

POSITION DESCRIPTION:

Under the general direction of the Senior Management Auditor, the incumbent performs assigned tasks in the Audits Unit for the state organization that oversees the horse racing industry and pari-mutuel wagering.

DESIRABLE QUALIFICATIONS:

- Ability to work independently
- Willingness to travel
- Experience in statistical reports, charts, and analysis
- Knowledge of IT systems and databases
- Interest in and/or knowledge of the horse racing industry and law
- Dependable, punctual, and reliable

ADDITIONAL INFORMATION:

You are eligible to apply if:

- You are on a SROA/Surplus list for this classification or a comparable classification and transferable
- You are currently in the classification of Staff Services Management Auditor
- You have reinstatement eligibility
- Reachable on an active eligibility list for Staff Services Management Auditor classification

Applications will be screened and only the most qualified will be interviewed.

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.

Questions regarding the duties of the position may be directed to Francisco Gonzalez at (916) 263-6010.

CALIFORNIA STATE GOVERNMENT*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR 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

Release Date: 10/27/2011

CALIFORNIA HORSE RACING BOARD
STAFF SERVICES MANAGEMENT AUDITOR
DUTY STATEMENT

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

% of Time	Essential Functions
40%	Execute audits in accordance with Audit Unit plans and needs. Complete preliminary analysis review and determine required hours to complete each step in the planning memorandum. Complete assignments effectively with predetermined budgeted 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.
30%	Ensure audit and analysis work is properly supported and sufficient to report on in accordance with audit policies and generally accepted auditing standards.
30%	Gather, tabulate and analyze data and prepare statistical reports, charts and analysis of the pari-mutuel handle and race dates for the following: • End of the Meet Reports • Annual Statistical Report • Ad hoc statistical reports as needed