POLICE PERFORMANCE AUDITOR

Class Code: 1627
Open Date: 12-16-05
Revised: 08-31-07

ANNUAL SALARY

$53,849 to $66,899; $63,537 to $78,947; $75,042 to $93,229; and $92,936 to $115,466

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

A Police Performance Auditor performs professional performance audits and conducts comprehensive procedural and operational audits of Police Department programs, procedures, and activities; analyzes data, prepares audit documents and reports; and performs related duties as assigned.

REQUIREMENTS

1. Graduation from a recognized four-year college or university and two years of full-time paid experience conducting performance, compliance, operations, or program audits in accordance with professional auditing standards.

2. In addition to the regular City Application Form, each applicant is required to submit a Police Performance Auditor Application Supplement at the time of filing. Applicants who fail to submit both the application form and the Application Supplement together will not be considered candidates in this examination and their applications will not be processed.

NOTE:

Designation as a Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), or Certified Governmental Auditing Professional (CGAP) is highly desired, but not required.

WHERE TO APPLY

Applications and Application Supplements WILL ONLY BE ACCEPTED ON-LINE at https://personline.lacity.org/job_app/

NOTES:

1. You will need to have Internet Explorer version 5.5 or above and Acrobat Reader 6.0 or better.

2. Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

This examination may close without prior notice at any time after a sufficient number of applications have been received. For administrative purposes, filing may close periodically and reopen the following workday.

NOTE:

The instructions to candidates regarding completing the Application Supplement online are at the following location: http://www.lacity.org/per/exams/SuppInst.pdf

Submitting the Application Supplement online will expedite the processing of candidate applications. We recommend that you preview the Supplement at http://www.lacity.org/per/exams/1627Sup.pdf prior to completing your online application to ensure you provide yourself with sufficient time to complete both the online application and the Application Supplement.

Once you submit your online application and it appears it meets the bulletin requirements, you will be immediately directed to the online Application Supplement for Police Performance Auditor. At that time, you must follow the prompts and save the Supplement to a hard drive or floppy diskette. You must complete the Application Supplement during that initial session and submit it with the application form. You cannot be considered a candidate in this examination unless both the City application form and the Application Supplement are complete and submitted together.

You will find a link in the online version of the bulletin. If you have any technical problems during the online filing, this link will take you to a web page that will allow you to send us your problem. Personnel Department staff will respond to your communication by e-mail.
SELECTION PROCESS

Examination Weight:  Interview ......................................................................................100%

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis will be placed on the candidate’s experience, training and education as they provide an understanding of the theory, principles and practices of auditing law enforcement organizations, including the methods and procedures used to examine, verify and analyze operation records, statements, and reports; standards for the professional practices of Internal Auditing (Institute of Internal Auditors), Generally Accepted Auditing Standards (American Institute of Certified Public Accountants), and Generally Accepted Government Auditing Standards; the principles of effective management and administration of law enforcement organizations; general research and analytical techniques; principles of organization, methods of analysis including program evaluation, operational auditing, cost-benefit analysis, work measurement, and work simplification analysis; and the ability to apply statistical methods, including qualitative and quantitative analysis and statistical sampling; collect, compile, analyze and interpret data; conduct necessary research, using a variety of research techniques; identify problems and solutions; understand, explain and apply complex legal provisions and contractual requirements related to audit work; communicate orally and in writing in a clear and effective manner; use good judgment, courtesy, and tact when interacting with peer review committee members, personnel involved in the oversight process, elected officials and their staffs, subordinates, other Department employees, and members of the public; and other necessary knowledge and abilities.

At the time of the interview, candidates will be required to respond to an advisory essay problem related to the duties of a Police Performance Auditor. This material will not be scored separately, but will be provided to the interview board members for discussion with each candidate and for consideration in the overall evaluation of the candidate’s qualifications. Candidates may expect the interviewers to discuss this material with them during the interviews.

Candidates will be notified by mail of the date, time and location of the interview, which will be held in Los Angeles.

NOTE:

Candidates will receive additional information about the advisory essay when scheduled for the interview.

NOTES:

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to programs, services, and activities.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. A final average score of 70% is required to be placed on the eligible list.
4. Some positions may require a valid California driver’s license prior to appointment. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
5. A candidate may take this test only once every 365 days during the administration of this examination. Your name may be removed from the eligible list after six months.
6. Your rank on the employment list may change throughout the year as the candidates from other administrations of this examination are merged onto one list.

NOTICE: If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN OPEN COMPETITIVE BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome. Applicants or employees who believe that they have been discriminated against are encouraged to contact the Office of Discrimination Complaint Resolution at (213) 485-8250.