

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant (Mendoza) (Proposed)

CLASSIFICATION:

General Auditor III

POSITION NUMBER:

800-570-4285-005

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

CFSD/System Of Care Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

FPAB/Fiscal /Provisional Audits Unit-LA

SUPERVISOR'S NAME:

Dianna Mendoza

SUPERVISOR'S CLASS:

Supervising Governmental Auditor I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- None
- Other (Explain below)

Must Complete 80 Hours of Continuing Professional Education Units every 2 years  
Fingerprints Required

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED (Check one):**

- None                       Supervisor                       Lead Person                       Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Fiscal/Provisional Audits Unit within the Fiscal and Performance Audits Bureau is to ensure that children placed in Short-Term Residential Therapeutic Program (STRTPs), Foster Family Agencies (FFAs), Transitional Housing Placement -Non Minor Dependents (THP-NMDs) and any other providers who receive Aid to Families with Dependent-Children Foster Care (AFDC-FC) funds are receiving services for which the providers are being paid and to provide assurances for the fiscal integrity of the foster care program.

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**CONCEPT OF POSITION:**

Under the general direction of the Supervising Governmental Auditor I, the General Auditor (GA) III is responsible for conducting audits of STRTPs, FFAs, THP-NMDs and any other providers who receive AFDC-FC funds statewide to determine compliance with the foster care rate and auditing regulations set-forth within state and federal law.

**A. RESPONSIBILITIES OF POSITION:**

35% Conducts on-site and desk provisional and fiscal audits of foster care group home, STRTPs, FFAs, THP-NMDs and any other providers who receive funds under the AFDC-FC program. Verifies the level of services provided by interviewing staff, reviewing personnel and payroll records in accordance with established audit procedures. Reviews program records to determine whether AFDC-FC funds were spent on allowable and reasonable costs, that expenditures have the appropriate documentation, internal controls are adequate, and Board of Directors oversight of program operations is sufficient. Prepares and completes working papers with the aid of a laptop computer.

25% Communicates audit findings, via entrance and exit conferences, to providers, their representatives, county placement agencies, Community Care Licensing Division (CCLD) staff, and other interested parties. Prepares Management Decision Letters, and accompanying worksheets. Performs a peer review of other auditors' reports to ensure quality control.

20% Plans audits in accordance with established audit protocols. Informs providers of the scope of a scheduled audit and request worksheets of reported data performed during an audit period. Reviews preliminary data and worksheets prepared by provider.

15% Defends audit findings during the administrative appeal process. Assists in preparing for and able to present position of audit findings at informal hearings before a Hearing Auditor. Testifies at formal hearings before an Administrative Law Judge to defend audit findings. Consults with legal staff regarding audit issues.

5% Communicates audit policies and procedures to providers, their representatives, and the general public. Prepares informational letters and notices. Assists in conducting training sessions, upon request. Performs other duties as required.

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B. SUPERVISION RECEIVED:

The GA III receives general direction from the Supervising Governmental Auditor I. Acts as a lead auditor and independently performs such tasks as, assigns, coordinates, and reviews the work of a team of auditors during the field audit; provides a final review of point sheets and audit reports to assure consistency with applicable laws and regulations, CDSS policy, and generally accepted government auditing standards; may be required to assist in training new auditors

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The GA III has daily contact with foster care providers; routine contact with other CDSS staff such as, staff from Foster Care Rates Bureau, Financial Audits Unit, CCLD, and county placement agencies.

E. ACTIONS AND CONSEQUENCES:

The GA III evaluates the financial condition of non-profit corporations (foster care group homes, STRTPs, FFAs, THP-NMDs, etc.) who receive funds under the AFDC-FC program to ensure that providers serving children in foster care comply with State and federal laws and regulations and with auditing and reporting standards and ensure that program funds are spent on allowable, reasonable and supported costs with a programmatic purpose. If costs are not allowable, reasonable, and supported with a programmatic purpose, the GA III determines the disallowed costs, which the non-profit corporation will be required to repay, once the disallowed costs are sustained.

F. OTHER INFORMATION:

The GA III travels to the STRTP, FFA, THP-NMD, etc.'s field site to conduct audits located primarily throughout Southern California, but could also conduct desk audits and work in state offices or other sites determined by the CDSS. Field audits generally require 25 percent travel throughout the state and may require as much as 50 percent travel.

The GA III must have the ability to identify and resolve complex issues, be detail oriented, and be able to work well independently or as a team member. In addition, the GA III must adhere to the existing laws and regulations pertaining to confidentiality of information and apply the appropriate levels of discretion as needed.

The GA III should have a working knowledge of accounting and auditing concepts, procedures, standards, and principles as applicable to the AFDC-FC and non-profit corporation environments.