

## DUTY STATEMENT

Class Title <b>Auditor I</b>	Position Number 806-206-4175-xxx
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit	
Section <b>Burbank</b>	
Branch <b>Financial Audits Branch</b>	
Division <b>Audits and Investigations</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Auditor I is the entry and initial working level of the Health Program Auditor series. Travel of up to 15% is required. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required.

**Supervision Received:** Under the supervision of the Health Program Audit Manager I.

**Supervision Exercised:** None

**Description of Duties:** The Auditor I is the entry and initial working level of the Health Program Auditor series.

### Percent of Time      Essential Functions

85%	The Auditor I is the trainee and initial working level of the Health Program Auditor series. The Auditor I assists with compliance, financial and/or management audits. These audits are a combination of in-house desk audits and field audits, generally in the acute care or long term care program areas, but they may also include audits in the public health or rural health clinic program areas. Typical audit procedures include review and verification of total revenue and expense accounts, balance sheet accounts, statistical data, cost allocation bases, and the preparation of audit working papers. After accumulating experience, the Auditor I is expected to independently conduct less difficult or routine audits where no problems are anticipated and in-depth testing is not required. Travel of up to 15% is required. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required.
10%	Assists the lead auditor in the completion of audit reports, which includes preparing supporting schedules and charts, and independent preparation and submission of reports for assigned phases of an audit. Attends audit entrance and exit conferences with the lead auditor.

### Percent of Time      Marginal Functions

5%	Attends meetings and/or interviews with staff of the facility audited, Departmental staff, and state program representatives. Performs other related duties that are within the scope of this
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classification, as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>HPA II</b>	Position Number 806-206-4254-xxx
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit  	
Section <b>Burbank</b>	
Branch <b>Financial Audits Branch</b>	
Division <b>Audits and Investigations</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Health Program Auditor II is viewed as the transitional level between the entry level Auditor I and the working level Health Program Auditor III. Travel of up to 15% is required. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required.

**Supervision Received:** Under the supervision of the Health Program Audit Manager I.

**Supervision Exercised:** None

**Description of Duties:** Performs audits of acute care, long term care, managed care, public health and rural health clinic programs.

**Percent of Time      Essential Functions**

80%      With limited supervision conducts compliance, financial and/or management audits of moderate difficulty which are beyond the scope of an initial cursory review. These audits may be in the acute care, long term care, managed care, public health and rural health clinic program areas and may also include special audits made at the request of Department or Branch management. Typical audit procedures include review and verification of total revenue and expense accounts, balance sheet accounts, statistical data, cost allocation bases and evaluation of management operations. Completes financial and/or management audit reports including the preparation of supporting schedules and charts. Travel of up to 15% is required. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required.

10%      Conducts audit entrance and exit conferences with staff of the entity that was audited.

**Percent of Time      Marginal Functions**

5%      Conducts meetings and/or interviews with staff of the facility audited, Department management staff, and various state program representatives. Confers with public

accountants about complex accounting and management issues.

5%

Presents and supports audit findings during informal appeal conferences and/or formal appeal hearings and gives testimony as required. May be required to compute revised audit settlements after appeal decisions are issued. Performs other related duties that are within the scope of this classification, as required.

Employee's signature	Date
Supervisor's signature	Date

## DUTY STATEMENT

Class Title <b>Health Program Auditor III</b>	Position Number 806-206-4252-xxx
COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Unit  	
Section <b>Burbank</b>	
Branch <b>Financial Audits Branch</b>	
Division <b>Audits and Investigations</b>	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** Performs the more complex and difficult financial and/or management audits with limited supervision. Travel of up to 15% is required. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required.

**Supervision Received:** Under the direction of the Health Program Audit Manager I

**Supervision Exercised:** None

**Description of Duties:** Audits may be in the acute care, long term care, managed care, public health and rural health clinic program areas and may also include special audits made at the request of Departmental or Branch management. Performs preliminary and detailed audit work.

**Percent of Time      Essential Functions**

55%      Performs the more complex and difficult financial and/or management audits under direction. These audits may be in the acute care, long term care, managed care, public health and rural health clinic program areas and may also include special audits made at the request of Departmental or Branch management. Performs preliminary and detailed audit work. Assists in developing and adapting standard audit programs to accomplish the audit objectives as required by the assignment. Performs as a lead auditor when the audit requires the use of additional audit staff, organizes and scopes the audit, delegates work assignments, directs and inspects the work of subordinates, and reviews the resulting working papers and audit exceptions. Attends exit conferences relating to audits performed. Prepares financial or management audit reports. Travel of up to 15% is required. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required.

15%      Provides expert testimony and justifies disputed audit findings at informal appeal hearings and formal appeal conferences. May be required to compute revised audit settlements after appeal decisions are issued.

- 10% It is responsible for assisting the HPAM I in providing Auditors I and HPAs II with on-the-job training.
- 10% May be requested to assist in preparing Unit production plans, program development, audit schedules, and may act as a team leader and provide technical guidance to subordinate auditors. May also be required to assist in the review of audit working papers.

**Percent of Time Marginal Functions**

- 5% HPAs III may assist the HPAM I in developing, implementing and/or conducting Core and Continuing Education training.
- 5% Performs other duties as required by the HPAM I or the HPAM II. Performs other related duties that are within the scope of this classification, as required.

Employee's signature	Date
Supervisor's signature	Date