

**Duty Statement**

Classification: Auditor I	
Working Title: Auditor I	
Program: Audits & Investigations	
Division: Contract and Enrollment Review Division	Branch: Contract and Enrollment Review East
Section: Santa Ana	Unit: II
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 806-105-4175-XXX
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 5 Per Week
Bilingual Fluency: <input type="checkbox"/> Yes <input type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and, adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p><b>Job Summary:</b></p> <p>The Auditor I is the entry and initial working level of the Health Program Auditor series. Travel of up to 20% is required. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required.</p>	
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

<b>Description of Duties:</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>85%</b>	The Auditor I is the trainee and initial working level of the Health program Auditor (HPA) series. The Auditor I assists in the medical and/or management field audits of Medi-Cal providers and Medi-Cal managed care contracted providers. Audits include the examination of purchasing and other financial business records to determine compliance with department requirements and to identify if program overpayments have occurred. The Auditor I may participate in unannounced drop-in reviews of newly enrolled providers to determine compliance with Medi-Cal regulations for ongoing business. Audit work is typically performed at the providers location which requires extended travel and overnight stays. Travel of up to 20% is required. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required.
<b>10%</b>	Assists in the preparation of financial and management reports, which includes preparing supporting schedules and charts. Conducts meetings/interviews with audited facility staff, Department management staff, and various state program representatives.

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>% Of Time</b>	<b>Marginal Functions</b>
<b>5%</b>	Other duties as required.

**Duty Statement**

Classification: Health Program Auditor II	
Working Title: Health Program Auditor II	
Program: Audits & Investigations	
Division: Contract and Enrollment Review Division	Branch: Contract and Enrollment Review East
Section: Santa Ana	Unit: II
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 806-105-4254-XXX
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 5 Per Week
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and, adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p><b>Job Summary:</b></p> <p>Under direction of a Health Program Audit Manager I, independently conduct federal and state mandated health program related audits of moderate difficulty. The HPA II performs technical management and financial audits of non-institutional providers or under the lead of a Health Program Auditor III conduct portions of more complex audits. Overnight travel is routinely required and statewide travel including overnight and/or weekend stays may be required as audit work is typically performed at the providers' location, up to 20%.</p>	
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

<b>Description of Duties:</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>85%</b>	The HPA II assists in the medical and/or management/financial field audits of non-institutional Medi-Cal providers including durable medical equipment providers, pharmacies, secondary suppliers, non-emergency medical transportation providers, physicians and other related health care providers. Audits include the examination of purchasing and other financial business records to determine compliance with Department requirements and to identify if program overpayments have occurred. The HPA II conducts unannounced drop-in reviews of new Durable Medical Equipment providers and other applicants to the Medi-Cal program to determine compliance with Medi-Cal regulations for ongoing business. The HPA II may also participate in the fiscal and management audits of the Family PACT program, Child Health Disability and Prevention (CHDP) program and other related health care programs. Overnight travel is routinely required and statewide travel including overnight and/or weekend stays may be required as audit work is typically performed at the providers' location, up to 20%.
<b>10%</b>	Assists in the preparation of financial and management reports, which includes preparing supporting schedules and charts. Provides expert testimony at hearings related to disputed audit findings. Conducts meetings/interviews with auditees and staff, Department management staff, and various state program representatives.

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>% Of Time</b>	<b>Marginal Functions</b>
<b>5%</b>	Other duties as required.

**Supervision Received:** Under Direction**Of the (enter supervisor classification):** Health Program Audit Manager I**Supervision Exercised: (check all that apply)**  Non-Supervisory Classification / None Clerical Staff Analytical Staff Technical Staff Professional Staff Supervisory Staff Managerial Staff**Special Requirements:** Medical Evaluation /Clearance Typing Certificate Valid Driver's License Background Check / Finger Printing Clearance Valid Professional License (please specify): \_\_\_\_\_**Desirable Qualifications:****Working Conditions (Check all that apply):**

Prolonged Periods of:

 Standing  Sitting  Kneeling  Bending

Travel May be Required:

 Occasional  Over Night

Requires Lifting of Heavy Objects up to: \_\_\_\_\_

**Acknowledgements:****Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement as of \_\_\_\_\_.**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

**Supervisor Acknowledgement:** I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date:





**Duty Statement**

Classification: Health Program Auditor III	
Working Title: Health Program Auditor III	
Program: Audits & Investigations	
Division: Contract and Enrollment Review Division	Branch: Contract and Enrollment Review East Branch
Section: Santa Ana Section	Unit: II
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 806-105-4252-015
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 5
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and, adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p><b>Job Summary:</b></p> <p>The Health Program Auditor III (HPA III) performs the most difficult and complex individual and team audits and reviews of non-institutional providers and compliance audits of pharmacies. Incumbent participates in audits or reviews of highly focused and specialized areas of provider types and/or of the services rendered. The auditor will be developing new audit procedures and methodologies for the field sections' audits of new areas of potential fraud using statistical sampling techniques. Provides audit-related support services for technical, professional and research staff. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required, up to 20%.</p>	
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

<b>Description of Duties:</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>65%</b>	Develops and performs various analytical and audit procedures involved in the detection and audits of fraud and abuse in the Medi-Cal program. This includes auditing defined samples developed by the research staff in order to establish the potential fraud and abuse present in a specific provider type or service area. The incumbent will be required to report their audit findings so that the results can be extrapolated to the sample population; and, the potential magnitude of the problem, including fraud, waste, and abuse, can be evaluated and quantified. Prepare working papers and audit reports to support audit findings and conclusions for use by internal and external users. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required, up to 20%.
<b>15%</b>	Prepare reports/briefings to management identifying audit findings, audit trends, and potential for fraud, waste and abuse based on the results of audited samples and pharmacy audits. Analyze statutes, regulations, policies and procedures as they pertain to program activities.
<b>15%</b>	Participates in auditing the sample selected in the Medi-Cal Payment Error Study (MPES). Correspond with other governmental agencies as needed. Attend meetings and training as required.

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>% Of Time</b>	<b>Marginal Functions</b>
<b>5%</b>	Other duties as required.

