

Duty Statement

Classification: Auditor I	
Working Title: Auditor I	
Program:	
Division: Financial Review Inpatient Division	Branch: Inpatient Financial Review South Branch
Section: Burbank	Unit:
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 806-206-4175-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 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>Job Summary:</p> <p>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 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>	

Description of Duties:	
% Of Time	Essential Functions
80%	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. 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.
5%	Attends meetings and/or interviews with staff of the facility audited, Departmental staff, and state program representatives.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required.

Supervision Received: Under Supervision

Of the (enter supervisor classification): _____

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 II	
Working Title: Health Program Auditor II	
Program:	
Division: Financial Review Inpatient Division	Branch: Inpatient Financial Review South Branch
Section: Burbank	Unit:
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 806-206-4254-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>Job Summary:</p> <p>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 including overnight and/or weekend stays.</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>	

Description of Duties:	
% 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 including weekend stays may be required.
10%	Conducts audit entrance and exit conferences with staff of the entity that was audited.
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. 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.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required.

Supervision Received: Under Supervision

Of the (enter supervisor classification): HPAM I

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None

<input type="checkbox"/> Clerical Staff	<input type="checkbox"/> Analytical Staff	<input type="checkbox"/> Technical Staff
<input type="checkbox"/> Professional Staff	<input type="checkbox"/> Supervisory Staff	<input type="checkbox"/> 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: <input type="checkbox"/> Standing <input checked="" type="checkbox"/> Sitting <input type="checkbox"/> Kneeling <input type="checkbox"/> Bending Requires Lifting of Heavy Objects up to: _____	Travel May be Required: <input checked="" type="checkbox"/> Occasional <input checked="" type="checkbox"/> Over Night
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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:
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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:
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Duty Statement

Classification: Health Program Auditor III	
Working Title: Health Program Auditor III	
Program:	
Division: Financial Review Inpatient Division	Branch: Inpatient Financial Review South Branch
Section: Burbank	Unit:
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 806-206-4252-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>Job Summary:</p> <p>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 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>	

Description of Duties:	
% Of Time	Essential Functions
65%	Performs the more complex and difficult financial and/or management audits under direction of the HPAM I. 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 audit team members 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 including overnight and/or weekend stays.
10%	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%	Responsible for assisting the HPAM I in providing the Auditor I and HPA II's with on-the-job training.
5%	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 audit team members. May also be required to assist in the review of audit working papers.
5%	HPA III may assist the HPAM I in developing, implementing and/or conducting Core and Continuing Education training.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as required.

Supervision Received: <u>Under Direction</u>		
Of the (enter supervisor classification): <u>HPAM I</u>		
Supervision Exercised: (check all that apply) <input checked="" type="checkbox"/> Non-Supervisory Classification / None		
<input type="checkbox"/> Clerical Staff	<input type="checkbox"/> Analytical Staff	<input type="checkbox"/> Technical Staff
<input type="checkbox"/> Professional Staff	<input type="checkbox"/> Supervisory Staff	<input type="checkbox"/> Managerial Staff
Special Requirements:		
<input type="checkbox"/> Medical Evaluation /Clearance	<input type="checkbox"/> Typing Certificate	<input type="checkbox"/> Valid Driver's License
<input type="checkbox"/> Background Check / Finger Printing Clearance		
<input type="checkbox"/> Valid Professional License (please specify): _____		
Desirable Qualifications:		
Working Conditions (Check all that apply):		
Prolonged Periods of:		Travel May be Required:
<input type="checkbox"/> Standing	<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Kneeling
<input type="checkbox"/> Bending	<input checked="" type="checkbox"/> Occasional	
Requires Lifting of Heavy Objects up to: _____		<input checked="" type="checkbox"/> Over Night

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: _____