

Duty Statement

Classification: Auditor I		
Working Title: Auditor I		
Program: Audits and Investigations		
Division: Financial Review - Outpatient and Behavioral		Branch: Outpatient Financial Review Branch
Section: Federally Qualified Health Center/Rural Health		Unit: V
Office Location: 7112 North Fresno Street, Suite 200, Fresno, CA 93720		
COI Classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CBID: R01 Position Number: 806-218-4175-021
Telework Eligible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week)
Bilingual Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; 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. Up to 15% of statewide overnight travel is required depending on the location of the audit(s) assigned.</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
45%	The Auditor I is the trainee and initial working level of the Health Program Auditor series. The Auditor I assist with compliance and financial related desk and field audits and reconciliations of Federally Qualified Health Centers (FQHCs) and Rural Health Clinics (RHCs). Generally the audits are related to reviewing total costs and revenues, including but not limited to; trial balance, general ledger and accounts, statistical data, cost allocation bases, managed care and third party payments, capitalized assets and depreciation schedules, encounter data and face to face visits, and productivity standards.
20%	The Auditor I will learn to prepare audit working papers and schedules supporting the audit work performed and audit adjustments. The Auditor I will be under a training mode, however, as they learn and gain experience, they will be expected to independently conduct less difficult or routine audits and complete audit procedures with less questions and problems. Up to 15% of statewide overnight travel is required depending on the location of the audit(s) assigned.
20%	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; as well as proof reading and compute checking. Attends audit entrance and exit conferences with the lead auditor.
10%	Attends meetings and/or interviews with staff of the entity being audited, consultants, and other governmental 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 by 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
 Requires Lifting of Heavy Objects up to: _____
 Travel May be Required: Occasional Over Night

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

HRD Analyst Name:	HRD Analyst Signature:	Date:
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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 II			
Working Title: Health Program Auditor II			
Program: Audits and Investigations			
Division: Financial Review - Outpatient and Behavioral		Branch: Outpatient Financial Review Branch	
Section: Federally Qualified Health Center/Rural Health		Unit: V	
Office Location: 7112 North Fresno Street, Suite 200, Fresno, CA 93720			
COI Classification:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	CBID: R01
			Position Number: 806-218-4252-021
Telework Eligible:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week)
Bilingual Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; 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 Federally Qualified Health Center Section is responsible for the Federally Qualified Health Centers (FQHC's) and Rural Health Clinic (RHC's) programs. The HPA II is a transitional level between a Auditor I and the working class level of HPA III. Up to 20% of statewide overnight travel is required depending on the location of the audit(s) assigned.</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
45%	With limited supervision conducts compliance and financial related desk and field audits and reconciliations of Federally Qualified Health Centers (FQHCs) and Rural Health Clinics (RHCs) of moderate difficulty which are beyond the scope of an initial cursory review. Generally the audits are related to reviewing total costs and revenues, including but not limited to; trial balance, general ledger and accounts, statistical data, cost allocation bases, managed care and third party payments, capitalized assets and depreciation schedules, encounter data and face to face visits, and productivity standards. Up to 20% of statewide overnight travel is required depending on the location of the audit(s) assigned.
30%	Completes financial and/or management audit reports including the preparation of supporting schedules and charts. Conducts audit entrance and exit conferences with staff of the entity that was audited.
10%	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.
10%	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 by 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
 Requires Lifting of Heavy Objects up to: _____
 Travel May be Required: Occasional Over Night

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Duty Statement

Classification: Health Program Auditor III			
Working Title: Health Program Auditor III			
Program: Audits and Investigations			
Division: Financial Review - Outpatient and Behavioral		Branch: Outpatient Financial Review Branch	
Section: Federally Qualified Health Center/Rural Health		Unit: V	
Office Location: 7112 North Fresno Street, Suite 200, Fresno, CA 93720			
COI Classification:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	CBID: R01 Position Number: 806-218-4254-XXX
Telework Eligible:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; 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>Under the supervision of the Health Program Audit Manager I, the Health Program Auditor III is a journey level auditor in Federally Qualified Health Center Section (FQHC)/Rural Health Clinics audit section. Performs the more complex and difficult financial and/or management audits with limited supervision. Up to 15% of statewide overnight travel is required depending on the location of the audit(s) assigned.</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
40%	Reviews rate setting cost reports to determine that the reports are appropriately completed and meet cost report submission requirements to be accepted as a valid rate setting cost report that will be scheduled for audit. Reviews reconciliation requests to determine that the requests are appropriately completed and meet cost report submission requirements and performs preliminary analysis which includes comparing claims payment data reports from the Medi-Cal fiscal intermediary against the claims information report by the FQHC/RHC to determine whether a TRA can be completed. If a TRA can be completed, the HPA III calculates the TRA payment utilizing the claims payment data.
30%	Conducts rate setting audits of FQHCs/RHCs to determine the prospective payment system (PPS) rate and CSOSR audits to revise the PPS rate based on changes in costs resulting from changing or adding services, moving and relocation, etc. Typical audit procedures include, but are not limited to; reviewing and reconciling the general ledger/trial balance to the general ledger accounts and balance sheet, verifying total revenue and expense accounts, reviewing the capital accounts and depreciation schedules, reviewing the allocation methods and the cost allocation basis/statistical data, personnel and payroll records, medical staff productivity standards, and patient records/claims to support the visits billed to the Medi-Cal Program. The HPA III prepares working papers and various spreadsheets/schedules to document and support the audit work performed and the audit adjustments; performs research to identify the appropriate laws and regulations to support the audit adjustments; conducts interviews with FQHC/RHC staff; conducts entrance and exit conferences; and prepares the audit reports and related schedules, and prepares action notices for the FI to make the final Medi-Cal settlement. The results of the Acute Hospital, FQHC, or RHC audits and appeal determinations. Up to 15% of statewide overnight travel is required depending on the location of the audit(s) assigned.
20%	Prepares position statements for audit adjustments made in rate setting audits and CSOSR audits that are appealed by the FQHCs/RHCs. The HPA III is required to conduct research to determine if prior appeal issues apply and can be used to support the audit adjustment; draft the position statement explaining the rationale and statutory authority for the audit adjustment and attach the supporting working papers and relevant documentation; testify and represent FQHC/RHC at the informal appeal hearing; and work with the Office of Legal Services in formal appeal hearings, etc. Answer FQHC/RHC inquires related to TRAs, rate setting cost reports and change of scope of service requests.
5%	Attend staff meetings; work on special projects, and train Auditor Is on audit procedures related to TRAs, rate setting audits, and CSOSR audits.

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

Supervision Received: Under Supervision by 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
 Requires Lifting of Heavy Objects up to: _____
 Travel May be Required: Occasional Over Night

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Duty Statement

Classification: Staff Services Management Auditor		
Working Title: Staff Services Management Auditor		
Program: Audits and Investigations		
Division: Financial Review - Outpatient and Behavioral		Branch: Outpatient Financial Review Branch
Section: Federally Qualified Health Center/Rural Health		Unit: V
Office Location: 7112 North Fresno Street, Suite 200, Fresno, CA 93720		
COI Classification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CBID: R01 Position Number: 806-218-5841-XXX
Telework Eligible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; 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 Staff Services Management Auditor (SSMA) is the entry and initial working level of the Management Auditor series. Up to 15% of statewide overnight travel is required depending on the location of the audit(s) assigned.</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
45%	The Staff Services Management Auditor (SSMA) is the trainee and initial working level of the Management Auditor series. The SSMA assists with compliance and financial related desk and field audits and reconciliations of Federally Qualified Health Centers (FQHCs) and Rural Health Clinics (RHCs). Generally the audits are related to reviewing total costs and revenues, including but not limited to; trial balance, general ledger and accounts, statistical data, cost allocation bases, managed care and third party payments, capitalized assets and depreciation schedules, encounter data and face to face visits, and productivity standards. The Auditor I will learn to prepare audit working papers and schedules supporting the audit work performed and audit adjustments. The Auditor I will be under a training mode, however, as they learn and gain experience, they will be expected to independently conduct less difficult or routine audits and complete audit procedures with less questions and problems. Up to 15% of statewide overnight travel is required depending on the location of the audit(s) assigned.
40%	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; as well as proof reading and compute checking. Attends audit entrance and exit conferences with the lead auditor.
10%	Attends meetings and/or interviews with staff of the entity being audited, consultants, and other governmental 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 by 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
 Requires Lifting of Heavy Objects up to: _____
 Travel May be Required: Occasional Over Night

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