



## ANNOUNCEMENT FOR OPEN TESTING

### Health Program Auditor IV

Final Filing Date: **February 3, 2020**

Bulletin Release Date: January 6, 2020

JF16 - 4249 OHA01

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

**HOW TO APPLY:** To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf>, and may be filed in person or by mail with:

**By Mail:**

DEPARTMENT OF HEALTH CARE  
SERVICES  
Human Resources Branch  
Selection Unit  
P.O. BOX 997411, MS 1300  
Sacramento, CA 95899-7411

**In Person:**

DEPARTMENT OF HEALTH CARE  
SERVICES  
Human Resources Branch  
Selection Unit  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814

**Phone Number:** (916) 345-7237

***DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF  
HUMAN RESOURCES (CalHR)***

**FINAL FILING DATE:** Applications (Form STD. 678) must be submitted by **February 3, 2020**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

**SALARY RANGE:** \$5,655 - \$7,435 per month.

**POSITION DESCRIPTION:** This is the advanced journey or specialist level. Positions at this level are characterized by assignment of only the most complex and comprehensive health program audits, audit appeals, and compliance issues, and where the highest degree of judgment must be exercised in the application of laws, rules, regulations and audit procedures. Incumbents, under general direction:

1. Serve as an independent staff specialist, prime resource, and innovator in new audit and/or compliance program development, implementation, monitoring, and evaluation.
2. Interface with other agencies, organizations, fiscal intermediaries, site mitigation and other contractors, individuals, and corporations where health program audit and compliance expertise is required and the highest degree of judgment must be exercised in the application of state and federal laws, rules, regulations, and audit and appeal procedures.

3. Conduct or review very large, complex and sensitive audits characterized by having major fiscal impact and a complex organizational structure (i.e., larger statewide and national organizations or multi-layered contractor/subcontractor).
4. Conduct the most complex and sensitive administrative hearings involving financial assessments and settlement grievances, sensitive and complex policies, substantial amounts of funds, and controversial regulation interpretations.

Positions exist with the Department of Health Care Services statewide.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **February 3, 2020**, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**NOTE:** Applications/resumes MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information MUST include: title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

**Either I**

One year of experience in the California state service performing professional health program accounting or auditing duties of a class with a level of responsibility equivalent to that of Health Program Auditor III, Department of Health Services.

**Or II**

**Experience:** Four years of increasingly responsible professional health program accounting or auditing experience including at least one year conducting a variety of complex audits or financial examinations. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class with a level of responsibility equivalent to that of a Health Program Auditor III.) **And**

**Education:** Either

1. Equivalent to graduation from college with specialization in accounting; **or**
2. Completion of either:
  - a. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting, and business law; **Or**
  - b. The equivalent of 16 semester hours of professional accounting courses given by a collegiate grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting, and three semester hours of business law.

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**EXAMINATION INFORMATION:** The examination will consist of an evaluation of Training and Experience (T&E) weighted 100%. No written test is required, and no interview will be conducted. Candidates who meet the requirements for admittance to the examination (minimum qualifications) will be emailed a training and experience examination. **The examination will be sent to the email address listed on the application. Please ensure the email address on your application is**

**correct. Candidates are responsible for regularly checking their emails, including SPAM/Junk folders, to ensure receipt of the examination, which will be sent via Survey Monkey.** The examination is designed to elicit specific information regarding each candidate's training and experience relative to the testing classification. Responses to the examination questions will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and experience over and above that which is required under "Minimum Qualifications."

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

**SCOPE:** In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring, relative to job demands, each competitor's:

**Knowledge of:**

1. General auditing and accounting principles, procedures, and practices as used in the various audit programs in the Department with the aim of conducting audits
2. State and federal laws, rules and regulations, which govern departmental health programs and/or contractors in the conduct of audits or financial examinations and appeal processes
3. Business law, legal opinions, and court decisions that relate to departmental programs, audit practices, policies, and procedures
4. The purpose, process, operations, and activities of health programs and contracts in order to perform complex and sensitive audits
5. Quality review and quality assurance processes to ensure staff work is properly completed, as required by the Department
6. The organization and operation of the Department's programs to collaborate on special projects
7. The relationships between federal, state, and local agencies for the purpose of meeting health care programs and departmental goals

**Skill to:**

1. Ensure work performed adheres to security and confidentiality policies to maintain the integrity of the Department
2. Plan and organize a workload that consists of multiple projects, with specified deadlines in order to meet the Department's needs
3. Work with a variety of auditees and their representatives in order to ensure the fiscal integrity of the program being audited
4. Research laws, regulations, policies, and rules with a high degree of technical expertise
5. Gather, interpret, and analyze complex or technical data clearly and concisely with the intentions of rendering professional opinions, and disseminating information
6. Communicate audit findings, supporting criteria, opinions, and recommendations to management to complete audit reports
7. Identify and analyze complex problems by reviewing related information and evaluating options in order to implement processes and solutions
8. Review summaries and reports and make decisions to solve problems and achieve work objectives
9. Control appeal hearings, in accordance with the regulations by stating issues, communicating with participants, taking evidence, questioning witnesses, controlling testimony, and requesting necessary documentation

10. Review submissions of attorneys, county officials, auditors, accountants, program administrators, etc., to integrate their arguments into a logical framework for a decision
11. Develop training materials on healthcare programs for field auditors in order to have a trained work force
12. Appraise legal documents, including contracts, wills, trusts, and deeds

**Ability to:**

1. Think and work independently to complete assignments accurately in a timely and efficient manner
2. Analyze situations accurately and take appropriate action to accomplish workgoals
3. Communicate in a professional and effective manner in order to address questions and concerns with speed and professionalism, thus establishing and maintaining solid, effective working relationships in all situations
4. Exercise the highest degree of judgment in applying laws and audit procedures to meet departmental standards
5. Establish and maintain cooperative relationships in the working environment with the aim of establishing a professional rapport with management, peers, and outside entities
6. Handle the most difficult, complex, and comprehensive health program audit issues to maintain departmental standards
7. Reason logically and creatively, in unique situations, with the purpose of completing assignments and solving issues
8. Accept criticism and deal calmly and effectively in high stress situations to help maintain and improve a professional work environment
9. Adapt quickly in a high volume, constantly changing environment in order to function professionally and efficiently

**Personal Characteristics:**

1. Model high standards of ethics, honesty, integrity, and trust
2. Willingness to respect the opinions of others and work within a team setting to ensure quality and productivity
3. Maintain a professional demeanor and appearance
4. Exhibit a commitment to improving efficiency and effectiveness in order to provide best practices
5. Willingness to travel overnight statewide to complete work assignments

**ELIGIBLE LIST INFORMATION:** Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors will be merged onto the existing list, in order of final scores, regardless of the date. Eligibility will expire **24** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS PREFERENCE:** Effective January 1, 2014, veterans' preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.

2. An entrance examination is defined, under the law, as any open, competitive examination.
3. Veterans' preference is not granted once a person achieves permanent civil servicestatus.

Directions for applying for veterans' preference credits are provided on the Veterans Preference Application form, which is available from the California Department of Human Resources or the department shown on this announcement.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929      MCI from voice telephone: 1-800-735-2922  
Sprint from TDD: 1-888-877-5378      Sprint from voice telephone: 1-888-877-5379