



## Health Program Auditor IV

**Exam Code: 3HA11**

**Department:** Department of Health Care Services

**Exam Type:** Open

**Final Filing Date:** May 1, 2023

### CLASSIFICATION DETAILS

Health Program Auditor IV – \$6,364.00 - \$8,366.00 per month.

View [Health Program Auditor IV Class Specification](#)

### APPLICATION INSTRUCTIONS

Final Filing Date: **May 1, 2023:**

**Who Should Apply:** Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

**How to Apply:** Candidates are required to submit the following two items by the final filing date:

1. Examination/Employment Application (STD 678)
2. Training and Experience Evaluation

The STD 678 must be completed and submitted via one of the methods indicated below. Additionally, the Training and Evaluation must be completed and submitted separately through Survey Monkey using the link under “Taking the Examination” below.

To learn more about the job and testing arrangements, contact the testing office shown below. Completed applications must be received or postmarked by the final filing date. Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed. Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf> and may be filed in person or by mail as instructed below.

You may apply by mail to:

DEPARTMENT OF HEALTH CARE SERVICES  
Human Resources Division  
Selection and Certification Section  
P.O. Box 997411, MS 1300  
Sacramento, CA 95899-7411

You may apply in person at:

DEPARTMENT OF HEALTH CARE SERVICES  
Human Resources Division  
Selection and Certification Section  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814

Phone Number: (916) 522-8270

## MINIMUM QUALIFICATIONS

It is your responsibility to make sure you meet the education and/or experience requirements stated on this bulletin by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

**NOTE:** Applications/resumes MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable). Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, 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 Care 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, cost accounting, and three semester hours of business law.

**NOTE:** Applicants using education to meet the minimum requirements must provide a copy of their degree or transcripts.

## **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.

Positions exist with the Department of Health Care Services **statewide**.

## **EXAMINATION INFORMATION**

This examination consists of the following component(s):

**Training and Experience Evaluation** – Weighted 100% of the final score.

No written test is required, and no interview will be conducted.

The examination is designed to elicit specific information regarding each candidate's training and experience relative to the testing classification. Responses to the examination 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 plan changed. Such a revision will be in accordance with civil service law and rules, and all competitors will be notified.

**Special Testing Arrangements:** If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## TAKING THE EXAMINATION

Take the [Health Program Auditor IV Exam](#)

Note: Candidates must also submit an application following the instructions under "Application Instructions" above.

## EXAMINATION SCOPE

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring, relative to job demands, each competitor's:

### Knowledge of:

1. General auditing and accounting principles and procedures
2. Business law
3. State and Federal laws and regulations which govern the Medi-Cal Program, Title XVIII of the Social Security Act
4. Title XIX of the 1965 Social Security Act, as amended
5. Medicare Program Regulations Manual
6. Skilled Nursing Facility Manual
7. Provider Reimbursement Manual
8. Welfare and Institutions Code, Section 14170
9. State of California Health and Safety Code
10. Title 22, Division 3 and 5 of the California Administrative Code

11. The California Health Facilities Commission Accounting and Reporting Manual for Long-Term Care Facilities
12. Title 42-Code of Federal Regulations
13. Fiscal Intermediary Manual
14. Government Code, Title 2, Division 3
15. Legal opinions and court decisions as they relate to departmental programs, auditing practices and procedures as used in the various audit programs in the Department, and related departmental policies and procedures
16. Health and Safety Code, Division 20 and EPA requirements regulating the control of hazardous materials
17. The State Administrative Manual provisions related to contracts
18. Federal cost reporting requirements, California Public Contract Code, Federal acquisition regulations
19. The health delivery systems administered by the Department of Health Care Services
20. The operational aspects of major contracts subject to audit by the Department
21. Specialized and complex program auditing practices and procedures
22. Electronic data processing systems relative to health program and contractor's accounting methods
23. The organization and operation of the Department's programs
24. The California Administrative Procedures Act
25. The most comprehensive knowledge of State and Federal laws, rules and regulations which govern the various departmental health programs and/or contractors subject to audit
26. Specialized knowledge of financial, health program and contractor activity

**Ability to:**

1. Apply auditing principles and procedures
2. Apply the State and Federal rules and regulations which govern the various departmental programs in the conduct of audits or financial examinations
3. Apply legal opinions, court decisions, and departmental policies and procedures
4. Establish and maintain cooperative working relations with those contacted during the course of the work
5. Analyze situations accurately and adopt an effective course of action
6. Reason logically and creatively in unique situations
7. Speak and write effectively
8. Testify at hearings on disputed audit findings
9. Negotiate successful program and contractor audit issues of average difficulty
10. Read, understand, and evaluate computerized cost reports
11. Adjust and modify work plan to meet changing conditions
12. Write major sections of a complex and difficult audit
13. For an audit of average difficulty, write a complete audit report with recommendations
14. Handle the most difficult, complex, and comprehensive health program audit issues

15. Write complete audit reports
16. Independently function with general or limited guidelines
17. Develop, implement, monitor, and evaluate new health audit programs
18. Exercise the highest degree of judgment in applying laws and audit procedures

## **GENERAL QUALIFICATIONS**

Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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.

## **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. Eligibility will expire **12** 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, 6) open. When there are two lists of the same kind, the older must be used first.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (STD. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

## **TESTING DEPARTMENT**

Department of Health Care Services

## **CONTACT INFORMATION**

If you have any questions concerning this examination bulletin, please contact:

Department of Health Care Services

Attn: Selection and Certification Section

1501 Capitol Avenue, Suite 71.1501

Sacramento, CA 95814

Phone: (916) 522-8270

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

## **DIVERSITY, EQUITY, AND INCLUSION**

DHCS is committed to addressing disparities within our organization and in our communities through efforts toward greater diversity, equity, and inclusion. This is accomplished, in part, by a commitment toward employing a diverse workforce which reflects the many communities we serve, and by promoting and enforcing equal employment opportunity.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State workplace. 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.