ANNOUNCEMENT FOR PROMOTIONAL TESTING
HEALTH PROGRAM AUDITOR II
CONTINUOUS TESTING

JF20-4254  3HACC

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: This is a promotional examination for the Department of Health Care Services. Competition is limited to individuals who meet the minimum qualifications and:

1. Have a permanent civil service appointment with the Department of Health Care Services. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations; or

2. Are a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or

3. Are a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or

4. Are a person retired from the United States military, honorably discharged from active military duty with a service disability, or honorably discharged from active duty as defined in Government Code 18991.

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) 345-7232

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

FILING DEADLINE: Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously; and will notify and test applicants as needs warrant.
However, pre-established filing dates are scheduled every three months. The filing dates are:

- March 31, 2018
- June 30, 2018
- September 30, 2018
- December 31, 2018

**TESTING PERIOD:** Once you have taken the examination, you may not retest for 12 months from the established list date.

**SALARY RANGES:** $4,344 - $5,711 per month

**POSITION DESCRIPTION:** This is the first journey level in the series. Under direction, incumbents independently conduct technical management, financial, and internal audits of moderate difficulty or under the lead of a Health Program Auditor III conduct portions of more complex audits. Incumbents plan the scope and procedure of audits; correspond and discuss with health program providers and contractors regarding application of the related laws and regulations; or conduct program audits to assess the financial and administrative capabilities of health care providers and departmental programs.

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 on the date you submit your application. 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 at a level of responsibility equivalent to that of Accountant Trainee, Accountant I, or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing the specified duties will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

**Or II**
Experience: Two years of health program auditing experience equivalent in responsibility to that involved in making less difficult technical audits in government, commercial, public, or health program auditing performing analytical or critical examinations of health program records or books of accounts with responsibility for laying out audit programs and determining the scope of work to be performed. (Bookkeeping, clerical, accounting, pre-auditing, procedure checking, and system maintenance experience is not acceptable.)

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.

SPECIAL REQUIREMENTS: All employees must be able to qualify for a fidelity bond, and be willing to travel and work away from the office.

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: This examination utilizes an evaluation of Education and Experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

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: Rating 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. Medical Program Regulations Manual in order to meet department goals, and health program needs.
2. Welfare and Institutions Code as it relates to, and effects, departmental procedures, and the auditing practices in place to accurately track the Department’s processes and its providers.
3. State and federal laws, rules, and regulations that govern the various department health programs and/or contractors in the conduct of audits, or financial examinations and appeal processes in order to defend and validate audit findings.
4. Provider Reimbursement Manual (CMS Pub 15-2) and an understanding of providers’ payment data.
5. Computer applications (software, internet, etc.) in order to prepare effective work materials and information.
6. Provider billing procedures to avoid payment discrepancies and prevents overbilling, double billing, or billing inaccuracies.
7. Business law and business procedures in order to meet departmental standards.
8. The Department’s appeal process for assurance that DHCS audit procedures and practices are accurate, correct, and reliable for use in testimony and/or presentation.
9. Medical Program Regulations Manual so that the Department can be assured it is following requirements.
10. Organization and operation of the Department’s programs to ensure compliance, and accuracy in reporting.
11. General auditing and accounting principles and procedures (GAAP, GAGAS, GAAS) in order to effectively complete assignments and contribute to the Department’s overall goals.
12. Specialized and complex program auditing practices and procedures, as used in the various programs, and related policy and procedures of the Department
13. Business and Professional Code to ensure that all stipulations are in place with department care providers.
14. Reimbursement methodology of health delivery systems as administered by the Department in order to determine compliance with the Medi-Cal Program.
15. Medicare Program Regulations Manual for assurance that the Department and its network of providers are operating with required regulations.
16. The Skilled Nursing Facility Manual in order to audit such facilities accurately and efficiently.

Skill to:
1. Prepare clear, concise, and accurate reports to express facts and ideas in a succinct and organized manner.
2. Learn rapidly in a high volume, constantly changing environment in order to function professionally and efficiently.
3. Prioritize and complete assignments in a timely, efficient manner, and stay within allocated budgets.
4. Gather, interpret, and analyze complex or technical data clearly and concisely in order to render professional opinions in both documents and oral presentations.
5. Adapt and adjust plans and schedules to meet changing priorities or work objectives.
6. Identify problems and review related information to develop and evaluate options and implement effective solutions.
7. Interpret and implement state and federal laws, regulations, and policies governing the Department’s various health programs to ensure compliance.
8. Work independently, and with limited supervision to meet the overall objectives and deadlines required of this position.
9. Apply auditing principles and procedures to follow generally accepted accounting requirements.
10. Apply state and federal rules and regulations governing department programs in the conduct of audits and financial examinations.
11. Communicate in a professional and effective manner when representing the Department.
12. Apply legal opinions, court decisions, and department policies and procedures to audit reviews and findings as necessary.

Ability to:
1. Reason logically and creatively in unique situations so that actions appropriate to the specific need are implemented and correct procedures are utilized to achieve a reliable and accurate outcome.
2. Communicate in a professional and effective manner in order to address questions and concerns, with speed and professionalism, thus establishing and maintaining solid and effective working relationships.
3. Analyze situations accurately and take appropriate action in order to accomplish work goals.
4. Speak in a manner resulting in effective communication between the Department and its providers.
5. Adapt quickly in a high volume, constantly changing environment in order to function professionally and efficiently.
6. Manage time effectively and efficiently to meet departmental needs.
7. Work independently and proficiently to fulfill the requirements of the job.
8. Exercise the highest degree of judgment in applying laws and audit procedures in order to meet departmental standards.
9. Prepare complete and accurate written material and documents in order to communicate effectively.

Personal Characteristics:
1. Uphold a strong work ethic, as required by the demands and intense nature of the job.
2. Be dependable, reliable, responsible, and able to fulfill the obligations of the position.
3. Capable of exercising initiative in problem identification and resolution for fast and efficient solutions to issues that arise.
4. Available to provide answers regarding audits to the Department and its providers, or to various regulatory agencies.
5. Maintain a willingness to respect others and work within a team setting in order to ensure quality and productivity.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. A departmental promotional list will be established for use by the Department of Health Care Services. The list 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. All candidates meeting the requirements for admittance to the exam will be placed on the eligible list in one of three ranks.

NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.

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: Veterans preference is not granted in promotional examinations.

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