



## HEALTH PROGRAM AUDITOR II

**Exam Code: 3HACC**

**Department:** Department of Health Care Services

**Exam Type:** Departmental Promotional

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

Health Program Auditor II – \$5,211.00 - \$6,851.00 per month.

View the [Health Program Auditor II Class Specification](#)

### APPLICATION INSTRUCTIONS

**Final Filing Date:** The testing office will accept applications continuously. However, pre-established filing dates are scheduled every three months. The filing dates are:

**March 29, 2024      June 28, 2024      September 30, 2024      December 30, 2024**

**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.

Once you have taken this examination, you may not retake it for **12** months.

**How to Apply:** To learn more about the job and testing arrangements, contact the testing office shown below. Completed applications must be received or postmarked by one of the cut-off dates. Applications postmarked or personally delivered after the cut-off date will be held and processed in the next examination administration. 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 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 Section  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814  
Phone Number: (916) 775-5398

## MINIMUM QUALIFICATIONS

It is your responsibility to make sure you meet the education and/or experience requirements stated on this bulletin by the date you submit your application. 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.

**\*ALL CANDIDATES MUST SUBMIT THEIR TRANSCRIPTS AND/OR DIPLOMA.**

**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.

**And**

**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**

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 examination 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.)

## 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**.

## EXAMINATION INFORMATION

This examination consists of the following component(s):

**Evaluation of Education and Experience (E&E)** – Weighted 100% of the final score.

No written test is required, and no interview will be conducted. An E&E examination 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 bulletin. Supplemental information will be accepted but competitors should read this bulletin 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 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.

## **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. 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

### **Ability to:**

1. Apply auditing principles and procedures
2. Apply 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

### **Special Personal Characteristics:**

1. Ability to qualify for a fidelity bond
2. Willingness to travel and work away from the office

## 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 are merged into the list in order of final scores regardless of the date. Eligibility expires **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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

Veterans' Preference is not granted for promotional examinations.

## 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 Section  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814  
Phone: (916) 775-5398  
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 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.