



Health Program Audit Manager III

Exam Code: 4HA12

Department: Department of Health Care Services

Exam Type: Open

Final Filing Date: March 22, 2024

CLASSIFICATION DETAILS

Health Program Audit Manager III – \$9,533.00 - \$11,371.00 per month.

View the [Health Program Audit Manager III class specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: **March 22, 2024**

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 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 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 or II.

***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 the duties of a Health Program Audit Manager II, Department of Health Services.

Or II

Broad and extensive (more than five years) professional health program accounting or auditing experience including at least one year in a full managerial capacity. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility equivalent to Health Program Audit Manager II, Department of Health Services.)

POSITION DESCRIPTION

Positions at this level have full management and supervisory responsibilities to administer, supervise, manage or conduct management, financial, and internal audits and investigations of hospitals, nursing homes, prepaid health plans, adult day health centers, organized health systems, pilot projects, family planning clinics, rural and Indian health clinics, departmental programs, site mitigation and other contractors and fiscal intermediaries; perform special and complex reviews of health care maintenance organizations; determine and obtain compliance with Federal and State laws and regulations governing various program contractors, preventive health programs and Medi-Cal reimbursements; conduct informal appeal hearings including controlling the course of the hearing, reviewing evidence in written form, examining testimony, and preparing reports of findings and recommending proposed decisions; serve in a staff or supervisory capacity to develop and interpret audit and compliance procedures and review and analyze the fiscal and program impact of pending legislation on the Department's various health programs; and provide expert testimony at hearings related to disputed audit findings.

Positions exist with the Department of Health Care Services in **Sacramento and Los Angeles**.

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 Audit Manager III](#) 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
4. Title XVIII of the Social Security Act
5. Title XIX of the 1965 Social Security Act, as amended
6. Medicare Program Regulations Manual
7. Skilled Nursing Facility Manual
8. Provider Reimbursement Manual
9. Welfare and Institutions Code, Section 14170
10. State of California Health and Safety Code
11. Title 22, Division 3 and 5 of the California Administrative Code
12. The California Health Facilities Commission Accounting and Reporting Manual for Long-Term Care Facilities
13. Title 42-Code of Federal Regulations
14. Fiscal Intermediary Manual
15. Government Code, Title 2, Division 3.
16. 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.
17. Health and Safety Code, Division 20 and EPA requirements regulating the control of hazardous materials.
18. The State Administrative Manual provisions related to contracts.
19. Federal cost reporting requirements, California Public Contract Code, Federal acquisition regulations.
20. The health delivery systems administered by the Department of Health Care Services.
21. Operational aspects of major contracts subject to audit by the Department.
22. Specialized and complex program auditing practices and procedures Electronic data processing systems relative to health program and contractor's accounting methods.
23. Organization and operation of the Department's programs.
24. 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.
27. Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation or related areas.

28. Principles and practices of employee supervision, staff development and training, and employer-employee relations.
29. Program management
30. Formal and informal aspects of the legislative process.
31. Departmental equal employment opportunity goals.
32. Departmental administrative goals and policies.

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 procedure.
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
19. Apply general accounting and auditing principles and procedures as used in the Department's various audit programs
20. Plan, organize, and direct the work of a staff engaged in conducting audits
21. Develop the skills and abilities of subordinate staff
22. Understand individual and group relationships
23. Effectively utilize interdisciplinary teams in the conduct of audit programs
24. Propose solutions to and resolve complex supervisory and managerial problems
25. Audit programs' personnel and training programs
26. Take appropriate employee disciplinary action
27. Effectively contribute to the Department's equal employment opportunity goals

Special Personal Characteristics:

1. Employees must be able to qualify for a fidelity bond.
2. Willing 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 perform, supervise, and manage professional auditing work in accordance with departmental audit standards to assure compliance with the Federal and State laws and regulations governing the various health programs. Also preside at informal administrative hearings resulting from audits, investigations, and medical reviews, involving financial assessments and settlement grievances between health programs administered by various departments and contract providers of services.

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. A departmental open list will be established for use by the department(s) listed on this announcement. 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.

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 Section
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Phone: (916) 775-5393
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.