



ANNOUNCEMENT FOR PROMOTIONAL TESTING
Health Program Auditor IV
 (Statewide Multiple-Departmental Promotional)
 Final Filing Date: May 8, 2012
 Bulletin Release Date: April 17, 2012



Jf16 -4249 2ha11

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or 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 and California Department of Public Health. 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 and California Department of Public Health. 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 <http://www.spb.ca.gov/jobs/stateapp.htm>. Applications may be filed in person or by mail with:

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|-------------------|---|-----------------------|
| | DEPARTMENT OF HEALTH CARE SERVICES | (916) 552-9711 |
| | SELECTION UNIT | |
| In Person: | 1501 Capitol Avenue, Suite 1501 | |
| By Mail: | MS 1300 | |
| | P.O. BOX 997411 | |
| | Sacramento, CA 95899-7411 | |

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **5:00PM on May 8, 2012**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SALARY RANGES: \$4833.00 - \$6168.00 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 multilayered 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 and the California Department of Public Health in **Alameda, Contra Costa, Fresno, Los Angeles, Orange, Sacramento, San Bernardino, San Diego, San Francisco, and Santa Clara.**

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 **May 8, 2012**, 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, and 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.

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:

Knowledge of:

1. General auditing and accounting principles, procedures and practices as used in the various audit programs in the Department.
2. Various auditing manuals and guides, which may include Medicare Program Regulations and Skilled Nursing Facility Manuals; State Administrative Manual; Federal cost reporting requirements; California Public Contract Code, Federal acquisition regulations.
3. State and Federal laws, rules and regulations, which govern the various departmental health programs and/or contractors in the conduct of audits or financial examinations and appeal processes such as California Administrative Procedures Act.
4. Business law; legal opinions and court decisions as they relate to departmental programs, auditing practices, policies and procedures.
5. Purpose, process, operations and activities of health programs and contracts.
6. Electronic data processing systems relative to health program and contractor's accounting methods.
7. Organization and operation of the Departments' programs.

Skill to:

1. Utilize computer expertise to design and prepare management reports and create presentations to illustrate compiled data.

2. Speak in public and present trainings in classroom setting.
3. Develop training materials on auditing programs for field auditors.

Ability to:

1. Handle the most difficult, complex and comprehensive health program audit issues.
2. Independently function with general or limited guidelines.
3. Communicate effectively orally and in writing.
4. Exercise the highest degree of judgment in applying laws and audit procedures.
5. Analyze situations accurately and adopt an effective course of action.
6. Write complete audit reports, e.g., audit findings, supporting criteria, concluding opinions and recommendations.
7. Reason logically and creatively in unique situations.
8. Research laws, regulations, policies and rules with a high degree of technical expertise.
9. Adjust and modify work plan to meet changing conditions.
10. Establish and maintain cooperative working relations with those contacted during the course of work.
11. Read, understand and evaluate computerized reports.
12. Testify at hearings on disputed audit findings.
13. Negotiate successful program and contractor audit issues.
14. Develop, implement, monitor and evaluate new health audit programs.

Personal Characteristics:

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

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 entire examination will consist of an Evaluation of Training and Experience 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 questionnaire. **The examination will be sent to the email address listed on the application. Please ensure the email address on your application is correct.** The questionnaire is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire 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 experience and education over and above that required under "Minimum Qualifications."

The Department of Health Care Services and California Department of Public Health reserve 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.

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

VETERANS PREFERENCE: Veterans preference credits are 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

MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378

Sprint from voice telephone: 1-888-877-5379