**DEPARTMENT OF JUSTICE**

**DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
DEVELOPMENT, AUDITS AND FORENSICS**

**DUTY STATEMENT**

**NAME:** Vacant

**CLASSIFICATION:**  Senior Management Auditor – Southern California

**STATEMENT OF DUTIES**: Under the general direction of the Supervising Management Auditor of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA), the Senior Management Auditor is responsible for the management, organization and supervision of the Southern California audit staff~~,~~ whose functions entail the planning, execution and review of full scope investigative audits of various suspects’ and defendant’ activities in accordance with generally accepted investigative and auditing standards. The Senior Management Auditor’s level of review includes an evaluation of the overall plan of action and DMFEA investigative objectives.

**SUPERVISION RECEIVED**: The Senior Management Auditor performs work under the general direction of the Supervising Management Auditor.

**SUPERVISION EXERCISED**: The Senior Management Auditor directly supervises Investigative Auditor IV Supervisors and indirectly supervises Auditors I and Investigative Auditors II, III or IV, and clerical staff.

**TYPICAL PHYSICAL DEMANDS:** The Senior Management Auditor may be required to sit at a computer terminal up to eight hours a day while performing duties and will be required to travel to varying DMFEA Southern California regional offices at regular intervals. Other travel within the state and out of state may be required as well.

**TYPICAL WORKING CONDITIONS:** Enclosed interior or exterior office in a smoke-free environment.

**ESSENTIAL DUTIES:**

45% Plans, organizes and directs the work of staff engaged in a variety of complex, technical investigative audits. Plans, directs and coordinates the audit activities of the Southern California auditors. Develops the goals and objectives of the audit plans; creates the audit programs in conjunction with the Supervising Management Auditor. Assesses the staffing needs of the DMFEA as they relate to changing investigative auditing priorities; determines the necessary resources and allocates them in accordance with the DMFEA’s priorities; oversees the implementation and completion of work; and communicates the results of the audit investigation as it develops. Evaluates the overall plan of action and audit objectives and reviews the progress in meeting these objectives.

25% Works with the Supervising Management Auditor on administrative and supervisory duties necessary for the operation of the Southern California audit functions of the DMFEA. Supervises the Southern California audit staff in the DMFEA, including hiring,

counseling, training, evaluating and taking disciplinary action, and providing leadership and guidance. Monitors activity reports to provide status updates for DMFEA executive staff.

10% Evaluates, develops and implements overall policy for Southern California audit activities.

10% Participates in strategy, investigation, negotiation and settlement conferences. Assists in presentation of evidence in trial.

10% Collaborates with the Senior Management Auditor in Northern California to ensure consistency in DMFEA investigative auditing practices statewide.

**I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)**

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Printed Name Date Printed Name Date
Employee Signature Supervisor’s Signature