

**DUTY STATEMENT**

Civil Service Classification: Health Program Audit Manager III **Pending HRD's Approval**	
Working Title: Branch Chief	Position Number: 806-010-4257-XXX
Unit:	COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Section:	Telework Eligible <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Branch: Provider Investigations Branch	Maximum Number of Telework Days: 5
Division: Investigations Division	Bilingual Fluency (Specify language):
Program:	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely and efficient manner, and, adhere to departmental policies and procedures regarding attendance and conduct.

**Job Summary:**

Under the general direction of the CEA B, the Health Program Audit Manager III (HPAM III) is responsible for the supervision and management of the Provider Investigations Branch (PIB) and is responsible for providing a high level of assistance and expertise to the CEA B. The PIB is a multidisciplinary team (auditors, analysts, specialists, medical and Investigative staff) established to conduct targeted reviews and investigations which may result in a credible allegations of fraud (CAF) referrals to the California Department of Justice (DOJ), Division of Medi-Cal Fraud and Elder Abuse (DMFEA). The incumbent is responsible to lead the activities of the branch including planning, organizing, directing, coordinating, and evaluating team activities. Coordinate and collaborate cases with other branches within the Investigations Division and other Audits & Investigations Divisions. The incumbent should possess demonstrated management capabilities, including the ability to lead and set priorities; develop goals and objectives; and, ~~monitor the performance of subordinate staff. The incumbent must have good written and verbal skills to be~~

**Supervision Received:**

- |  |   |
|--|---|
| <input type="checkbox"/> Under close supervision   | <input type="checkbox"/> Under direction                    |
| <input type="checkbox"/> Under supervision         | <input checked="" type="checkbox"/> Under general direction |
| <input type="checkbox"/> Under general supervision | <input type="checkbox"/> Under administrative direction     |

**Of the (enter supervisor classification):** CEA-B

**Supervision Exercised:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Multi-disciplinary Staff (Check all that apply) | <input type="checkbox"/> Non-Supervisory Classification / None |
| <input type="checkbox"/> Clerical Staff   | <input checked="" type="checkbox"/> Professional Staff         |
| <input type="checkbox"/> Analytical Staff   | <input checked="" type="checkbox"/> Supervisory Staff          |
| <input checked="" type="checkbox"/> Technical Staff                                 | <input type="checkbox"/> Managerial Staff                      |

*The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.*

**Description of Duties:**

<b>Percent of Time</b>	<b>Essential Functions</b>
<b>45%</b>	Manages, supports and provides guidance to staff needed to perform detailed and complicated risk based provider audits and investigations, which include both institutional and non-institutional Medi-Cal providers authorized to provide medical services to the California population of Medi-Cal beneficiaries. Plans, organizes, directs, coordinates, and evaluates team activities. Coordinates and collaborates on cases with other branches within the Investigations Division.
<b>35%</b>	Direct case development and evaluate potential fraud referrals. Ensure the branch maintains an environment that fosters innovation and creativity to address the changing environment in those communities responsible for fraud, waste, and abuse in the Medi-Cal Program. Maintain and monitor fraud referrals to outside agencies, such as DOJ. Coordinates, collaborates, and tracks cases referred to DMFEA. Collaborates with the Office of Legal Service to ensure fraud referrals meet the minimum standard for a CAF. Strategizes with data scientists and researchers to maximize false billing outcomes. Make presentations as needed to further the goals of the Investigations Division.
<b>15%</b>	Develops an annual budget for the field offices to include staffing, space, equipment, training, travel, and other support needs. Audits and investigations may result in appeals and hearings, which requires defending the PIB work before highly paid professional accounting and legal representatives. As necessary, will provide testimony and other information in support of these activities. Direct supervision, recruitment and hiring of staff, staff training, and performance evaluations, and establishes best practices for performing audits.

**Description of Duties:**

Percent of Time	Essential Functions
Percent of Time	Marginal Functions
5%	Other duties as required.

**Special Requirements:**

- Medical Evaluation/Clearance                       Background Check/Fingerprinting Clearance  
 Typing Certificate     Other:  
 Valid CA License (Please Specify Type):

**Desirable Qualifications:**

The incumbent should possess demonstrated management capabilities, including the ability to lead, management skills, the ability to set priorities, develop objectives, and monitor the performance of a highly technical operation. The incumbent must be able to direct staff and plan for workloads to meet timeframes. The incumbent must have good communication skills, both written and verbal, to be effective in communicating with executive staff, as well as Medi-Cal providers and stakeholders.

**Special Requirements:** This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

**Working Conditions (Check all that apply):**

- Prolonged Periods of:    Travel May be Required:  
 Bending                       Sitting     Occasional     Over Night  
 Kneeling                       Standing     Call Center  
 Requires Lifting of Heavy Objects up to:

**Acknowledgements:**

**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement as of \_ .

**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Print Employee's Name	Employee's Signature	Date Signed

**Supervisor Acknowledgement:** I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Print Supervisor's Name	Supervisor's Signature	Date Signed

**DUTY STATEMENT**

Civil Service Classification: Supervising Management Auditor **Pending HRD's Approval**	
Working Title: Branch Chief	Position Number: 806-010-4163-XXX
Unit:	COI Classification <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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