

**Duty Statement**

Classification: Health Program Audit Manager I	
Working Title: Unit Chief	
Program: Audits & Investigations	
Division: Contract and Enrollment Review Division	Branch: Contract and Enrollment Review South Branch
Section: San Diego	Unit:
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 806-106-4247-XXX
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 5
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>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 manner, and, adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p><b>Job Summary:</b></p> <p>The Health Program Audit Manager plans, organizes and directs the financial and medical audits performed by the audit staff. Assigns the audits, approves pre-onsite audit plans, oversees onsite reviews, oversees post on site audit activity, reviews work papers, develops and improves audit programs, and reviews audit reports. Manages the operations of a unit of staff which includes direct supervision, recruitment, hiring, training, and evaluation of subordinate staff which includes, but is not limited to, completion of timely performance appraisals; and, establishing personnel policies. Travel up to 10% is required and overnight stays may be required.</p>	
<p><i>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.</i></p>	

<b>Description of Duties:</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
60%	Manages and supervises a multidiscipline staff comprised of auditors, health professionals, and analytical staff in the performance complex medical, fiscal medical, and management field audits of non-institutional health care providers and managed care delivery systems. Plans, organizes and directs the financial and medical audits performed by the audit staff. Assigns the audits, approves pre-onsite audit plans, oversees onsite reviews, oversees post onsite audit activity, reviews work papers, develops and improves audit programs, reviews audit reports prior to submission to Section Chief to ensure reports are complete, accurate, clear and grammatically correct. Attends and participates in onsite audits that are viewed as sensitive, complex or to train staff. Attends entrance and exit interviews with representatives of the providers of health care services to provide technical support of the audit finders. Work performed at the audit site requires travel and overnight stays. Consults with auditors, other professional staff and management in the resolution of complex audits issues. Travel may be required, to include overnight stays, up to 10%.
15%	Oversees, assigns, and reviews appeal position statement memos, and coordinates and prepares staff to testify in administrative hearings and/or Superior Court. Oversees and presents sanction reports and status of ongoing investigations of providers suspected of Medi-Cal fraud.
10%	Participates in conferences with federal and county officials and non-institutional provider personnel including health care delivery systems administrators, financial managers, consultants, and attorneys. Manages unit staff which includes direct supervision, recruitment, hiring, training, and evaluation of subordinate staff which includes, but is not limited to, completion of timely performance appraisals; and, establishing personnel policies.
10%	Establishes and monitor systems to maintain control over the progress of the assigned workload. Develops and controls time budgets. Manages, develops, improves and interprets financial and compliance audit programs and procedures. Monitors and ensures that the case tracking system is updated, current and accurate. Prepares production and management reports for the Section Chief. Forecasts manpower requirements and develops budgeting requests and justifications. Assists the Section Chief in budget and program analysis. Review and analyze fiscal and program impact of pending legislation. Propose solutions to resolve complex supervisory and managerial problems. Travel up to 10% is be required and overnight stays may be required.

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>% Of Time</b>	<b>Marginal Functions</b>
5%	Other duties as required.



**Instructions**

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810
Telework Eligible:	<p>Check 'Yes' if this position is eligible for a telework schedule.</p> <p>If 'Yes' is checked, in the next fields enter the maximum number of telework days allowable for this position. Then select if the maximum number of telework days will be 'per week' or 'per month'.</p> <p>Check 'No' if this position is not eligible for a telework schedule.</p>
COI Classification:	<p>Check 'Yes' if 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 Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>Check 'No' if this position is not designated under the Conflict of Interest Code.</p>
Bilingual Fluency:	<p>Check 'Yes' if this position is bilingual certified.</p> <p>If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field.</p> <p>Check 'No' if this position is not bilingual certified.</p>
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.

Description of Duties:	<p>Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.</p> <p><b>Essential Functions:</b> Assess whether the performance of a functions is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'.</p> <p><b>Marginal Functions:</b> Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.</p>
Supervision Received:	<p>Select the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications, and see the descriptions below to help determine the type of supervision this position receives.</p> <p><b>Under Close Supervision:</b> Used for entry-level classes in which employee is learning the duties of the class as a trainee or apprentice.</p> <p><b>Under Supervision:</b> The position is subject to continuous and direct control.</p> <p><b>Under General Supervision:</b> The position is subject to a minimum of continuous and direct control.</p> <p><b>Under Direction:</b> Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey-person or fully qualified worker.</p> <p><b>Under General Direction:</b> Usually refers to classes on the division level which receive administrative direction. The guidance is usually set forth in legislation and general rules of the organization.</p> <p><b>Under Administrative Direction:</b> This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.</p>
Supervision Exercised:	<p>Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position.</p> <p>Check 'No' if this position does not exercise supervision.</p>
Special Requirements:	<p>Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.</p>
Desirable Qualifications:	<p>Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.</p>

Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.
Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	<p>Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.</p> <p>Once signatures are obtained, make two copies and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OFP).</p>