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| duty statement |
| Class TitleCEA A - Chief | Position Number806-200-7500-001 |
| COI Classification[x]  Yes | [ ]  No |
| Unit      |
| Section      |
| BranchFinancial Audits Branch |
| DivisionAudits and Investigations Division |
| This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill 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, leave, and conduct. |
| **Job Summary:** The Chief, CEA A, is responsible for the leadership of the Financial Audits Branch within the Audits and Investigations Division (A&I), and for sustaining a culture of integrity, collaboration, accountability and transparency. The Chief is responsible for policy formation and decision-making to ensure the effective operations of the Branch. The Branch conducts over 3,800 financial audits annually to ensure that institutional Medi-Cal provider claims for services are accurate, appropriate and in compliance with federal and state Medicare and Medicaid (Medi-Cal) program laws and regulations. DHCS programs also utilize audited cost data to set provider rates and achieve other programmatic objectives. The Chief and Branch function as the Department’s financial audit program policy and reimbursement experts. In this role, the Chief and Branch staff must work collaboratively with program partners on cross-cutting issues that impact program policy, reimbursements to providers and the delivery of services to Medi-Cal beneficiaries. |
| **Supervision Received:** Under the general direction of the Deputy Director, A&I, CEA C. |
| **Supervision Exercised:** Directly supervises a Health Program Audit Manager III, 13 Health Program Audit Manager II’s (14 as of 7/1/19), and one Staff Services Manager II. Indirectly manages over 380 subordinate staff (395 as of 7/1/19), located in nine locations throughout the state. |
| **Description of Duties:**       |
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| **Percent of Time Essential Functions**30% Plan, organize, and direct the day-to day operations and management of the Branch. Oversee audit managers and supervisors located in nine locations throughout the state in every aspect of audit policy, procedure, and implementation. Make decisions regarding technical audit and branch-related issues based on findings presented by Branch managers and Branch Audit Committee Members. Develop an effective audit reporting system to ensure uniformity in accordance with Federal and State laws and regulations, and Generally Accepted Government Auditing Standards. Coordinate and oversee the development and implementation of systems for audit policy development; audit program development and evaluation.30% Represent the Branch at meetings with the Director’s Office and internal and external parties. Responsible for the Department’s complex audit program and reimbursement policies. Develop and implement audit program policy and procedures in response to legislative mandates, changing legal requirements and/or State Plan amendments. Provide the Director, Chief Deputy Directors, and Deputy Directors consultation and expertise regarding the outcome and impact of the Branch’s audits on provider payments/reimbursements, costs, and financing matters for health care services funded by Federal Title XIX (Medi-Cal) and the State General Fund. Represent DHCS in response to requests from external stakeholders that include, but are not limited to, the Legislature, Federal and State agencies, constituency groups, counties and legal advocates.20% Respond to proposed legislation regarding health care issues affecting the policies and procedures of audit operations. Analyze and review state and federal legislation, including legislative bill analyses prepared by Branch staff, to advise the Deputy Director and/or the Assistant Deputy Director regarding programmatic impact. Coordinate the implementation of new legislation and program proposals. Participate in the DHCS annual budget process that includes the review of budget change concepts, budget change proposals, and Medi-Cal estimate assumptions. 15% Staff development, succession planning, and process improvement initiatives. Evaluate human resource needs; establish and operationalize sound personnel management techniques; effective problem solving; training audit staff; electronic data processing; budget and fiscal management; and meeting the Department’s Equal Employment Opportunity objectives. |
| **Percent of Time Marginal Functions**5% Other duties as may be assigned by the A&I Deputy Director, or the Assistant Deputy Director. Serve in an acting capacity in the absence of the A&I Deputy Director or the Assistant Deputy Director. |

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| This position is subject to the Department of Health Care Services’ Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 2nd, and within 30 days of leaving office.  |
| Employee’s signature | Date |
| Supervisor’s signature | Date |