

**Duty Statement**

Classification: Auditor I	
Working Title: Auditor I	
Program: Audits & Investigations	
Division: Contract and Enrollment Review Division	Branch: East Branch
Section: Rancho Cucamonga	Unit: II
Office Location: 11175 Azusa Court, Suite 200, Rancho Cucamonga, CA 91730 <input type="button" value="v"/>	
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	CBID: R01 <input type="button" value="v"/> Position Number: 806-107-4175-XXX
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week <input type="button" value="v"/>
Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; 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>  The Auditor I's role is to support the Contract and Enrollment Review Division (CERD) at the Department of Health Care Services (DHCS), which ensures that healthcare providers and managed care plans comply with state and federal regulations and contractual requirements.</p> <p>The Contract and Enrollment Review Division (CERD) conducts various audits to ensure healthcare providers comply with state and federal regulations. These audits include reviews of medical, dental, and behavioral health managed care plans to verify they meet regulatory and contractual standards. CERD also audits the Program of All-Inclusive Care for the Elderly (PACE) to ensure quality elderly care and the Drug Medi-Cal Organized Delivery Systems (DMC-ODS) to confirm proper delivery of substance use disorder services.</p> <p>Overall, CERD aims to enhance the effectiveness of DHCS programs by ensuring compliance with regulations, thereby maintaining the integrity of California's healthcare system.</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>
40%	The Auditor I position is an entry-level position in the Health Program Auditor (HPA) series, serving as both a trainee and a working-level auditor. The role involves conducting on-site reviews of high and moderate-risk prospective Medi-Cal providers to assess their compliance with program regulations. Travel is required to inspect business facilities and vehicles, and the auditor will work closely with the provider applicants throughout the audit process.
30%	Evaluating enrollment applications, reviewing business records and documentation and documentation to ensure they meet Medi-Cal standards and preparing detailed work papers with recommendations for final audit reports. Effectively plan and organize workloads, managing multiple audit engagements simultaneously to meet the Division’s operational deadlines.
15%	Applying auditing principles and procedures to various cases, such as transportation, durable medical equipment, pharmacy, clinical laboratories, and physicians, while ensuring compliance with state and federal regulations. Analyze situations accurately, make effective decisions, and use critical thinking to handle unique or complex scenarios. Clear communication, both verbal and written for documenting audit reports and work papers.
10%	When handling complex audit engagements, the nature of the work may require extended travel and overnight stays to thoroughly assess compliance and conduct detailed on-site reviews.

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>% Of Time</b>	<b>Marginal Functions</b>
5%	Participating in unit meetings and accurately recording meeting minutes, ensuring that all key points, decisions, and action items are documented. Additionally, performing a variety of other tasks and responsibilities as required, which may include assisting with administrative duties, coordinating communication among team members, supporting audit preparation and follow-up activities, and contributing to special projects as assigned by supervisors or senior staff.

**Supervision Received:** Under Supervision  by the (enter supervisor classification):  
Health Program Audit Manager I.

**Supervision Exercised: (check all that apply)**  Non-Supervisory Classification / None  
 Clerical Staff  Analytical Staff  Technical Staff  
 Professional Staff  Supervisory Staff  Managerial Staff

**Special Requirements:**  
 Medical Evaluation /Clearance  Typing Certificate  Valid Driver’s License  
 Background Check / Finger Printing Clearance  
 Valid Professional License (please specify): \_\_\_\_\_

**Desirable Qualifications:**  
 1. Enthusiastic and Self-Motivated: The position requires candidates to have a positive attitude and be proactive in their approach to work.  
 2. Good Communication Skills: Both written and verbal communication skills are important, as the role involves interacting with the public and other employees, as well as documenting findings in reports.  
 3. Strong Work Ethic: A commitment to maintaining consistent and regular attendance and a strong work ethic is essential for meeting the responsibilities of the role.  
 4. Ability to Persevere: The role demands resilience and the ability to work diligently, especially when faced with challenging situations or complex audit cases.  
 5. Team Player: The ability to work well within a team is also valued, as the role often involves collaborating with others to complete audits and ensure compliance with regulations.

**Working Conditions (Check all that apply):**  
 Prolonged Periods of:  Standing  Sitting  Kneeling  Bending  
 Requires Lifting of Heavy Objects up to: \_\_\_\_\_  
 Travel May be Required:  Occasional  Over Night

**Acknowledgements:**

**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.

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

Employee Name:	Employee Signature:	Date:
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**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.

Supervisor Name:	Supervisor Signature:	Date:
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**Duty Statement**

Classification: Health Program Auditor II			
Working Title: Health Program Auditor II			
Program: Audits & Investigations			
Division: Contract & Enrollment Review Division		Branch: East Branch	
Section: Rancho Cucamonga		Unit: II	
Office Location: 11175 Azusa Court, Suite 200, Rancho Cucamonga, CA 91730			
COI Classification:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	CBID: R01      Position Number: 806-107-4254-XXX
Telework Eligible:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; 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>Under direction of a Health Program Audit Manager I, independently conduct federal and state mandated health program related audits of moderate difficulty. The HPA II performs technical management and financial audits of non-institutional providers or under the lead of a Health Program Auditor III conduct portions of more complex audits. Overnight travel is routinely required and statewide travel including overnight and/or weekend stays may be required as audit work is typically performed at the providers' location, up to 20%.</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>
45%	The HPA II assists in the medical and/or management/financial field audits of non-institutional Medi-Cal providers including durable medical equipment providers, pharmacies, secondary suppliers, non-emergency medical transportation providers, physicians and other related health care providers. Audits include the examination of purchasing and other financial business records to determine compliance with Department requirements and to identify if program overpayments have occurred.
40%	The HPA II conducts unannounced drop-in reviews of new Durable Medical Equipment providers and other applicants to the Medi-Cal program to determine compliance with Medi-Cal regulations for ongoing business. The HPA II may also participate in the fiscal and management audits of the Family PACT program, Child Health Disability and Prevention (CHDP) program and other related health care programs. Overnight travel is routinely required and statewide travel including overnight and/or weekend stays may be required as audit work is typically performed at the providers' location, up to 20%.
10%	Assists in the preparation of financial and management reports, which includes preparing supporting schedules and charts. Provides expert testimony at hearings related to disputed audit findings. Conducts meetings/interviews with auditees and staff, Department management staff, and various state program representatives.

<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.

**Supervision Received:** Under Direction by the (enter supervisor classification):  
Health Program Audit Manager I.

**Supervision Exercised: (check all that apply)**  Non-Supervisory Classification / None  
 Clerical Staff  Analytical Staff  Technical Staff  
 Professional Staff  Supervisory Staff  Managerial Staff

**Special Requirements:**  
 Medical Evaluation /Clearance  Typing Certificate  Valid Driver’s License  
 Background Check / Finger Printing Clearance  
 Valid Professional License (please specify): \_\_\_\_\_

**Desirable Qualifications:**

**Working Conditions (Check all that apply):**  
 Prolonged Periods of:  Standing  Sitting  Kneeling  Bending  
 Requires Lifting of Heavy Objects up to: \_\_\_\_\_  
 Travel May be Required:  Occasional  Over Night

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

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

Employee Name:	Employee Signature:	Date:
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**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.

Supervisor Name:	Supervisor Signature:	Date:
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**Duty Statement**

Classification: Health Program Auditor III			
Working Title: Health Program Auditor III			
Program: Audits & Investigations			
Division: Contract and Enrollment Review Division		Branch: East Branch	
Section: Rancho Cucamonga		Unit: II	
Office Location: 11175 Azusa Court, Suite 200, Rancho Cucamonga, CA 91730			
COI Classification:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	CBID: R01      Position Number: 806-107-4252-XXX
Telework Eligible:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; 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 Auditor III (HPA III) performs the most difficult and complex individual and team audits and reviews of non-institutional providers and compliance audits of pharmacies. Incumbent participates in audits or reviews of highly focused and specialized areas of provider types and/or of the services rendered. The auditor will be developing new audit procedures and methodologies for the field sections' audits of new areas of potential fraud using statistical sampling techniques. Provides audit-related support services for technical, professional and research staff. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required, up to 20%.</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>
45%	Develops and performs various analytical and audit procedures involved in the detection and audits of fraud and abuse in the Medi-Cal program. This includes auditing defined samples developed by the research staff in order to establish the potential fraud and abuse present in a specific provider type or service area. The incumbent will be required to report their audit findings so that the results can be extrapolated to the sample population; and, the potential magnitude of the problem, including fraud, waste, and abuse, can be evaluated and quantified.
20%	Prepare working papers and audit reports to support audit findings and conclusions for use by internal and external users. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required, up to 20%.
15%	Prepare reports/briefings to management identifying audit findings, audit trends, and potential for fraud, waste and abuse based on the results of audited samples and pharmacy audits. Analyze statutes, regulations, policies and procedures as they pertain to program activities.
15%	Participates in auditing the sample selected in the Medi-Cal Payment Error Study (MPES). Correspond with other governmental agencies as needed. Attend meetings and training as 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.

**Supervision Received:** Under Direction by the (enter supervisor classification):  
Health Program Audit Manager I.

**Supervision Exercised: (check all that apply)**  Non-Supervisory Classification / None  
 Clerical Staff  Analytical Staff  Technical Staff  
 Professional Staff  Supervisory Staff  Managerial Staff

**Special Requirements:**  
 Medical Evaluation /Clearance  Typing Certificate  Valid Driver’s License  
 Background Check / Finger Printing Clearance  
 Valid Professional License (please specify): \_\_\_\_\_

**Desirable Qualifications:**

**Working Conditions (Check all that apply):**  
 Prolonged Periods of:  Standing  Sitting  Kneeling  Bending  
 Requires Lifting of Heavy Objects up to: \_\_\_\_\_  
 Travel May be Required:  Occasional  Over Night

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

Employee Name:	Employee Signature:	Date:
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**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.

Supervisor Name:	Supervisor Signature:	Date:
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**Duty Statement**

Classification: Staff Services Management Auditor			
Working Title: Staff Services Management Auditor			
Program: Audits & Investigations			
Division: Contract and Enrollment Review Division		Branch: East Branch	
Section: Rancho Cucamonga		Unit: II	
Office Location: 11175 Azusa Court, Suite 200, Rancho Cucamonga, CA 91730			
COI Classification:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	CBID: R01      Position Number: 806-107-5841-XXX
Telework Eligible:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; 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 Staff Services Management Auditor is the entry and initial working level of the Health Program Auditor series. Travel of up to 20% is required. Overnight travel is routinely required and out of state travel including overnight and/or weekend 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>
45%	The Staff Services Management Auditor is the trainee and initial working level of the Health program Auditor (HPA) series. The Staff Services Management Auditor assists in the medical and/or management field audits of Medi-Cal providers and Medi-Cal managed care contracted providers. Audits include the examination of purchasing and other financial business records to determine compliance with department requirements and to identify if program overpayments have occurred.
40%	The Staff Services Management Auditor may participate in unannounced drop-in reviews of newly enrolled providers to determine compliance with Medi-Cal regulations for ongoing business. Audit work is typically performed at the providers location which requires extended travel and overnight stays. Travel of up to 20% is required. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required.
10%	Assists in the preparation of financial and management reports, which includes preparing supporting schedules and charts. Conducts meetings/interviews with audited facility staff, Department management staff, and various state program representatives.

<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.

**Supervision Received:** Under Supervision by the (enter supervisor classification):  
Health Program Audit Manager I.

**Supervision Exercised: (check all that apply)**  Non-Supervisory Classification / None  
 Clerical Staff  Analytical Staff  Technical Staff  
 Professional Staff  Supervisory Staff  Managerial Staff

**Special Requirements:**  
 Medical Evaluation /Clearance  Typing Certificate  Valid Driver’s License  
 Background Check / Finger Printing Clearance  
 Valid Professional License (please specify): \_\_\_\_\_

**Desirable Qualifications:**

**Working Conditions (Check all that apply):**  
 Prolonged Periods of:  Standing  Sitting  Kneeling  Bending  
 Requires Lifting of Heavy Objects up to: \_\_\_\_\_  
 Travel May be Required:  Occasional  Over Night

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

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

Employee Name:	Employee Signature:	Date:
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**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.

Supervisor Name:	Supervisor Signature:	Date:
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**Duty Statement**

Classification: Associate Management Auditor			
Working Title: Associate Management Auditor			
Program: Audits & Investigations			
Division: Contract and Enrollment Review Division		Branch: East Branch	
Section: Rancho Cucamonga		Unit: II	
Office Location: 11175 Azusa Court, Suite 200, Rancho Cucamonga, CA 91730			
COI Classification:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	CBID: R01   Position Number: 806-107-4159-XXX
Telework Eligible:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; 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 Associate Management Auditor will play an integral part on the medical team, by providing auditing expertise in the planning phase, in the use of sampling techniques, in the reviewing and testing of data in the audit process, and in documentation of an audit trail in accordance with Generally Accepted Government Auditing Standards. Performs the most difficult and complex individual and team audits and reviews of non-institutional providers and compliance audits of pharmacies. Incumbent participates in audits or reviews of highly focused and specialized areas of provider types and / or of the services rendered as directed by the Section's Research Unit. The auditor will be developing new audit procedures and methodologies for the field sections' audits of new areas of potential fraud using statistical sampling techniques. Provides audit-related support services for technical, professional and research staff. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required, up to 20%.</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>
45%	Develops and performs various analytical and audit procedures involved in the detection and audits of fraud and abuse in the Medi-Cal program. This includes auditing defined samples developed by the research staff in order to establish the potential fraud and abuse present in a specific provider type or service area. The incumbent will be required to report their audit findings so that the results can be extrapolated to the sample population; and, the potential magnitude of the problem, including fraud, waste, and abuse, can be evaluated and quantified.
20%	Prepare working papers and audit reports to support audit findings and conclusions for use by internal and external users. Provides audit, analytical and program support for the Research Section staff. Consult with research staff on audit issues and data requirements for audit model samples. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required, up to 20%.
15%	Prepare reports/briefings to management identifying audit findings, audit trends, and potential for fraud, waste and abuse based on the results of audited samples and pharmacy audits. Analyze statutes, regulations, policies and procedures as they pertain to program activities.
15%	Participates in auditing the sample selected in the Medi-Cal Payment Error Study (MPES). Correspond with other governmental agencies as needed. Attend meetings and training as 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.

