

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

GENERAL AUDITOR III

POSITION NUMBER:

800-570-4285-910

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Children & Family Services Division, System of Care

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

FPAB/Fiscal Audit Unit-Sac

SUPERVISOR'S NAME:

Mubashshir Ahmad

SUPERVISOR'S CLASS:

Supervising Governmental Auditor I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☒ Designated under Conflict of Interest Code.
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☐ None
- ☒ Other *(Explain below)*

Must complete 80 hours of Continuing Professional Education Units every 2 years
Fingerprints Required

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Fiscal Audits Unit within the Fiscal and Performance Audits Bureau is to ensure that children placed in Short Term Residential Therapeutic Programs (STRTPs), Foster Family Agencies (FFAs), Transitional Housing Placement-Non Minor Dependents (THP-NMDs), and any other Providers who receive Aid to Families with Dependent Children-Foster Care (AFDC-FC) funds are receiving the services for which the Providers are being paid and to provide assurances for the fiscal integrity of the foster care program.

CONCEPT OF POSITION:

Under the general direction of the Supervising Governmental Auditor I, the General Auditor (GA) III is responsible for conducting audits of foster care providers and foster family agencies statewide to determine compliance with the foster care rate and auditing regulations set-forth within state and federal law.

A. RESPONSIBILITIES OF POSITION:

35% Conducts field audits of Providers who receive funds under the AFDC-FC program. Verifies and evaluates the level of services provided by interviewing staff, reviewing personnel and payroll records in accordance with established audit procedures. Reviews the Provider's records to determine whether AFDC-FC funds were spent on allowable and reasonable costs, that expenditures have the appropriate documentation, internal controls are adequate, and Board of Directors oversight of program operations is sufficient. Prepares and completes associated work papers and uploads work papers and associated information into TeamMate. (Note: Travel may be up to 25%-35%)

30% Communicates audit procedures and scope of audit via Entrance Conference and audit findings at Exit Conference with Providers, their representatives, county placement agencies, Community Care Licensing Division Staff, and other interested parties. Prepares Scheduling Letters, Management Decision Letters, and accompanying worksheets. Performs a peer review of other auditors' reports to ensure quality control. The GA III will verify through the Corrective Action process that Providers correct issues of fiscal oversight and program accountability identified in the Management Decision Letter.

20% Plans audits in accordance with established audit protocols. Informs Providers of the scope of a scheduled audit and requests data to be reviewed during the audit period. Reviews preliminary data prepared by the Provider.

5% Communicates audit policies and procedures to Providers, their representatives, and the general public. Prepares informational letters and notices. Assists in conducting training sessions, upon request.

5% Defends audit findings during the administrative appeal process. Assists in preparing for formal hearings; testifies at formal hearings before an Administrative Law Judge to defend audit findings; and consults with legal staff regarding audit issues.

5% Performs other duties as required.

B. SUPERVISION RECEIVED:

The GA III receives general direction from the SGA I. The GA III acts as lead or Auditor in Charge (AIC) and independently performs such tasks as, assigning, coordinating, and reviewing the work of a team of auditors during the audit; and conducting a final review of Point Sheets and Management Decision Letters to ensure consistency with applicable laws and regulations, CDSS policy, and Generally Accepted Government Auditing Standards. Assists in training new staff as necessary.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The GA III has routine contact with Providers, Audits Bureau Staff, Branch Staff, Legal Division Staff, Community Care Licensing Division Staff, Department of Health Care Services Staff, county placement agencies, and other CDSS employees.

E. ACTIONS AND CONSEQUENCES:

The GA III evaluates the financial condition of Providers who receive funds under the AFDC-FC program to ensure that Providers serving children in foster care comply with state and federal laws, and regulations and that AFDC-FC funds are spent on allowable, reasonable, and supported costs with a programmatic purpose. If costs are not allowable, reasonable or supported the GA III will determine the disallowed costs which the Provider will be required to repay, once the disallowed cost findings are sustained. Consequences of actions by not applying or interrupting state, federal laws, and regulations could result in audit findings being overturned or dismissed by Administrative Law Judge at hearing.

F. OTHER INFORMATION:

The GA III may travel to Providers offices and facilities to conduct audits located primarily throughout Northern California, but may also conduct desk audits and work in state offices or other sites determined by the CDSS. Field audits generally require 25 - 35 percent travel throughout the state via automobile, airplane or train.

The GA III must have the ability to identify and resolve complex issues, be detailed oriented, and be able to work well independently or as a team member. In addition, the GA III must adhere to the existing laws and regulations pertaining to confidentiality of information and apply the appropriate levels of discretion as needed.

The GA III should have a working knowledge of accounting and auditing concepts, procedures, standards, and principles as applicable to the AFDC-FC and non-profit corporation environments and TeamMate audit software.