

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant (Proposed)

CLASSIFICATION:

Supervising Governmental Auditor II

POSITION NUMBER:

570-4140-001

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

CFSD/System of Care Branch

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

Fiscal and Performance Audits Bureau

SUPERVISOR'S NAME:

Sara Rogers

SUPERVISOR'S CLASS:

CEA A

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)*

Fingerprint clearance 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.

4 Supervising Governmental Auditor I
1 Office Technician

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 and Performance Audits Bureau, within the System of Care Branch, is to provide fiscal and program monitoring and oversight over foster care non-profit organizations to ensure the financial integrity of their operations and that federal and state funding is appropriately expended for programs that support children and youth in accordance with state and federal requirements.

CONCEPT OF POSITION:

The Supervising Governmental Auditor (SGA) II is responsible for supervising and leading a large team of auditors who perform desk and on-site Fiscal Audits, Performance Audits of non profit provider organizations that receive federal foster care funding. The SGA II ensures that the scope of all audit activities comply with Government Auditing Standards; maintains the uniform application of auditing procedures and policies; able to assess the impact of new laws and child welfare initiatives on the financial and program statements of provider organizations; able to implement conforming changes to the audit processes as needed; able to ensure that the funding is appropriately expended to support good outcomes for children/youth in out-of-home settings served by provider organizations.

A. RESPONSIBILITIES OF POSITION:

The SGA II will supervise and support staff reporting directly to the SGA II:

30% - Staff Supervision and Collaborative Leadership:

- Engage and team with staff to supervise and direct staff work
- Oversees, plans, and sets the scope of all audits (i.e. desk, on-site, Fiscal, Performance and IMC ARBRs)
- Directs and monitors audit staff to ensure consistent application of established auditing procedures and techniques
- Oversees the review and maintenance of policies to ensure they remain current and aligned with audit activities conducted on provider agencies
- Ensures the consistent and proper application of federal and state laws and regulations in all audit activities

25% - Support staff and Provider Guidance:

- Establishes and maintains procedures to evaluate the financial condition of provider organizations, ensuring compliance with statutory and regulatory requirements
- Directs and ensures staff proficiency in accepting and statistical methods to assess financial risks of providers
- Oversees and conducts quality control reviews of audit findings to ensure accuracy, consistency, and adherence to departmental standards
- Approves and issues management decisions and official correspondence to providers with the highest degree of accuracy, clarity, and timeliness
- Supervises and authorizes collection activities of sustained over payments are issued as a result of the audits

25% - Oversight of Audits/Desk Reviews Audit for Provider Financial Compliance:

- Monitors the ongoing desk review process of Financial Audit Reports (FARs) to ensure a provider's financial statements, cost reports and other documents comply with federal and state laws and regulations or information that is published in Foster Care and Audits Rates Letter
- Develops and/or approves reports, costs studies, management decision letters, and other related correspondence prepared by audit staff used to communicate any audit findings or information;
- Recommends changes to the review processes, cost reports, or standard letter templates when appropriate.

10% - Conducts Decision Making collaborative leadership, legal interpretation, and informed recommendations guided by executive and legal direction

- Confers with audit and licensing staff and the Branch Chief about complex issues related to a provider's program and/or financial status based on the results of a fiscal audit
- Identifies and/or refers issues requiring a legal opinion or interpretations from the legal team;
- Makes recommendations regarding the type of actions that need to taken by an auditor as a result of a legal opinion or interpretation or direction from the Branch Chief or Executive Staff
- Communicates, advises and confers with the the department's executive leadership.

5% Internal and External CDSS Partnerships

Participates on work groups, task forces, or subcommittees to ensure:

- The collaboration with stakeholders or internal branches, divisions or other State departments related to ongoing concerns or positive trends, policy or procedure changes, emerging issues, new initiatives, related to rate setting or audit activities of a non-profit organizational provider that serve children in out-of-home placements

5% Administrative/Supervisory Functions

- Conducts employee probationary/performance evaluations and disciplinary actions, as necessary
- Coaches/engages/s/supports management team to achieve the required competencies in accordance with all departmental policies
- Ensures audit staff are properly trained in accordance with audit standards for continuing education; promotes a positive work environment and other duties as assigned.

B. SUPERVISION RECEIVED:

The SGA II directly reports to the Branch Chief and can receive general directions from the Deputy Director regarding special projects. The SGA II also provides daily guidance and direction to five SGA I's (four who are located in Northern and one in Southern California.)

C. ADMINISTRATIVE RESPONSIBILITY:

Upon requests from or in absence of the Foster Care and Audits Rates Branch Chief, SGA II will assist with managerial/administrative responsibility in directing day-to-day operations of the Branch. The SGA II is responsible for organizing, leading and managing the internal procedures, workload assignments, and monitoring/evaluating Bureau and/or Branch progress and product results. Administrative duties can include special projects as assigned. The SGA II must understand the budget process, including the fiscal and organizational structural and how it relates to the county and the provider funding and county fiscal claims; ensuring that Executive Leadership is fully informed about high risk audits conducted on providers.

D. PERSONAL CONTACTS:

The SGA II has regular contact with the management and staff of all System of Care Bureau's and units, and particularly the Rates Bureau management and staff; other departmental staff, including Legal, Community Care Licensing, and the Public Information Officer, the Executive team, provider organizations and provider Chief Executive Officers (CEO's), county and provider associations/advocates such as County Welfare Department Association, Probation Departments, County Probations Officers Committee, County Behavioral Directors Association; the Los Angeles County Auditor Controller, California Bureau of State Audits, county audit organizations; consultants and certified public accountants, including the Board of Accountancy.

E. ACTIONS AND CONSEQUENCES:

Poor judgment, direction, and uninformed decisions made by the SGA II could result in the Department providing foster care providers and management with inaccurate information, inconsistent application of auditing procedures and policies, and being unsuccessful in Administrative Hearings and protests regarding audit findings or issues.

F. OTHER INFORMATION:

Knowledge and experience in applying general accounting and auditing principles, familiarization with government auditing standards and procedures used by the field audit staff; demonstrates the ability to respond to any child welfare programmatic changes that may impact the financial statements and cost reporting of providers as a result of various initiatives such as, the Continuum of Care Reform. The SGA II is expected to engage with their management team in a manner that demonstrates the ability to coach toward improving management skills. The applicant should demonstrate the ability to manage conflicts, solve problems and be solution focused, have the ability to perform a fluid and changing work environment. Preferred working knowledge of the child welfare system or other related systems but not required; demonstrates the ability to work effectively, collaborate and communicate with stakeholders, advocates, county, state and federal, providers and associations; understands the principles of customer service and the ability to direct staff in providing technical assistance; desired proficiency in audit analytics and preparing reports, including working in MS Word, Excel, Power Point, and Teammate Software.