

PROPOSED
Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Office of Information Services Enterprise Data Operations Branch Accounting and Reporting Systems Section Long-Term Care Financial Data Unit	
Position Number 441-507-4252-XXX	Location Sacramento	Telework Option Hybrid
Classification Health Program Auditor III, DHCS	Working Title Lead Analyst	

General Description

Under direction, will serve as the lead person for the desk audit of annual consolidated financial statements of skilled nursing facilities' related parties and associated documentation. Acts as subject-matter expert of the most complex consolidated financial statement reporting issues. Assists the Unit Supervisor in maintaining the Department of Health Care Access and Information's (HCAI's) uniform accounting and reporting system requirements, the unit's internal desk audit review system, and requirements for annual reporting of consolidated financial statements for skilled nursing facilities' related parties.

Supervision Received	Under direction incumbent reports to the Health Program Audit Manager I
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

Job Duties

E = Essential, M = Marginal

35% E Develops, implements, monitors, evaluates, and maintains the highly specialized, complex, and comprehensive audit programs for California long-term care facilities. This includes the long-term care financial data programs related to annual financial disclosure reports, and annual consolidated financial reports for

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		skilled nursing facilities' related parties. Particular emphasis is placed on the annual consolidated financial statements for skilled nursing facilities' related parties; identifying discrepancies between the individual financial reports and detail submitted on the consolidated reports, congruence with related entities that have submitted profit and loss statements, and ensuring the consolidated report includes all identified individual related parties.
25%	E	Develop, test, implement, and maintain edit specifications and parameters, output report and data product formats and specifications, and desk auditing policies and procedures for information technology (IT) systems. Prepares documentation for IT staff related to all system changes, enhancements, and additions. Assists IT staff with acceptance testing, system integration, and system implementation.
20%	E	Assists Unit Supervisor in maintaining HCAI's uniform accounting and reporting system requirements, which are set forth in the Accounting and Reporting Manual for California Long-Term Care Facilities (Manual). Assists Unit Supervisor in establishing and monitoring workload expectations; developing desk auditing policies, procedures, and standards; advising audit staff on the most difficult problems and on the application of statutes and regulations; preparing technical correspondence to facilitate compliance with regulatory requirements; maintaining HCAI's annual consolidated financial statements for skilled nursing facilities' related parties website; and training staff on the desk audit of annual consolidated financial statements for skilled nursing facilities' related parties.
15%	E	Interact with facility representatives, industry organizations, legislative staff, State and Federal agencies, consulting firms, attorneys, media, patient advocacy groups, labor organizations, researchers, other HCAI staff, and the public on the most complex health program audit, compliance, accounting, reporting, and data issues. These interactions require exercising the highest degree of judgment in the application of State laws, regulations, audit procedures, and HCAI policy; and typically involve providing technical expertise, developing data products; and analyzing legislation, industry literature, and media reports concerning sensitive long-term care financial reporting issues.
5%	M	Completes special projects and reports for the Unit Supervisor and Section Manager and performs other duties as may be assigned.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's Mission, Vision, and Goals.
- Demonstrate a commitment to HCAI's Core Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

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To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date