

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Supervising Governmental Auditor I

POSITION NUMBER:

800-870-4142-003

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

CFSD-System Of Care Branch

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

FPAB/Policy and Support

SUPERVISOR'S NAME:

Jacqueline Juarez

SUPERVISOR'S CLASS:

SUPERVISING GOVERNMENTAL AUDITOR II

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 80hrs of Continuous Education every 2 years.
Fingerprints required & ability to travel

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.

3 General Auditor III

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 Fiscal and Performance Audits Bureau is committed to ensuring the fiscal and programmatic integrity of foster care non-profit organizations through comprehensive monitoring and oversight. The Bureau verifies that Title IV-E funds are administered and expended in accordance with all applicable State and Federal statutes and regulations, supporting programs that serve children and youth. The Policy and Support Unit operates in close collaboration with audit field staff to uphold the accuracy, quality, and completeness of audit reports. Through detailed quality review, consultation with audit staff, and coordination with the Department's Legal Office, the unit strengthens the reliability of audit outcomes. Additionally, the Policy and Support Unit administers overpayment collections and develops regulations and policy memoranda that guide and enhance audit operations across the Bureau.

CONCEPT OF POSITION:

Under the direction of the Bureau Chief (SGA II) the Supervising Auditor I (SGA I) is responsible for supervising staff in the Policy and Support Unit who provides the policy development, regulations for audits, written directives and BCP's for positions. The SGA I is also oversee General Auditor III's who are responsible for quality control reviews of all audit reports, collections of assessed over payments, technical trainings and coordinating audit appeals.

A. RESPONSIBILITIES OF POSITION:

(40%) - Directs and coordinates the work of three auditors Provides day-to-day direction, oversight, and guidance to three auditors in the development of policy and regulations, updates to audit templates, contract and payment reviews, and TeamMate project activities. Responsibilities include assigning work, monitoring progress, conducting performance evaluations, ensuring consistent application of standards, and overseeing how policy updates and workflow changes are implemented across the team.

(25%) - Reviews all audit reports before finalization Conducts a comprehensive review of all audit reports to ensure accuracy, compliance with policy, and adherence to established audit methodologies. Confirms that updates and information received from Quality Control auditors are incorporated and tracked appropriately. Ensures appeal-related information is accurately maintained and communicated prior to report finalization.

(20%) - Reviews collection activity and bad debt write-offs Analyzes collection activity and provides oversight on non-collectible accounts, including evaluating justification for bad debt write-offs. Exercises decision-making authority regarding approval or escalation of accounts and works closely with other units engaged in collection efforts to confirm consistency and compliance.

(5%) - Coordinates legal referrals and weekly legal meetings for the Bureau Prepares, organizes, and manages legal referral documentation. Schedules and leads weekly legal meetings, ensuring all cases are reviewed, updates are communicated, and appropriate follow-up actions are assigned.

(5%) - Prepares policy memos and provides Division-wide updates Drafts policy memos to document updates to audit policies and procedures. Shares relevant statistics and information related to Bureau collections and audit scheduling with Division staff to support awareness and informed decision-making.

(5%) - Oversees administrative hearing appeals and contract for hearing services Manages the administrative hearing appeals process, coordinating case preparation, timelines, and communications. Oversees the contract for hearing services, ensuring service delivery meets program needs and contractual requirements.

SUPERVISING GOVERNMENTAL AUDITOR I COMPENENCIES

Knowledge and experience in applying general accounting and auditing principles and procedures; knowledge of the foster care statute and regulations; familiarity with departmental structure; and the ability to work effectively with county placement agencies, foster care providers, and representatives of provider associations.

Ability to identify and resolve complex issues, be detail-oriented, and be able to work well independently as well as a team member.

Adhere to existing laws and regulations pertaining to confidentiality of information and apply the appropriate levels of discretion.

Ability to lead diverse staff, foster collaboration and mutual respect while achieving Department goals.

Competent with MS Office (Word, Excel, Power Point, and Outlook) and familiar with QuickBooks and/or similar accounting software.

Ability to review financial audit reports prepared by Certified Public Accountants and identifies any areas of weaknesses or potential concerns.

B. SUPERVISION RECEIVED:

The Supervising Governmental Auditor I receives general direction from the Bureau Chief (SGA II).

C. ADMINISTRATIVE RESPONSIBILITY:

Assists the Bureau Chief with managerial/administrative responsibility in organizing and directing the day-to-day operations of the Bureau, including organizational structure, internal procedures, workload organization, and monitoring/evaluating Bureau progress and product results.

D. PERSONAL CONTACTS:

The SGA I will interact on a daily basis with all levels of Department staff, Foster Care Rates Bureau staff, Community Care Licensing, Legal, county placement agencies, foster care providers, and representatives of foster care provider associations.

E. ACTIONS AND CONSEQUENCES:

Poor judgment, direction, and decisions made by the SGA I could result in the Department providing inaccurate information, inconsistent application of auditing procedures and policies, ineffective policy decisions and regulations, including being unsuccessful in Administrative Hearings.

F. OTHER INFORMATION:

Travel may be required occasionally in California.