DUTY STATEMENT

Classification: Health Program Auditor IV	
Working Title: Health Program Auditor IV	
Program: Audits & Investigations	
Division: Financial Review Outpatient & Behavioral Health Division	
Branch: Outpatient Financial Review Branch	
Section: Special Programs Section	
Unit:	
Office Location: 1500 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☑ Yes ☐ No	Telework Eligible: ☑ Yes ☐ No
CBID: R01	Position Number: 806-217-4249-XXX
Bilingual Position: ☐ Yes ☑ No	Specify Language: Not Applicable

This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.

Job Summary:

The Health Program Auditor IV (HPA IV) is the most advanced auditor level in the Outpatient Financial Review Branch. Under the general direction of a Health Program Audit Manager II (HPAM II), the HPA IV functions as a audit program specialist and performs the most complex and difficult performance audits in the Local Education Agency Billing Option Program (LEA). Travel of up to 15% is routinely required and may include overnight, and / or weekend stays.

Job Summary (cont):

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.

Description of Duties:	
% of Time	**Essential Functions**
35%	Conducts large and complex performance audits for the Local Education Agency Billing Option Program (LEA). The audits are characterized as having a major reimbursement and programmatic impact for program providers. Audit assignments require a high degree of skill, judgment, and technical expertise. The HPA IV is required to interpret, prepare, assist, conduct, and review performance audits and supporting documentation. The HPA IV is a lead auditor for LEA. Travel of up to 15% is routinely required and may include overnight, and / or weekend stays.
20%	Participates in audit program development, evaluates new and existing program regulations, and provides audit activity consultations to management, other DHCS divisions, counties, and agencies. Attends and participates in DHCS meetings and conferences with federal, state and county officials by addressing audit activities and issues for LEA.
20%	Reviews the work performed by audit staff for accuracy, quality, and appropriate regulations. Provides feedback and professional guidance to auditors. Ensures completed audit work is accurate, supported by documentation and regulations before management review. Ensures that program regulations and audit standards are consistently applied to program providers.
10%	Collaborates with other divisions on LEA audit activities. Researches changes in program policies, regulations, and legislation. Resolves audit and programmatic issues. Responds to program changes with proposals for revised audit policies and procedures that comply with program regulations. Presents audit proposals, audit finding summaries, cost reporting trends, and various analyses to management for decision making.
10%	Trains audit staff in proper implementation of the various audit programs, procedures, and reports. Addresses unforeseen implementation problems or concerns for stakeholders. Provides expert testimony and justifies disputed audit findings at appeal hearings and conferences, assists DHCS counsel at appeal hearings, and serves as an expert witness at appeal hearings or in court proceedings. Prepares appeal position statements, supplemental position statements, and addresses appeal outcomes in revised audit reports.

Description of Duties	
% Of Time	**Essential Functions**
% Of Time	**Marginal Functions**
5%	Other duties as assigned.

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

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:
- Knowledge of California Administrative Procedures Act
- Comprehensive knowledge of State and Federal laws, rules and regulations which govern the various departmental health programs and/or contractors subject to audit
- Specialized knowledge of financial, health program and contractor activity
- Ability to handle the most difficult, complex, and comprehensive health program audit issues
- Ability to write complete audit reports
- Ability to independently function with general or limited guidelines
- Ability to develop, implement, monitor, and evaluate new health audit programs
- Ability to exercise the highest degree of judgment in applying laws and audit procedures
- Demonstration of a high degree of skill, judgment, and technical expertise

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

Acknowledgements:

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

Analyst Name:	Analyst Signature:	Date:
Mari Rodriguez	Mari Rodriguez Digitally signed by Mari Rodriguez Date: 2026.10.22 12:21:54 -07'00'	10/22/2026

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:

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: