



HEALTH PROGRAM AUDITOR II, DEPARTMENT OF HEALTH SERVICES

Exam Code: 1SHAA

Department: Department of Health Care Access and Information

Exam Type: Departmental, Promotional, Continuous

Final Filing Date: Continuous

CLASSIFICATION DETAILS

HEALTH PROGRAM AUDITOR II, DEPARTMENT OF HEALTH SERVICES –
\$5059.00 - \$6,651.00 per month.

For more information, view [the classification specification.](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Applications are accepted continuously throughout the year; however, they will only be processed during the administration period following the cut-off dates listed below.

- September 21, 2023
- March 15, 2024

Applications sent via mail must be postmarked by the cut-off date. Applications received via hand delivery or interagency mail after 5:00pm on the cut-off date will be held for the next administration period. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing. State applications must have an original signature. The examination title must be indicated on the application. Faxed applications will not be accepted.

WHO SHOULD APPLY

1. Applicants must have a permanent civil service appointment with the Department of Health Care Access and Information by the final filing date in order to take this examination; or
2. Meet the provisions of California Code of Regulations, title 2, sections 234, 235 or 235.2; or
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code 18992; or
5. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. (Applicants must submit a copy of Form DD214 along with their State Application [STD. 678]).
6. Applicants who meet the minimum qualifications as stated on this announcement and who have not taken the examination in the last 12 months may apply for this examination.

HOW TO APPLY

You may submit your examination application using one of the following three methods:

1. Email your application and required documents to HRExams@hcai.ca.gov.
2. Via mail to the address listed below.
3. In person at the address listed below during regular business hours (8:00 a.m. to 5:00 p.m.).

Mail or Hand deliver apps to:

**Department of Health Care Access and Information
Human Resources Services Section
Attention: D. Barker
2020 West El Camino Avenue, Suite 1016
Sacramento, CA 95833**

DO NOT SUBMIT DOCUMENTS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). AT THIS TIME, THE DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION DOES NOT ACCEPT APPLICATIONS FOR EXAMINATIONS ONLINE. ALL APPLICATIONS MUST INCLUDE A CURRENT VALID E-MAIL ADDRESS AS EXAMINATION NOTICES WILL BE SENT VIA EMAIL.

- [State Application \(STD. 678\)](#)
- **Proof of completion of the required education (copies are acceptable)**

Note: Application packages submitted without all of these documents will be rejected.

Special Testing Arrangements:

If you have a disability and need special testing arrangements, mark “yes” for question #10 on the State Application STD. 678 (Rev. 7/2019) and include a completed Accommodation Request form STD. 679. The Examination Unit will contact you to make special testing arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to ensure you meet the minimum qualifications stated on this announcement. Your signature on the State Application (STD. 678) indicates that you have read, understood, and possess the minimum qualifications required.

Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the minimum requirements does not assure a place on the eligible list.

Note: All State Applications (STD.678) must include: “to” and “from” dates (month/day/year), hours worked per week, official job titles/classifications, and duties performed. State Applications (STD.678) received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

HEALTH PROGRAM AUDITOR II, DEPARTMENT OF HEALTH SERVICES

EITHER I

One year of experience in the California state service performing professional health program accounting or auditing duties at a level of responsibility equivalent to that of Accountant Trainee, Accountant I, or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing the specified duties will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

OR II

Two years of health program auditing experience equivalent in responsibility to that involved in making less difficult technical audits in government, commercial, public or health program auditing performing analytical or critical examination of health program records or books of accounts with responsibility for laying out audit programs and determining the scope of work to be performed. (Bookkeeping, clerical, accounting, preauditing, procedure checking, and system maintenance experience is not acceptable.)

And

Education: Either

1. Equivalent to graduation from college with specialization in accounting; or
2. Completion of either:
 - a. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting, and business law; or
 - b. The equivalent of 16 semester hours of professional accounting courses given by a collegiate grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting, and three semester hours of business law.

POSITION DESCRIPTION

HEALTH PROGRAM AUDITOR II, DEPARTMENT OF HEALTH SERVICES

This is the first journey level in the series. Under direction, incumbents independently conduct technical management, financial, and internal audits of moderate difficulty or under the lead of a Health Program Auditor III conduct portions of more complex audits. Incumbents plan the scope and procedure of audits; correspond and discuss with health program providers and contractors regarding application of the related laws and regulations; or conduct program audits to assess the financial and administrative capabilities of health care providers and departmental programs.

POSITION LOCATION

Spot location for Sacramento County only.

EXAMINATION SCOPE

Qualifications Appraisal Panel – Weighted 100% of the final score.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all

experience relevant to the “minimum qualifications” shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the “minimum qualifications” carefully to see what kind of information will be useful to the staff doing the evaluation.

A final score of 70% must be attained to be placed on the eligible list.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicants’:

Knowledge of: General auditing and accounting principles and procedures; business law; State and Federal laws and regulations which govern the Medi-Cal Program, Title XVIII of the Social Security Act; Title XIX of the 1965 Social Security Act, as amended; Medicare Program Regulations Manual; Skilled Nursing Facility Manual; Provider Reimbursement Manual; Welfare and Institutions Code, Section 14170; State of California Health and Safety Code; Title 22, Division 3 and 5 of the California Administrative Code; the California Health Facilities Commission Accounting and Reporting Manual for Long-Term Care Facilities; Title 42-Code of Federal Regulations; Fiscal Intermediary Manual; and the Government Code, Title 2, Division 3; legal opinions and court decisions as they relate to departmental programs, auditing practices and procedures as used in the various audit programs in the Department, and related departmental policies and procedures.

Ability to: Apply auditing principles and procedures; apply the State and Federal rules and regulations which govern the various departmental programs in the conduct of audits or financial examinations; apply legal opinions, court decisions, and departmental policies and procedures; establish and maintain cooperative working relations with those contacted during the course of the work; analyze situations accurately and adopt an effective course of action; reason logically and creatively in unique situations; speak and write effectively; testify at hearings on disputed audit findings.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list for the Health Program Auditor II, Department of Health Services classification will be established for the Department of Health Care Access and Information.

An eligible list will be created with the names of **successful** competitors in order of final score. Eligibility expires **12 months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans’ Preference is not granted for promotional examinations.

Career Credits DO NOT apply.

Bulletin Date: 6/14/2023

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

CONTACT INFORMATION

Department of Health Care Access and Information
Human Resources Services Section
2020 West El Camino Avenue, Suite 1016
Sacramento, CA 95833
Phone: (916) 326-3230

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Department of Health Care Access and Information: <https://hcai.ca.gov/>

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

Bulletin Date: 6/14/2023

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of Health Care Access and Information reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). The Veterans' Preference Application (CALHR 1093) is available at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to

graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513.