

HEALTH CARE SERVICES, DEPARTMENT OF



JOB VACANCY

Title: AUDITOR I

Salary: \$3,247 - \$4,271.00

Posted: 09/09/2015

Job Description:

Multiple Auditor I positions

Job Summary: The Auditor I is the entry and initial working level of the Health Program Auditor series.

Supervision Received: Health Program Audit Manager I and the general guidance of either the Health Program Auditor IV or the Health Program Auditor III

Description of Duties: The Auditor I is the entry and initial working level of the Health Program Auditor series.

85% The Auditor I is the trainee and initial working level of the Health Program Auditor series. The Auditor I assists with compliance, financial and/or management audits. These audits are a combination of in-house desk audits and field audits, generally in the acute care or long term care program areas, but they may also include audits in the public health or rural health clinic program areas. Typical audit procedures include review and verification of total revenue and expense accounts, balance sheet accounts, statistical data, cost allocation bases, and the preparation of audit working papers. After accumulating experience, the Auditor I is expected to independently conduct less difficult or routine audits where no problems are anticipated and in-depth testing is not required. Overnight travel is routinely required and out of state travel including overnight and/or weekend stays may be required.

10% Assists the lead auditor in the completion of audit reports, which includes preparing supporting schedules and charts, and independent preparation and submission of reports for assigned phases of an audit. Attends audit entrance and exit conferences with the lead auditor.

5% Attends meetings and/or interviews with staff of the facility audited, Departmental staff, and state program representatives.

Individuals currently at the above classification level or

who are eligible for transfer or list appointment are encouraged to apply. Only those best qualified will be interviewed. Send a completed application to the person and address provided above. A resume may be included, but its submission is optional. In the "Explanations" section of the California State Examination/Employment Application Form 678, all applicants must indicate the basis of eligibility (e.g., SROA, Surplus, Reemployment, Reinstatement, Transfer, List Eligibility, etc.). Failure to provide this information may result in automatic elimination from the hiring process for this position. Appointment may be subject to SROA/Surplus restrictions. SROA/Surplus applicants must submit a copy of their letter with their applications. The STD 678 can be accessed through the CalHR website at www.JOBS.ca.gov.

Working Title	Position Number
Auditor I	806 - 203 - 4175 - xxx
Location	County
FAB - Sacramento	SACRAMENTO
Timebase	Tenure
Full Time	Permanent month(s)
Final Filing Date:	Department Link:
10/09/15	None Specified
Contact Unit/Address	Contact Name/Phone
Sacramento Audits Section P.O. Box 997413, MS 2106 Sacramento, 95899	Jenny Chen 916-650-6994 Jenny.Chen@dhcs.ca.gov

Additional Information:

For more information regarding the state hiring process or vacancies at the Department of Health Care Services, Audits and Investigations, you may contact:
Noreen Novotny at Noreen.Novotny@dhcs.ca.gov, 916.440.7059 or Joe Espinosa at Joseph.Espinosa@dhcs.ca.gov, 916.650.6700.



Auditor I

2 Steps To A State Job
Auditor I Hiring Process
Auditor I Job Vacancy



Department of Health Care Services



AUDITOR I HIRING PROCESS

1. TAKE AN EXAM

To establish eligibility, review the classification/job title examination bulletin for details on the examination, the type of examination, and the minimum qualifications required to compete in the examination. Search for examination bulletins and follow instructions. Then, take and successfully pass the examination (s) to get placed on the eligibility list.

2. APPLY FOR JOB VACANCIES

Once eligibility has been established, search and apply for a job vacancy. Depending on the department, the application submittal and interview requirements may vary.

[Link to Apply for California State Jobs](https://jobs.ca.gov/)

<https://jobs.ca.gov/>

1) Go to www.jobs.ca.gov and search exams for Job Title: Auditor I, Department of Health Care Services. **Be sure that you meet the minimum requirements which consist of:**

- A) Equivalent to graduation from college, with specialization in accounting. Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)
- B) Completion of 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.
- C) Completion of the equivalent of 19 semester hours of course work, 16 hours of which shall be 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. (Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

- 2) Take the Quality Assessment of Auditor I (examination) and get examination results.
- 3) If successful, you will be placed on the "eligibility list".
- 4) Complete the California State Examination/Employment Application Form 678
- 5) Following the instructions on the Auditor I Job Vacancy Announcement
 - A. Submit California State Examination/Employment Application Form 678
- 6) If selected for an interview, you will be contacted for an interview.
- 7) Attend Interview.
- 8) If you are selected for the job, you will receive a tentative job offer pending official HR approvals.
- 9) If not selected, wait for further notices of Auditor I Vacancy Announcements or obtain notices of job openings on Vacant Position Online Search (VPOS) and apply.
- 10) May receive contact letters/notice(s) once candidate is within the top three ranks (scores) on the Quality Assessment of Auditor exam.
 - Steps 1 – 5 = 1 day
 - Step 6 = 1 - 3 weeks after final filing date
 - Step 7 = 1 – 2 weeks
 - Step 8 = 1 – 2 weeks

The Auditor is the state's entry level class. The career path at DHCS is Auditor, Health Program Auditor II, Health Program Auditor III, Health Program Auditor IV, Health Program Audit Manager I, Health Program Audit Manager II, and Health Program Audit Manager III.