



DEPARTMENTAL PROMOTIONAL STATEWIDE
EXAMINATION ANNOUNCEMENT

Health Program Auditor II, Department of Health Services
Salary Range: \$4,016 - \$5,280

Final Filing Date: October 13, 2016

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.

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.

WHO MAY APPLY

This is a promotional examination for **the Office of Statewide Health Planning & Development (OSHPD)**. Applicants must one of the following criteria in order to participate in this examination:

1. Must have a permanent civil service appointment with the OSHPD as of the final filing date; or
2. Must meet the provisions of the State Personnel Board Rule 234, 235, or 235.2; or
3. Persons employed by the Legislature for two or more consecutive years as defined in Government Code Section 18990; or
4. Persons holding, for two or more consecutive years, nonelected exempt positions in the executive branch of government and excluding those positions for which the salaries are set by statute as defined in Government Code Section 18992; or
5. Persons 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.

Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678).

WHERE TO APPLY

Submit Examination Application (Std. Form 678) to the address listed below. Applications must be POSTMARKED no later than the final filing date. Applications postmarked or personally delivered to the OSHPD Human Resources Office (hours are 8:00 AM to 5:00 PM) after the final filing date will not be accepted for any reason. **Résumés alone will not be accepted. EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit completed application to:

Office of Statewide Health Planning & Development
Human Resources Services
Attention: Exam Unit
400 R Street- Suite 359
Sacramento, CA 95811-6213

If you have questions concerning this examination please contact:
Curtis Williams at (916) 326-3208

**QUALIFICATIONS
APPRAISAL INTERVIEW**

It is anticipated that qualifications appraisal interviews will be held during **November 2016**.

**REQUIRED
IDENTIFICATION**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification when required to appear for the examination.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements or other reasonable accommodation, mark the "Yes" box for question #2 on page 1 of the application. You will be contacted in advance of the exam date to ensure that proper accommodations are made. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the OSHPD Exam Unit at **(916) 326-3208**.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

Applicants must meet the experience/education requirements by **October 13, 2016**, the **final filing date**.

All applications/résumés **MUST** include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class title(s). **Applications/resumes received without this information may be rejected.**

If education is required to meet the minimum qualifications, include on the application (top of page 2): the name and location of the institution(s); course of study; units completed (semester/quarter); diploma, degree, or certificate obtained; and date completed. **Note: Applicants who are hired from this employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be from an accredited institution or be evaluated by an approved foreign transcript evaluation agency before they may be used for credentialing purposes.

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

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

Experience: 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

**MINIMUM
QUALIFICATIONS**

Educations: 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 correspondences 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.

THE POSITION

Position exist in Sacramento with the Office of Statewide Health Planning and Development.

**EXAMINATION
INFORMATION**

This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

EXAMINATION SCOPE

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100

Knowledge of:

1. General auditing and accounting principles and procedures.
2. Business law.
3. State and Federal laws and regulations which govern the Medi-Cal Program, title XVIII of the Social Security Act.
4. Title XIX of the 1965 Social Security Act, as amended.
5. Medicare Program Regulations Manual;
6. Skilled Nursing Facility Manual.
7. Provider Reimbursement Manual.
8. Welfare and Institutions Code, Section 14170.
9. State of California Health and Safety Code.
10. Title 22, Division 3 and 5 of the California Administrative Code.
11. Office of Statewide Health Planning and Development Accounting and Reporting Manuals for California Hospitals and Long-Term Care Facilities.
12. Title 42 – Code of Federal Regulations.
13. Fiscal Intermediary Manual.
14. The Government Code, Title 2, Division 3.
15. 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:

1. Apply auditing principles and procedures.
2. Apply the State and Federal rules and regulations which govern the various departmental programs in the conduct of audits or financial examinations.
3. Apply legal opinions court decisions, and departmental policies and procedures.
4. Establish and maintain cooperative working relations with those contacted during the course of the work.
5. Analyze situations accurately and adopt an effective course of action.
6. Reason logically and creatively in unique situations.
7. Speak and write effectively.
8. Testify at hearings on disputed audit findings.

**EXPERIENCE &
EDUCATION**

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 filling out his or her application accurately and completely. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application.

**ELIGIBLE LIST
INFORMATION**

A **departmental promotional** list will be established for OSHPD. The resulting eligible list will be used to fill positions in **Sacramento** only. This list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS'
PREFERENCE**

Per Section I, section 18973.5 of the Government Code, this exam does not meet the requirements to be considered an entrance exam and therefore Veterans' Preference are not granted.

CAREER CREDITS

Career Credits are not granted in promotional examinations.

**CONFIDENTIALITY /
SECURITY**

Pursuant to Government Code Sections 19680-19682, it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being disqualified from competing in the rest of the examination, barred from participating in future examinations, removed from other employment lists on which he or she already has eligibility, and/or subject to criminal charges.

General Information

If the candidate's notice of the Qualifications Appraisal Panel interview appointment fails to reach him/her 3 days prior to the day of the exam, it is the candidate's responsibility to contact the Office of Statewide Health Planning and Development to notify the exams unit and request exam information.

Applications are available at the California Department of Human Resources (CalHR) office, at local offices of the Employment Development Department, from the OSHPD Exam Unit, or on the Internet at <https://jobs.ca.gov/pdf/std678.pdf>.

If you meet the requirements stated on this bulletin, you may take the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Office of Statewide Health Planning & Development (OSHPD) 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 revisions will be in accordance with the civil service laws and rules, and all competitors will be notified.

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) service-wide 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 from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under the provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code Sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams. Government Code Section 18991 permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, to participate in promotional civil service examinations for which they meet the minimum qualifications as prescribed by the class specifications. These codes and rules may be reviewed at the OSHPD Human Resources Office or at the Information Counter of the State Personnel Board office.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others, as well as a state of health consistent with the ability to perform the assigned duties of the class.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or
Hearing Impaired: From **TDD phones** 1-800-735-2929
Voice: 1-800-735-2922