

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PROGRAM INTEGRITY AUDITOR I

POSITION CODE: 34631
Effective: 2-1-04

DISTINGUISHING FEATURES OF WORK:

Under general supervision, assists in performing on-site complex, technical, financial and integrity reviews and evaluations of programs and/or providers; assists in formulating applicable audit plans and assists in the design and development of new and existing procedures; assists in compiling and analyzing data; provides input to preparing reports, summarizing the work performed, detailing the findings and discrepancies and developing recommendations for correcting the deficiencies; conducts entrance and exit conferences; assists with preparing information utilized in administrative hearings as needed.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists higher level auditors in conducting on-site fiscal analysis and procedural audits of programs or medical providers; assists in examining general ledgers, general journals, subsidiary ledgers, voucher registers, disbursement books, payroll records, statement of financial conditions, tax returns, contracts and leases, articles of incorporation, transfer books and other documentation relative to the program and/or provider.
2. Provides input to comprehensive report of findings, including review results, calculations or review schedules; computes recumbent amount and prepares recommendations; participates in the discussion of review findings prior to the issuance of the final report; ensures the accuracy and completeness of final integrity review reports.
3. Participates in the design and development of new and existing integrity analysis procedures; identifies and addresses training needs of trainees; provides training by assigning specific portions of financial and medical analysis reviews and closely reviewing and discussing work performed with other program integrity auditors and trainees assigned to the project.
4. Assists in preparing for and conducting the entrance conference to outline audit plans with; requests financial records and other information needed to conduct the analysis; attends the exit conference and aids in explaining the findings and recommendations and correcting discrepancies.

PROGRAM INTEGRITY AUDITOR I (Continued)

5. Provides assistance in supplying detailed and highly sophisticated testimony utilized for administrative hearings regarding the analysis methodology used, the professional principles, concepts and procedures involved in the conduct of reviews and review findings; participates in writing results of formal review meetings held under the administrative review process.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to a bachelor's degree, preferably with major course work in accounting or business administration.

Requires satisfactory completion of agency-sponsored program integrity training program.

Knowledges, Skills and Abilities

Requires working knowledge of program integrity review theory and procedures.

Requires working knowledge of business administration principles and practices.

Requires working knowledge of the agency's programs, policies and regulations.

Requires working knowledge of state government.

Requires working knowledge of governmental program integrity review and accounting principles and practices.

Requires working knowledge of information technology as utilized by the agency.

Requires ability to prepare documentation and logical, well-ordered written reports and to communicate effectively, both verbally and in writing.

Requires ability to develop routine and nonroutine review guidelines of program integrity financial reviews.

Requires ability to exercise sound judgment in appraising and evaluating programs of a financial nature.

Requires ability to develop and maintain satisfactory working relationships with other employees, the public and agency provider representatives.

Requires ability to react effectively and efficiently under stressful conditions.

Requires an appropriate valid driver's license or the ability to travel to remote sites.