

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PROGRAM INTEGRITY AUDITOR TRAINEE

POSITION CODE: 34635

Effective: 2-1-04

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, for a period not less than six months and not to exceed twelve months, participates in an agency sponsored program integrity review training program; receives instruction and on-the-job training to learn review techniques and procedures in the financial and performance audit process and the evaluation of providers participating in providing goods and/or services to customers; gains requisite knowledge of program and service philosophies and operating objectives of the agency; successfully completes practical work assignments of increasing difficulty and responsibility designed to develop a working knowledge of program procedures and objectives.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives on-the-job training and assists higher level program integrity auditors in performing financial and procedural audits of programs and/or providers of medical services; participates in structured training programs to gain working knowledge of program and service philosophies and operating objectives of the agency and working knowledge of integrity review and accounting career disciplines; compares records of services and/or goods received with records of payment for goods and/or services; assists in checking for irregularities or violations of applicable laws and agency policy.
2. Completes increasingly difficult assignments for the purpose of gaining experience and developing working skills; receives training in the preparation of comprehensive review reports and assembling materials to be used during reviews; accompanies higher level program integrity auditors in initial and exit interviews.
3. In order to gain knowledge of integrity reviewing methodology used by the agency assists higher-level program integrity auditors in preparing documentation on the concepts and procedures involved in conducting audits.
4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

PROGRAM INTEGRITY AUDITOR TRAINEE (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires possession of a bachelor's degree with coursework concentration in accounting or business administration.

Knowledges, Skills and Abilities

Requires elementary knowledge of program integrity reviewing theory, principles and procedures.

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

Requires elementary knowledge of state government.

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

Requires ability to understand and follow complex oral and written instructions.

Requires ability to acquire and maintain requisite skills and knowledges needed to conduct examinations of agency programs and/or providers.

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

Requires ability to communicate effectively in verbal and written form.

Requires ability to prepare documentation and written reports.

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.