

# New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 0225100**

<b>Management Specialist 1, Grade 18</b>	<b>0225100</b>
<b>Management Specialist 2, Grade 23</b>	<b>0225200</b>
<b>Management Specialist 3, Grade 27</b>	<b>0225300</b>
<b>Management Specialist 4, M-4</b>	<b>0225400</b>

## Brief Description of Class Series

Management Specialists conduct or supervise comprehensive audits of the management, program and fiscal affairs of local social services districts and of providers of health care or other services, and perform eligibility reviews of applicants for and recipients of public assistance for the purpose of determining compliance with Federal and State statutes, regulations, and billing protocols. They may also be assigned in Central Office to support field staff or work on projects that encompass programmatic reviews or special tasks as assigned, or may use computer-generated information to perform fiscal audits.

## Distinguishing Characteristics

*Management Specialist 1:* entry level; generally function as an integral part of an audit team; may act as team leader for portions of regular audits or one entire, less complex audit.

*Management Specialist 2:* first supervisory level; may be team leader for one or more complex comprehensive audits, supervise one or more audit staff; performs or supervises more complex audit tasks; trains staff.

*Management Specialist 3:* second supervisory level; may supervise audit activities for multiple units within a Regional Office or Central Office; may be responsible for audits of a small program, type of facility or service provider; supervises lower level audit-related staff. May be responsible for directing a small Regional Office.

*Management Specialist 4:* third supervisory level; administers and directs the management, program and fiscal audit, and eligibility review activities of one or more Regional Offices or directs a large unit within the Central Office; provides particular expertise or direction to audits; possesses great autonomy in managing audit, program and systems activities; reports directly to the Bureau Director.

## Illustrative Duties

### *Management Specialist 1*

Prepares and analyzes background information to identify targets and priorities; prepares or assists in the preparation of detailed audit plans; arranges or assists in arrangements for office space, telephones, parking, necessary records, and other required arrangements for the field audit; may conduct entrance conferences; explains the purpose of the audit and procedures to the administrators. May be assigned as a team leader of Management Specialists and assign tasks to members of the team; recommends information sources and audit techniques; performs a survey of the local agency or provider services operating procedures to determine the nature, reliability, accuracy and accessibility of records. When acting as team leader, reviews work papers, draft reports and field materials prepared by staff for quality, completeness and adherence to prescribed plans and work schedules, measurement standards and protocols; provides assistance in solving work problems and interpreting information; prepares work papers, schedules, narratives, tabular material, and analysis of findings; writes draft audit report or sections thereof; attends exit conferences; may participate in the investigation of recipients of various agency program areas and other types of fraud; may create, run, review, analyze and maintain ad hoc and reoccurring reports regarding audit data; may provide basic hardware and software installation and maintenance; may testify in administrative hearings and appropriate courts on audit findings and matters involving violations of regulations; may participate in special projects.

### *Management Specialist 2*

Reviews or assists in the preparation of the audit plan or proposal in conjunction with related laws, regulations, and policy materials; determines appropriate techniques and procedures; may prepare audit plan from audit guidelines submitted by Central Office or higher level staff; may provide consultation, advice and technical assistance to local government officials, health care providers, legal representatives, State government officials, or others concerning program funded or reimbursed by the State or Federal government; explains and reviews the audit plan with the Management Specialists 1 and other participating staff; performs or directs a survey of the local agency or provider services operating procedures to determine the nature, reliability, accuracy, and accessibility of records; develops a sampling plan and directs the selections of a sample case load; assigns audit tasks to subordinate staff; prepares and conducts staff training and orientation program; trains staff in management and fiscal audit techniques; recommends solutions to audit problems; obtains interpretations of State and Federal regulations; meets with supervisor to report audit progress; reviews staff's work performance; monitors the audit program; reviews, edits, and approves the final draft audit report; participates in or conducts the exit conference; may arrange or direct arrangements for office space, telephones, parking, necessary records, and other required arrangements for the field audit; conduct entrance conferences; explains the purpose of the audit and procedures to the administrators; submits the final audit report to the supervisor; prepares or assists in the preparation of comprehensive audit reports

covering several audits; performs special reviews, analysis, or audits; reviews ad hoc and recurring reports regarding audit data, and performs or directs the routine maintenance and installation of hardware and software; designs, orders, prepares and analyzes computer-generated reports using such tools as Datamart and Data Warehouse; assists in identifying State and local district expenditures that can be claimed for federal reimbursement; recovers benefits overpayments; and may testify in administrative hearings and appropriate courts on audit findings and matters involving violations of regulations. Train staff in audit principles and techniques. Review work papers; draft reports; and field materials prepared by staff for quality, completeness and adherence to prescribed plans and work schedules, measurement standards and protocols.

### *Management Specialist 3*

Develops and provides staff with audit procedures, guidelines, manuals, training materials and instructions, consistent with State and Federal regulations, to meet the specific requirements of an audit; interprets audit guidelines for staff; interprets Federal and State statutes and regulations as they pertain to the operation of the audit unit; meets with officials of local social services agencies, governmental entities, health care providers, advocate groups, billing services, legal representatives, and others for the purpose of defining agency or office policy and audit procedures; provides technical assistance; supervises subordinate staff performing on-site audits; may determine staffing hours, number, and level of staff required to perform audits and management studies; sets schedules and staffing requirements; prepares correspondence and memoranda to assist and advise on audit progress, problems encountered, and preliminary findings; reviews, edits, and finalizes draft reports of field audits; directs the preparation of the final audit report; manages software development and maintenance of systems; may oversee the development of data extracts from various legacy systems, office automation activities including inventory, purchase, installation and maintenance; develops and maintains a Statewide system of fraud control processes; identifies State and local district expenditures that can be claimed for Federal reimbursement; recovers benefits overpayments; and may testify in administrative hearings and appropriate courts on audit findings and matters involving violations of regulations.

### *Management Specialist 4*

Administers and directs the management, program and fiscal audit and eligibility review activities; directs the preparation of work plans and budget proposals; may be directly responsible for the operations and processes relating to prevention, detection and prosecution of fraud and abuse, maximization of State and Federal revenue, recovery of inappropriate payments, and compliance with Federal quality control and data reporting requirements; communicates with the highest level staff in the Federal government, other State agencies, local social services districts, healthcare organizations, and others, on a frequent basis; formulates policy; develops and modifies operational procedures and instruments relating to auditing of agency operated

healthcare and contracted program services; directs the development of audit guidelines, manuals, and other training materials; functions as the focal point for policy questions arising in the unit; serves as policy expert and provides policy recommendations to executive staff; responds to complaints or appeals from providers of program services; may testify in administrative hearings and appropriate courts on audit findings and matters involving violations of regulations; and performs duties as described under Management Specialist 3.

### Minimum Qualifications

#### *Management Specialist 1*

Open Competitive: Bachelor's degree and nine credit hours in accounting plus one year of professional accounting or auditing experience OR by completion of a two-level traineeship.

Appointment to Management Specialist Trainee 1 requires a Bachelor's Degree. Appointment to Management Specialist Trainee 2 requires a Bachelor's Degree including or supplemented by nine credit hours in accounting.

#### *Management Specialist 2*

Promotion: One year of permanent competitive service as a Management Specialist 1, Management Specialist 1 (SL), Senior Medical Facilities Auditor or Senior Auditor.

#### *Management Specialist 3*

Promotion: One year of permanent competitive service as a Management Specialist 2, Associate Medical Facilities Auditor or Data Processing Systems Auditor 1.

#### *Management Specialist 4*

Promotion: One year of permanent competitive service as a Management Specialist 3, Principal Medical Facilities Auditor, Chief Medical Facilities Auditor or Data Processing Systems Auditor 2.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 5/2003