

**COMMONWEALTH OF PENNSYLVANIA**  
invites applications for:



## Audit Specialist 2

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

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<b>SALARY:</b>	\$54,181.00 - \$82,387.00 Annually
<b>JOB TYPE:</b>	Civil Service Permanent Full-Time
<b>DEPARTMENT:</b>	Department of Human Services
<b>LOCATION:</b>	Dauphin County
<b>OPENING DATE:</b>	09/12/22
<b>CLOSING DATE:</b>	09/26/22 11:59 PM
<b>JOB CODE:</b>	03710
<b>POSITION NUMBER:</b>	00182901
<b>UNION:</b>	Non Union
<b>BARGAINING UNIT:</b>	A3
<b>PAY GROUP:</b>	ST07
<b>BUREAU/DIVISION CODE:</b>	00211771
<b>BUREAU/DIVISION:</b>	Bureau of Financial Operations/Division of Financial Policy and Operations
<b>WORKSITE ADDRESS:</b>	555 Walnut Street, Forum Place
<b>WORKSITE ADDRESS:</b>	1st Floor Forum Place
<b>CITY:</b>	Harrisburg, Pennsylvania
<b>ZIP CODE:</b>	17101
<b>CONTACT NAME:</b>	Iris Torres-Jimenez
<b>CONTACT PHONE:</b>	717.787.0869
<b>CONTACT EMAIL:</b>	itorres-ji@pa.gov
<b>THE POSITION:</b>	

The Department of Human Services is looking for a person with initiative and good work effort to fulfill its auditing duties. If you have the drive to be a team member and want to make a difference, this could be the position for you!



## DESCRIPTION OF WORK:

As an Audit Specialist 2, you will be responsible for various activities related to supporting the work of the Risk and Monitoring Unit of the Division of Financial Policy and Operations, Bureau of Financial Operations (BFO), Office of Administration. This position serves the Department of Human Services (DHS) Budget Office, DHS program offices, counties, and county jointers within the commonwealth.

You will also be responsible for the compliance monitoring, fiscal monitoring, evaluation, and reporting related to the Social Services Block Grant (SSBG), a federal grant received annually by Department of Human Services' (DHS or Department). The intended use of the grant is to support social services directed toward achieving one or more of the statutory goals as set forth by the Department of Health & Human Services (DHHS) in areas such as Child Welfare, Homeless Assistance, Mental Health, and Protective Services. This position is also responsible for the compliance and monitoring and evaluation of the federal and state programs associated with the Human Services Block Grant (HSBG).

Further, you will be responsible for conducting monitoring reviews of county Medicaid administrative claims submitted by county programs for Mental Health, Intellectual Disabilities, and Early Intervention programs, to evaluate compliance with related policies, regulations, and fiscal controls and support the calculation and reporting requirements for obtaining federal revenue.

In addition, you will coordinate activities and perform analysis, evaluation, and/or testing of the DHS internal control framework, as identified through internal assessments.

The work is accomplished in collaboration with stakeholders, DHS program offices, state and federal agencies, local government entities, and other interested parties. Work is performed with assistance from the Audit Manager and is reviewed for completeness, accuracy, and soundness of results. Work may involve travel throughout the Commonwealth.

Interested in learning more? Additional details regarding this position can be found in the [position description](#).

### Work Schedule and Additional Information:

- Full-time employment.
- Work hours are 8:00 am to 4:30 pm, Monday - Friday, with one-hour lunch.
- **Telework:** You may have the opportunity to work from home (telework) full-time. However, on occasion, work will need to be completed in the office and you will be expected to travel to the office on those days. In order to telework, you must have a securely configured high-speed internet connection. If you are unable to telework, you must report to the headquarters office in Harrisburg.
- Travel: As needed/required.
- **Salary:** The starting salary is non-negotiable.
- You will receive further communication regarding this position via email. Check your email, including spam/junk folders, for these notices.

## REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

### QUALIFICATIONS

#### Minimum Experience and Training Requirements:

- One year as an Audit Specialist 1; **or**
- Two years of professional auditing experience and a bachelor's degree including or supplemented by eighteen [18] credits in accounting and auditing; **or**
- Any equivalent combination of experience and training which included the required eighteen [18] credits in accounting and auditing.

**Other Requirements:**

- You must meet the [PA residency requirement](#). For more information on ways to meet PA residency requirements, follow the [link](#) and click on Residency.
- You must be able to perform essential job functions.

**How to Apply:**

- Resumes, cover letters, and similar documents will **not** be reviewed, and the information contained therein will not be considered for the purposes of determining your eligibility for the position. Information to support your eligibility for the position must be provided on the application (i.e., relevant, detailed experience/education).
- If you are claiming education in your answers to the supplemental application questions, you must attach a copy of your college transcripts for your claim to be accepted toward meeting the minimum requirements. Unofficial transcripts are acceptable.
- Your application must be submitted by the posting closing date. Late applications and other required materials will not be accepted.
- **Failure to comply with the above application requirements will eliminate you from consideration for this position.**

**Veterans:** Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, go to [www.employment.pa.gov/Additional%20Info/Pages/default.aspx](http://www.employment.pa.gov/Additional%20Info/Pages/default.aspx) and click the Veterans' Preference tab or contact us at [ra-cs-vetpreference@pa.gov](mailto:ra-cs-vetpreference@pa.gov).

**Telecommunications Relay Service (TRS):**

- 711 (hearing and speech disabilities or other individuals).

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.

**EXAMINATION INFORMATION:**

- Completing the application, including all supplemental questions, serves as your exam for this position. No additional exam is required at a test center (also referred to as a written exam).
- Your score is based on the detailed information you provide on your application and in response to the supplemental questions.
- Your score is valid for this specific posting only.
- You must provide complete and accurate information or:
  - your score may be lower than deserved.
  - you may be disqualified.
- You may only apply/test once for this posting.
- Your results will be provided via email.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.employment.pa.gov>

Job #CS-2022-31397-03710  
AUDIT SPECIALIST 2  
OE

OUR OFFICE IS LOCATED AT:  
613 North Street  
Harrisburg, PA 17120

[jobs@pa.gov](mailto:jobs@pa.gov)

An Equal Opportunity Employer

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## Audit Specialist 2 Supplemental Questionnaire

- \* 1. Have you been employed by the Commonwealth of Pennsylvania as an Audit Specialist 1 for one or more years full-time?
- Yes  
 No

- \* 2. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

- \* 3. Have you completed 18 or more college credits in accounting and auditing?

If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add transcript(s) to the application after it has been submitted. If you answer "yes" to this question based on education acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit

<https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3>  
and click on Other Information.

- Yes  
 No

- \* 4. How many years of full-time professional auditing experience do you possess?

- a. 2 years or more  
 b. 1 but less than 2 years  
 c. Less than 1 year  
 d. None

- \* 5. If you are claiming experience in the above question, please list the employer(s) where you gained this experience in the text box below. The employer(s) and a description of the experience must also be included in the appropriate sections of your application if you would like the experience to be considered in the eligibility decision. If you claimed you do not have experience, type N/A in the text box below.

- \* 6. How much graduate coursework have you completed in accounting, finance, or a closely related field?

If you are claiming credits/degree, you must upload a copy of your college transcript(s) for this education to be considered in the eligibility decision. Unofficial transcripts are acceptable. You must attach your transcript(s) prior to the submission of your application by using the "Attachments" tab on the left. You will not be able to add transcript(s) to the application after it has been submitted.

If you answer "yes" to this question based on education acquired outside of the United States, you must also upload a copy of your foreign credential evaluation. For more information on foreign education credentials, please visit

<https://www.employment.pa.gov/Additional%20Info/Pages/default.aspx#q3> and click on Other Information.

- a. 30 credits or more
- b. Less than 30 credits
- c. None

\* 7. Are you currently licensed as a Certified Public Accountant (CPA)?

- Yes
- No

8. If you answered Yes, please provide your CPA license number in the text box below.

\* 9. CS-INSTRUCTIONS - You must complete the supplemental questions below. These supplemental questions are the exam and will be scored. They are designed to give you the opportunity to relate your experience and training background to the major activities (Work Behaviors) performed in this position. Failure to provide complete and accurate information may delay the processing of your application or result in a lower-than-deserved score or disqualification. You **must** complete the application **and** answer the supplemental questions. Resumes, cover letters, and similar documents will **not** be reviewed for the purposes of determining your eligibility for the position or to determine your score.

All information you provide on your application and supplemental questions is subject to verification. Any misrepresentation, falsification or omission of material facts is subject to penalty. If requested, you must provide documentation, including names, addresses, and telephone numbers of individuals who can verify the validity of the information you provide in the application and supplemental questions.

Read each work behavior carefully. Determine and select which "Level of Performance" most closely represents your highest level of experience/training. List the employer(s)/training source(s) from your Work or Education sections of the application where you gained this experience/training. **The "Level of Performance" you choose for each work behavior must be clearly supported within the description of the experience and training information entered in your application or your score may be lowered.** In order to receive credit for experience, you must have worked in a job for at least six months in which the experience claimed was a major function.

**If you have read and understand these instructions, please click on the "Yes" button and proceed to the exam questions.**

If you have general questions regarding the application and hiring process, please refer to our [FAQ page](#).

- Yes

\* 10. **WORK BEHAVIOR 1 – CONDUCTS FISCAL POLICY REVIEWS**

Plans and conducts fiscal policy reviews. Performs risk-based analysis to identify high-risk areas and determines scope and sample size. Utilizes data mining techniques such as classification, clustering, and forecasting to identify high-risk transactions and areas where audit resources should be expended. Applies analytical methods to identify patterns, trends, benchmarks, and irregularities. Summarizes information obtained through analysis to draw conclusions and make recommendations by evaluating economies, efficiencies, and effectiveness of operations. Reviews, interprets, and analyzes legislation, federal and state policy, and program initiatives and prepares recommendations and responses as necessary.

### Levels of Performance

Select the Level of Performance that best describes your claim.

A. I have experience conducting fiscal policy reviews to evaluate and report on financial and operational management controls. I was responsible for making recommendations for corrective action.

B. I have experience conducting fiscal policy reviews to evaluate and report on financial and operational management controls. Someone else was responsible for making recommendations for corrective action.

C. I have successfully completed college-level coursework in auditing, accounting, data analysis, or business administration.

D. I have NO experience or coursework related to this work behavior.

- \* 11. In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to conducting fiscal policy reviews.
3. Your level of responsibility.

- \* 12. If you have selected the level of performance pertaining to college coursework, please provide the requested information in the text box below. Please be sure your response addresses the three items listed below (e.g., ABC University/Writing Basics/3). If you indicated you have no training related to this work behavior, type N/A in the box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

- \* 13. **WORK BEHAVIOR 2 – COMMUNICATION**

Develops and writes letters and reports that explain the findings of audits, reviews, and responses to fiscal policy interpretation and approval to spend funds based on federal and state regulations. Letters and reports include information such as results of testing, organizational compliance with rules and regulations, current or potential risk, as well as recommendations for corrective action to identified deficiencies. Presents findings and recommendations for corrective action.

### Levels of Performance

Select the Level of Performance that best describes your claim.

- A. I have experience preparing written or financial documents. I was responsible for verbally presenting the results of the findings of audits or reviews.
- B. I have experience preparing written or financial documents. Someone else was responsible for verbally presenting the results of the findings of audits or reviews.
- C. I have successfully completed college-level coursework in business or technical writing, public speaking, or English composition.
- D. I have NO experience or coursework related to this work behavior.

\* 14. In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to preparing and presenting written or financial documents.
3. Your level of responsibility.

\* 15. If you have selected the level of performance pertaining to college coursework, please provide the requested information in the text box below. Please be sure your response addresses the three items listed below (e.g., ABC University/Writing Basics/3). If you indicated you have no training related to this work behavior, type N/A in the box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

\* 16. **WORK BEHAVIOR 3 – PROGRAM QUALITY CONTROL**

Determines the accuracy and allowability of financial and other program related data. Ensures accuracy and completeness of financial and program reports. Assesses the effectiveness of programs by determining if they are operating effectively and achieving intended goals and objectives. Identifies deficiencies in accounting and overall operations, areas for cost savings, cost recoveries, and operational improvements. Applies risk management methods focusing on identifying, reducing, and mitigating risks. Develops or recommends the establishment of necessary internal controls to implement revisions in methods and procedures needed to maintain controls.

### **Levels of Performance**

Select the Level of Performance that best describes your claim.

- A. I have experience determining the reliability and relevance of financial data related to funds and operations by assessing the effectiveness of programs. I was responsible for identifying deficiencies and implementing revisions in method and procedures needed to maintain controls.
- B. I have experience determining the reliability and relevance of financial data related to funds and operations by assessing the effectiveness of programs. I was responsible for identifying deficiencies; however, someone else was responsible for implementing revisions in method and procedures needed to maintain controls.
- C. I have successfully completed college-level coursework in risk assessment, risk management, or financial forecasting.
- D. I have NO experience or coursework related to this work behavior.

\* 17. In the text box below, please describe your experience as it relates to the level of

performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to maintaining quality control.
3. Your level of responsibility.

- \* 18. If you have selected the level of performance pertaining to college coursework, please provide the requested information in the text box below. Please be sure your response addresses the three items listed below (e.g., ABC University/Writing Basics/3). If you indicated you have no training related to this work behavior, type N/A in the box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

- \* 19. **WORK BEHAVIOR 4 – FUNDS ALLOCATION**

Maintains adequate internal controls to ensure accurate records exist to support fund and inventory balances. Researches errors to determine the reason for occurrence and develops methods to prevent errors from occurring in the future. Maintains and analyzes records of revenue, costs, inventory, and adjustments to ensure recording and allocation is accurate among funds and/or cost centers. Develops or recommends the establishment of necessary controls and implements revisions in accounting methods and procedures needed to maintain controls.

### **Levels of Performance**

Select the Level of Performance that best describes your claim.

- A. I have experience maintaining internal controls to ensure accurate records exist to support revenue and expenditures. I was responsible for recommending and approving adjustments for financial commitments and expenditures.
- B. I have experience maintaining internal controls to ensure accurate records exist to support revenue and expenditures. I recommended adjustments for financial commitments and expenditures, but someone else was responsible for approving my recommendations.
- C. I have successfully completed college-level coursework in financial management, investment management, or budgeting.
- D. I have NO experience or coursework related to this work behavior.

- \* 20. In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to allocating funds.
3. Your level of responsibility.

- \* 21. If you have selected the level of performance pertaining to college coursework, please

provide the requested information in the text box below. Please be sure your response addresses the three items listed below (e.g., ABC University/Writing Basics/3). If you indicated you have no training related to this work behavior, type N/A in the box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

\* 22. **WORK BEHAVIOR 5 – COMPLIANCE**

Develops procedures to implement and ensure compliance with fiscal policies and controls related to the financial management of funds, grants, entitlements, contracts, or other fiscal-related agreements. Develops and monitors spending plans and other projections for the use and availability of funds in compliance with statutes, regulations, policies, or other fiscal controls.

**Levels of Performance**

Select the Level of Performance that best describes your claim.

- A. I was responsible for developing spending plans and funding projections. I monitored the plans and projections for compliance with statutes, policies, or other fiscal controls.
- B. I monitored spending plans and funding projections for compliance with statutes, policies, or other fiscal controls; however, someone else was responsible for developing the initial spending plans and funding projections.
- C. I have successfully completed college-level coursework in public administration or business law.
- D. I have NO experience or coursework related to this work behavior.

\* 23. In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to ensuring compliance.
3. Your level of responsibility.

\* 24. If you have selected the level of performance pertaining to college coursework, please provide the requested information in the text box below. Please be sure your response addresses the three items listed below (e.g., ABC University/Writing Basics/3). If you indicated you have no training related to this work behavior, type N/A in the box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

\* 25. **WORK BEHAVIOR 6 – TECHNICAL ASSISTANCE**

Provides technical assistance to staff regarding fiscal policies and regulations for reimbursement eligibility of funds, budgeting and accounting, and implementation of

new program initiatives. Communicates verbally and in writing to explain fiscal policies, auditing, accounting, and budgeting guidelines and procedures.

### Levels of Performance

Select the Level of Performance that best describes your claim.

A. I have experience interacting with staff to understand concerns and explain fiscal policies, auditing, accounting, and/or budgeting guidelines and procedures. I was responsible for answering general questions and providing technical advice as necessary.

B. I have experience interacting with staff to understand concerns and explain fiscal policies, auditing, accounting, and/or budgeting guidelines and procedures. I was responsible for answering general questions, but I referred technical questions to someone else to provide information.

C. I have successfully completed college-level coursework in communications or public relations.

D. I have NO experience or coursework related to this work behavior.

- \* 26. In the text box below, please describe your experience as it relates to the level of performance you claimed in this work behavior. Please be sure your response addresses the items listed below which relate to your claim. If you indicated you have no work experience related to this work behavior, type N/A in the box below.

1. The name of the employer where you gained this experience.
2. The actual duties you performed related to providing technical assistance.
3. Your level of responsibility.

- \* 27. If you have selected the level of performance pertaining to college coursework, please provide the requested information in the text box below. Please be sure your response addresses the three items listed below (e.g., ABC University/Writing Basics/3). If you indicated you have no training related to this work behavior, type N/A in the box below.

1. College/University
2. Course Title
3. Credits/Clock Hours

\* Required Question