

**CLASS TITLE:****RATE ANALYST  
(COMMUNITY BASED SERVICES)**

Class Code: 02698200

Pay Grade: 22A

EO: B

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform relatively complex desk and field audits of the financial records and accounts of community-based providers of services such as convalescent, nursing and rest homes, centers and services for individuals with substance use-related issues, and people with an intellectual and developmental disability; to determine compliance with third party principles of reimbursement; to establish rate for interim billings and final cost determination settlements; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior who reviews work for results obtained and conformance to laws, departmental policies, objectives, rules and regulations.

**SUPERVISION EXERCISED:** As required, may plan, supervise, and review the work of subordinates.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform, or participate in the performance of relatively complex desk and/or field audits of the financial records and accounts of community-based providers of services such as convalescent, nursing and rest homes, centers and services for individuals with substance use-related issues, and people with an intellectual and developmental disability to determine compliance with principles of reimbursement and state accounting rules and regulations, and to establish per diem rates for interim period billings and final cost settlement determinations.

To be responsible for compiling data and financial analyses relating to client care costs, such as, administrative salaries, direct care staff employees, medical services, patient census, and other services and data in connection with cost verification and allocation purposes.

To verify and account for expenditures made such as payrolls, operating, consultant services, grants, equipment and fixed assets by source records and documents, and to the parent account in the case of institutionally resource supported programs.

To assist in the installation of fiscal forms, statistical and records keeping systems to substantiate the cost finding and per diem rate determination processes.

To review and analyze provider annual cost reports to prior periods for determination of reasonable final costs and for utilization as a basis of projected costs for new reporting periods.

To participate in conferences with program administrators, management and fiscal staff regarding issues relating to compliance with principles of reimbursement, accounting rules and regulations, and the establishing of per diem rates.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A working knowledge of the principles and practices of accounting and auditing and the ability to apply such knowledge in conducting audits of the financial records of community based providers of services; a working knowledge of the functions and operations of community based providers of services, such as, convalescent, nursing and rest homes, centers and services for individuals with substance use-related issues, and people with an intellectual and developmental disability; the ability to analyze and interpret accounting records for compliance to principles of reimbursement; the ability to compile statistical and financial reports for use in projecting

and establishing per diem rates; the ability to establish and maintain working relationships with superiors, co-workers, providers of community based services and/or their representatives and their employees; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; and

Experience: Such as may have been gained through: employment in a public agency or in private industry involving the performance of professional level auditing work in a hospital, extended care facility, or centers for people with an intellectual and developmental disability.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 27, 1986

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