



Careers

Program Integrity Analyst

Department: Alternative Payment Program

Location: Bonita

Basic Function: Under the general supervision of the Director of Child Development Programs, the Program Integrity Analyst will initiate investigations and conduct analysis to determine suspected fraud and abuse of the Alternative Payment Program.

Minimum Qualifications: Bachelor degree in Child Development, Human Services or related field; a minimum of three years' experience in an Alternative Payment Program or other subsidized child care program. Demonstrated knowledge and understanding of the California Education Code, Title 5 Regulations, Alternative Payment Funding Terms and Conditions, and ELCD management bulletins. Ability to interpret CDA's contractual requirements and policies and procedures and apply this knowledge to determine compliance.

Must have strong organizational skills, excellent investigative and problem solving abilities; strong math and reasoning skills; ability to compose objective, clear and thorough reports and correspondence; excellent verbal and written communication; proficient proofreading, spelling and grammar skills.

Excellent interpersonal skills with ability to handle information discreetly; must be able to work independently and maintain confidential information; must be able to prioritize work load, work under pressure and meet strict deadlines; proficient experience in data entry and computer applications. Bilingual/Spanish preferred.

This position is contingent upon a successful background clearance.

Essential Duties and Responsibilities:

1. Respond to program integrity concerns by, gathering and evaluating family and provider case files, narratives and other documents related to issues of concern.
2. Conduct parent and/or provider interviews to obtain statements or clarity regarding eligibility, need or payment discrepancies.
3. Coordinate efforts with community partners to research and deter potential fraudulent activity.
4. Conduct child care provider site visits independently or in conjunction with other regulatory agencies and community partners.
5. Participate in parental appeals to support CDA's position in any terminations due to suspected or founded suspected fraud.
6. Research, review, and compile information, linking variables and suspected acts of non-compliance and/or scams to defraud the program.
7. Organize findings accurately and concisely; thoroughly document steps taken throughout the course of the examination process; prepare a final summary of the case for decision-making purposes.
8. Report findings to the Director of Child Development Programs; compose correspondence, reports and referral summary letter; refer cases to regulatory agencies, as instructed.
9. Safeguard program integrity by running a variety of periodic reports and perform analysis as necessary.
10. Educate and train employees on program integrity matters, best practices for identifying inconsistencies, and the process for reporting suspicious activity.

11. Maintain policies and procedures to identify and address situations of potential fraud on the Alternative Payment Program.
12. Participate in on-site and off-site learning opportunities such as workshops, conferences, staff meetings and trainings; coordinate and arrange for special meetings, when required. Prepare and present program integrity presentations internally and externally.
13. Perform other duties as assigned; support ongoing and special projects, audits, and reports, as needed.

Work Schedule: Full-time, 40 hours per week, Monday–Friday, 8:30am – 5:00pm

Salary: \$23.00 per hour; Non-Exempt

Benefits: Paid Holidays, Eligible for Medical, Dental, Vision; Sick and Vacation; Long Term Disability; Life Insurance; Retirement Plan and Profit Sharing Plan.

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