



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Coordinator, Medi-Cal Administration

Class Code: 1261

Work Days: 225

GENERAL PURPOSE

Supervise, review, and participate in the development and implementation of Medi-Cal Administrative Activities (MAA) programs for school agencies in Orange, San Diego, and Imperial Counties and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
 2. Coordinate with school districts for effective implementation of the MAA, prepare and administer the MAA claiming plan for participating districts; and facilitate interagency coordination to improve MAA.
 3. Coordinate services with DHS and the Center for Medicare and Medicaid Services.
 4. Assist with the development and monitoring of the MAA budget and district invoices in coordination with Business Services.
 5. Develop applications, contracts, and MOUs for school districts' participation.
 6. Develop and implement procedures necessary for MAA participation.
 7. Prepare and analyze data reports and monitor reimbursement for DHS and payment to school districts.
 8. Ensure timely and accurate submission of claims/invoices.
 9. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
 10. Work with all levels of staff to direct, assist, and explain the Medi-Cal process as needed.
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11. Represent the Orange County Department of Education (OCDE) at various county, regional, and state meetings.
 12. Demonstrate attendance sufficient to complete the duties of the position as required.
 13. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles and practices of Medi-Cal administration in accounting, budgeting, and auditing.
2. Operations, services, and activities of a Medi-Cal reimbursement program.
3. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Analyze financial information and project income and expenditures.
5. Project the impact of pending legislation on the MAA.
6. Devise and adapt procedures and systems to meet changing needs.
7. Establish and maintain effective working relationships with various constituencies.
8. Understand, interpret, and explain laws, codes, contracts, policies, and procedures.
9. Develop and present training materials.
10. Prepare clear and concise correspondence, reports, and other written materials.
11. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
12. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in accounting, finance, business, public administration, health administration, or a related field and four (4) years of experience in fiscal or medical program management; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is variably paced with moderate to high pressure.