



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

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**Program Specialist, Medi-Cal Administrative Activities**

**Class Code: 1441**

**Work Days: 225**

**GENERAL PURPOSE**

Develop, implement, and manage programmatic and fiscal activities required for local educational agency (LEA) compliance with federal and state School-Based Medi-Cal Administrative Activities (MAA or SMAA) program requirements; serve as Region 9 Local Educational Consortium (LEC) liaison to school agencies in Imperial, Orange, and San Diego Counties; collaborate with all regional LEC Coordinators; and to provide responsible 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. Provide direction for the implementation of the program, goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
  2. Assist in coordinating the Region 9 LEC to provide the district services and oversight necessary for compliance with MAA program requirements, including MAA invoice review and oversight; assess program needs of Region 9 LEC MAA districts and assist in the development and implementation of strategies to meet those needs.
  3. Coordinate day-to-day activities of the MAA staff; review processes and procedures; and recommend strategies to efficiently meet established goals.
  4. Facilitate, lead, and actively participate in committees and/or workgroups related to MAA program policy, management strategies, and responses to state requests for information.
  5. Develop and maintain effective working relationships with Orange County Department of Education staff, the California Department of Health Care Services, governmental agencies, and other organizations/parties associated with the MAA program.
  6. Assist in the development of Region 9 LEC transition plans to address significant revisions in MAA program requirements.
  7. Assist in the development of a technical assistance protocol for Region 9 districts new to MAA and/or
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Region 9 LEC; adapt as necessary for specific district circumstances.

8. Attend meetings with and/or on behalf of the Region 9 LEC MAA Coordinator, including the statewide MAA LEC Advisory Committee and the Northern California Medi-Cal Administrative Services Joint Powers Authority (NMAAS-JPA).
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. Prepare and analyze data reports and monitor school district participation.
11. Demonstrate attendance sufficient to complete the duties of the position as required.
12. Perform related duties similar to the above in scope and function as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Operations, services, and activities of a Medi-Cal reimbursement program.
2. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
3. Principles and practices of school finance and administration.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Pertinent federal, state, and local laws, codes, regulations, and standards/principles.
6. Recent developments, current literature, and information sources related to translation interpretation.

#### **Ability and Skill to:**

1. Project the impact of pending legislation on the MAA program.
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. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; and effectively delegate authority and responsibility.
5. Analyze financial information and project income and expenditures.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Develop and present training materials.
9. Prepare clear and concise correspondence, reports, and other written materials.

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10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  11. 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 related field and four (4) years of experience in school-based fiscal, health, 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 fast-paced with high pressure.