



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

Project Liaison, Medical Administrative Activities

**Class Code: 1179
Work Days: 225**

GENERAL PURPOSE

Facilitate implementation of School-based Medi-Cal Administrative Activities (SMAA) programs for school agencies in Orange, San Diego, and Imperial Counties; provide responsible support to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision 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 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; implement policies and procedures.
 2. Facilitate the implementation of SMAA program for school agencies in Orange, San Diego, and Imperial counties; coordinate, facilitate, and liaison with Local Education Agencies (LEAs) for effective implementation of SMAA.
 3. Provide training, coaching, and technical assistance to OCDE staff and LEA participants.
 4. Assist in the development and preparation of program/training materials.
 5. Assist in the fiscal oversight of the SMAA program and provide input for the development and monitoring of the SMAA budget.
 6. Assist in the organization, scheduling, and facilitation of trainings, workshops, and meetings.
 7. Provide Medi-Cal outreach, claims coordination, and policy development for Local Education Consortium (LEC); monitor the performance of claiming plans; assist with the preparation and administration of SMAA claiming for participating agencies; and ensure timely and accurate submission of claims.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

8. Assist with the compilation of invoices, claiming plan, and reports to the State Department of Health Services (DHS).
9. Provide and facilitate interagency coordination to improve SMAA; facilitate interagency collaboration between LEA's billing agent and community-based organizations; and coordinate services of billing agent with LEAs.
10. Represent LEC in the community.
11. Coordinate services with DHS and Health Care Financing Administration (HCFA).
12. Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
13. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
14. Plan, prioritize, assign, and review the work of staff responsible for providing services within SMAA Unit; prepare work schedules for appropriate staff.
15. Represent the Department at various county, regional, and state meetings.
16. Maintain records pertaining to program services and compile reports and statistical information as needed.
17. Demonstrate attendance sufficient to complete the duties of the position as required.
18. 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 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. Project the impact of pending legislation on the SMAA program.

Ability and Skill to (cont.):

4. Plan and coordinate various projects.
5. Communicate clearly and concisely, both orally and in writing.
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.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in accounting, finance, business, public administration, health administration, or a related field and three (3) years of experience in fiscal or medical program management.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 20 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

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 the essential functions.

Employee typically works in an office environment that is variably paced with variable pressure.

7/99, 4/04, 2/05, 10/21