



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

Project Manager, Medi-Cal Administrative Activities

**Class Code: 1145
Work Days: 225**

GENERAL PURPOSE

Supervise, review, and participate in the development and implementation of the School-Based Medi-Cal Administrative Activities (MAA) program for school agencies in Imperial, Orange, and San Diego Counties; provide technical assistance and training; and perform a variety of technical tasks relative to promoting the availability and accessibility of Medi-Cal services for students and their families; and 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. Assist in coordinating and administering the Region 9 Local Educational Consortium (LEC) for MAA; serve as liaison with Local Educational Agencies (LEAs) for effective implementation; provide and facilitate interagency coordination.
 3. Organize and schedule MAA trainings, workshops, and meetings and assist in their development and implementation; develop and prepare related materials.
 4. Provide technical assistance to (LEA) participants.
 5. Monitor LEA MAA program performance; conduct desk audits and site reviews to monitor compliance, ensure timely and accurate submission of claims/invoices, assess needs, and identify best practices; monitor reimbursement to LEA.
 6. Review and report on LEA/subcontractor MAA training materials; observe LEA MAA trainings, prepare reports and maintain records.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

7. Establish work plans, including short and long-term goals; research, compile, and analyze data and prepare reports; recommend procedures and systems to meet changing needs.
8. Plan, prioritize, assign, and review the work of staff responsible for Medi-Cal Administrative Activities.
9. Select, train, supervise, and evaluate staff; work with employees to correct deficiencies; and recommend discipline procedures.
10. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
11. Identify, recommend, and implement strategies and projects to achieve program goals and objectives.
12. Maintain records pertaining to services; compile reports, and statistical information necessary for evaluation of program operation; maintain audit records.
13. Review and report on MAA/Medi-Cal program news, reports, legislations, and state and federal audits.
14. Work with all levels of Department of Education staff to assist and explain the MAA process as needed.
15. Must demonstrate attendance sufficient to complete the duties of the position as required.
16. 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. Recent developments, current literature, and sources of information related to MAA.
3. Procedures, methods, and techniques of management and organization.
4. Principles of effective supervision, leadership, training, coaching and performance evaluation.
5. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Project the impact of pending legislation on the MAA program.
2. Select, supervise, train, organize, coach, and evaluate the work of professional, technical, and clerical personnel.
3. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.

Ability and Skill to (cont.):

5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.
7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Communicate clearly and concisely, both orally and in writing, in English; 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 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 responsible 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 moderately paced with moderate pressure.

6/99, 4/04, 2/05, 4/10, 7/17