



**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 program, goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; 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.
  3. Attend meetings with and/or on behalf of the Region 9 LEC MAA Coordinator; examples include the statewide MAA LEC Advisory Committee and the Northern California Medi-Cal Administrative Services Joint Powers Authority (NMAAS-JPA).
  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.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

5. Develop and maintain effective working relationships within Orange County Department of Education and with California Department of Health Care Services, local governmental agencies, local educational agencies, vendors, and other organizations/parties associated with the MAA program.
6. Assist in development of Region 9 LEC transition plans to address significant revisions in MAA program requirements.
7. Assist in development of a technical assistance protocol for Region 9 districts new to MAA and/or Region 9 LEC; adapt as necessary for specific district circumstances.
8. Assess MAA program needs of Region 9 LEC MAA districts and assist in development and implementation of strategies to meet those needs.
9. Conduct district meetings in Imperial, Orange, and San Diego counties with and/or on behalf of the Region 9 LEC MAA Coordinator.
10. Coordinate day-to-day activities of the MAA staff; review processes and procedures; recommend strategies to efficiently meet established goals.
11. Develop and manage special projects.
12. Prepare and analyze data reports and monitor school district participation.
13. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
14. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
15. 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. Principles of effective supervision, leadership, training, coaching and performance evaluation.
2. Principles and practices of school finance and administration.
3. Operations, services, and activities of a Medi-Cal reimbursement program.
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.

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**Ability and Skill to:**

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
3. Analyze financial information and project income and expenditures.
4. Project the impact of pending legislation on the MAA program.
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. Analyze problems, identify alternative solutions, project consequences of proposed actions, and Communicate clearly and concisely, both orally and in writing, in English.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course in accounting, finance, business, public administration, health administration, or related field and four years of responsible experience in school-based fiscal, health, 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 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

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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 fast paced with high pressure.

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