



**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 highly responsible and complex staff 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 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 with the development and monitoring of the MAA budget and district invoices in coordination with Business Services.
 3. Prepare and administer the MAA claiming plan for participating districts.
 4. Develop applications and contacts/MOU's for school districts participation.
 5. Facilitate interagency coordination to improve MAA.
 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. Coordinate services with DHS and Center for Medicare and Medicaid Services.
 10. Coordinate with school districts for effective implementation of the MAA.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

11. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
12. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
13. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing services within Medi-Cal Unit; prepare work schedules for appropriate staff.
14. Work with all levels of Department of Education staff to direct, assist, and explain the Medi-Cal process as needed.
15. Represent the Department of Education at various County, Regional, and State meetings.
16. Demonstrate attendance sufficient to complete the duties of the position as required.
17. 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. 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. Analyze financial information and project income and expenditures.
4. Project the impact of pending legislation on the MAA.
5. Devise and adapt procedures and systems to meet changing needs.
6. Establish and maintain effective working relationships with various constituencies.
7. Understand, 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.

Ability and Skill to:

11. 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 a 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 four 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 25 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 moderate to high pressure.

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