

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: SUPERVISOR, MEDI-CAL PROGRAMS**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Business Services, plan, organize, direct, implement and monitor a regional system for claiming Medi-Cal reimbursement for eligible administrative activities; coordinate the Local Educational Agency (LEA) Medi-Cal Billing Option Program; establish and maintain effective communications with program and fiscal personnel in schools, school districts, county and State education agencies, including other local and State agencies.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, implement and monitor a regional system for claiming Medi-Cal reimbursement for eligible administrative activities; interpret and assure compliance with legal requirements of the Medi-Cal Administrative Activities (MAA) program.

Coordinate the Local Educational Agency (LEA) Medi-Cal Billing Option Program.

Serve as a liaison between the California Department of Health Services and County and District Offices, SELPA and community colleges in the region; develop, monitor, and submit State and federal government reimbursement claiming plans.

Coordinate with participating claiming units to assure compliance and implementation of the MAA program; coordinate and present a variety of informative presentations to explain the Medi-Cal reimbursement program; assist claiming units in connecting their students and families with the Medi-Cal program.

Establish and maintain a delivery system of training programs in claiming policies and procedures for school districts and county offices in the region.

Coordinate the dissemination of Medi-Cal Administrative Activities (MAA) policies and procedures to local educational agencies.

Meet and work collaboratively with district, school and appropriate county, State and federal educational representatives, including representatives from other State and local agencies.

Attend regional and local MAA meetings; serve as the Local Educational Committee (LEC) Coordinator for the; attend seminars, training sessions and other meetings related to assigned MAA projects; attend JPA meetings as assigned.

Provide technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

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Communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Oversee the preparation, maintenance, and submission of detailed quarterly invoices to funding agencies; oversee the receipt of reimbursement funding and distribution of funds to local educational agencies in the region; oversee the budget for the MAA program.

Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities.

Collect and monitor data for annual time survey audits; provide time survey training and related follow-up.

Participate in marketing activities for the program to school districts to increase revenues.

Train and provide work direction to assigned personnel; assign and review work.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Legal mandates, policies, regulations, and guidelines pertaining to Medi-Cal claiming.

Principles, methods, practices, and procedures concerning public school accounting and financial record management and reporting systems.

General accounting, fiscal planning, and audit procedures.

Time survey, claiming plan, invoicing and audit process within the MAA program.

Organization, policies and procedures within the Department of Health Services and Centers for Medicare and Medicaid Services.

Contracts and memorandums of understanding.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

**ABILITY TO:**

Plan, organize, implement and monitor a regional system for claiming Medi-Cal reimbursement for eligible administrative activities.

Perform highly responsible accounting, audit, and fiscal record management and reporting functions in support of the MAA program.

Analyze, interpret, implement and explain MAA and related laws, rules, and regulations.  
Effectively train local educational agency personnel in required claiming policies and procedures.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in public administration, business management or related field and two years of responsible statistical and financial record management and reporting experience including some experience in the Medi-Cal program.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid certification to provide MAA time survey training issued by the Department of Health Services.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.