



Job Description

POSITION TITLE:	Director I, Medi-Cal Billing Comprehensive Health Programs Educational Services	#6198
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SALARY PLACEMENT:	Senior Management Salary Schedule Range 1
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SUMMARY OF POSITION:

Under the general direction of the Assistant Superintendent of Educational Services and the Director of Comprehensive Health Programs, independently perform a variety of Medicaid program implementation. Implement and manages interim reimbursement processes in accordance with policies and procedures set forth by the Centers of Medicaid and Medicare Services and the Department of Health Care Services.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts/Science Degree in a related field. A comparable combination of experience, education, and training in a related field may be considered.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in any organizational systems, technical and/or client services fields, with at least three years of experience in an educational setting. Experience with various software products used for analysis, data integration and/or reporting. Experience working with State and Federal Medicaid agencies.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Federal Medicaid programs policies and regulations around administrative claiming and reimbursement programs in educational settings. Knowledge of California State Plan for educational setting claiming; reimbursement and administrative activity. Knowledge of Health Insurance Portability and Accountability (HIPAA), Protected Health Information (PHI), Family Educational Rights and Privacy Act (FERPA), Individualized Education Plan (IEP) and General Education School-Based Services. Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to delegate and hold accountable those responsible for carrying out policies and procedures in educational settings. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to interpret and explain technical concepts to administrators, school and community-based providers participating in Medicaid reimbursement. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Director I series represents advanced management positions and has three levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.

2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for programs.
12. Oversee and manage budgets.
13. Liaison to local educational agencies, such as the California Department of Education and the California Department of Health Care Services, as well as other outside agencies and associations.
14. Assess written policies and procedures, audit and monitor implementation of processes and articulate compliance findings.
15. Develop effective lines of communication for reporting educational setting noncompliance.
16. Conduct formal and informal trainings and provide technical assistance to educational settings surrounding Medicaid programs
17. Travel to educational settings statewide to conduct site visits.
18. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.