



SJCOE
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Job Description

POSITION TITLE: Director II, LEA Medi-Cal Services #6261
Comprehensive Health
Educational Services

SALARY PLACEMENT: Senior Management Salary Schedule
Range 02

SUMMARY OF POSITION:

Under the direction of the Division Director of Comprehensive Health, the Director II of LEA Medi-Cal Services will work with the Department of Health Care Services (DHCS), Local Educational Agencies (LEAs), Health Plans throughout the state, local health agencies, and other agencies as identified to increase reimbursement of funds to SJCOE and other LEA's.

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Bachelor's Degree in a health-related field or five years' experience in LEA Medi-Cal Billing.

DESIRABLE QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Master's Degree. Five years of experience working in any organizational systems, technical and/or client service fields. Experience with various software applications used for analysis, data integration and/or reporting.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- Federal Medicaid programs policies and regulations around administrative claiming and reimbursement programs in educational settings
- California State plan for educational setting claiming; reimbursement and administrative activity
- Health Insurance Portability and Accountability (HIPAA), Protected Health Information (PHI), Family Educational Rights and Privacy Act (FERPA), Individualized Education Plan and General Education School-Based Services

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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 II represents Range 2 of the Senior Management Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

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. Conduct meetings with districts and managed health care plans.
3. Maintain confidentiality on issues concerning program, staff, and students.
4. Supervise and evaluate staff.
5. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conference to present material and information concerning department programs, services, operations, and activities.
6. Represent the SJCOE at local, regional, state, and national meetings, conferences, in-services, boards, councils, and events.
7. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
8. Communicate effectively both orally and in writing.
9. Analyze situations accurately and adopt an effective course of action.
10. Establish and maintain cooperative and effective working relationships with others.
11. Work independently with little direction.
12. Meet schedules and timelines.
13. Prepare reports as needed for the program.
14. Help with fiscal oversight.
15. Liaison to local educational agencies, such as the California Department of Education, California Department of Health Care Services, as well as other outside agencies and associations.
16. Conduct site visits to ensure program interventions are being carried out.
17. Oversee third-party billing with LEA Medi-Cal Billing.
18. Connect districts with county behavioral health services.
19. Train districts on Medi-Cal reimbursement needs specific to mental health services.
20. Ensure compliance on Medi-Cal billing and communicate with districts any concerns.
21. Assist the managed care plans with the expansion of DHCS required coordination of services to take place.
22. Work with existing coordinators to ensure cross collaboration to other programs.
23. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels 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.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with SJCOE staff, district staff, outside agency staff and the public.