



Job Description

POSITION TITLE	Project Liaison II – Comprehensive Health – Medi-Cal Comprehensive Health Educational Services	#6124
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SALARY PLACEMENT:	Management Salary Schedule Range 2
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SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Curriculum and Instruction and the Director of Comprehensive Health Programs, the Project Liaison II will assist in marketing and securing LEA Medi-Cal districts and county offices of education contracts. The Project Liaison II will oversee the implementation and management of LEA Medi-Cal claims processing, provide technical support and will make presentations and train district staff according to State and Federal agencies.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a high school diploma or equivalent of the completion of the twelfth grade. Work experience in an educational setting and/or with community agencies/groups.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three years previous work experience in an educational setting and/or with community agencies/groups. Possess an Associate of Arts and/or a Bachelor's Degree. Previous work experience with the LEA Medi-Cal Billing Option Program, Medi-Cal Administrative Activities or other web-based programs. Previous work experience with multiple budgets, invoicing and contracts, program development and implementation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

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

Knowledge of:

- assigned software
- program evaluation and data collection

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 Project Liaison series represents entry level management and has two 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 training 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. Establish and maintain cooperative and effective working relationships with others.
8. Work independently with little direction.
9. Meet schedules and time lines.
10. Prepare reports as needed for program.
11. Analyze situations accurately and adopt an effective course of action.
12. Oversee and manage budgets.
13. Train department staff and oversee LEA Medi-Cal tasks.
14. Develop and order materials for presentations/trainings
15. 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.

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 students, parents, SJCOE and school district staff, outside agency staff, and the public.