

CLASSIFIED JOB DESCRIPTION

**MEDI-CAL ADMINISTRATIVE ACTIVITIES/LOCAL
EDUCATION AGENCY PROGRAM ASSISTANT**

JOB SUMMARY:

Under general supervision of the Medi-Cal Administrative Activities/Local Education Agency (MAA/LEA) Supervisor, performs a wide variety of complex technical and clerical work requiring specialized knowledge and the ability to understand, interpret, and support specific school-based Medi-Cal related policies and procedures. Organizes, coordinates, and participates in handling administrative tasks and details in support of an assigned department or program, not requiring the immediate attention of the supervisor

ESSENTIAL JOB FUNCTIONS:

- In collaboration with the Supervisor, reviews, analyzes and prepares confidential reports and files related to the Medi-Cal Administrative Activities Program, and the Medi-Cal Direct Billing Option Program.
- Assists in researching, preparing, and maintaining a variety of reports, documents, and statements related to the assigned programs/projects.
- Assists in researching and compiling information from a variety of sources to ensure the integrity of programs and projects assigned.
- Processes interdistrict and intradistrict information for staff participating in the Medi-Cal Administrative Activities, and Medi-Cal Direct Billing Option Programs, and for any other assigned program or policy.
- Obtains necessary information from external sources and/or District divisions/departments related to the Medi-Cal Administrative Activities, and Medi-Cal Direct Billing Option Programs.
- Attends Local, State, and Regional meetings related to the assigned programs/projects when needed.
- Attends District meetings to provide support and facilitate new or modified decision-making procedures.
- Gathers, compiles, and maintains adequate and updated databases of participants in the assigned programs.
- Assists in providing statistical data and reports on assigned programs/projects as required.
- Maintains confidential records on work activity data for staff or contracted direct service providers.
- Processes requests on behalf of the MAA/LEA Supervisor in support of staff participating in the assigned programs/projects.
- Assists staff in understanding and complying with policies and procedures related to the assigned programs/projects.
- Schedules appointments, meetings, and inservices for programs/projects assigned.
- Types, composes, processes, or prepares forms, memos, letters, invoices, faxes, and schedules.
- Operates a variety of office equipment, including a computer, and is willing to learn new software programs or skills as required.
- Orders office supplies and materials required by the assigned programs/projects.

- Provides routine clerical services.
- Other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Any combination of education, training and/or experience, which demonstrates the ability to perform the required duties.
- Ability to maintain the security of sensitive, confidential, and privileged information; plan and conduct clerical operations involving transactions requiring accountability and accurate controls; make basic mathematical calculations with speed and accuracy; establish and maintain cooperative working relationships; operate a variety of office machines, including computers; and understand and carry out oral and written directions.
- Knowledge of modern office practices and procedures, including various forms of correspondence, filing, etc. May be required to have and/or be able to acquire a broad knowledge of District policies, practices, and goals as well as policies, procedures, regulations, and rules pertaining to the assigned programs/projects.
- Ability to perform clerical work of a complex nature.
- Interpersonal skills to communicate and interact effectively and professionally under pressure with tact, patience, and courtesy.
- High school diploma or GED required.
- Minimum five years' experience working in school settings.
- Successful completion of clerical test. Bilingual preferred.

Classified Salary Schedule: Range 30
BOARD APPROVED: 08/10/16
REVISION DATES: 07/16/23
08/09/2023