

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **PROJECT COORDINATOR, MEDI-CAL**

#### **DEFINITION**

Under direction of the Associate/Deputy Superintendent of Business Services, coordinate the development, implementation and evaluation of the School Based Medi-Cal Administrative Activities (SMAA)/Local Education Consortium (LEC), Region 5, 4 counties programs.

Monitor and prepare data collections for Local Education Agency (LEA) Billing Program and other special projects assigned to this position.

#### **SUPERVISION EXERCISED**

May exercise technical and functional oversight over lower level staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform independent technical and analytical functions.

Coordinate and evaluate program operations.

Prepare, review and submit required program documents. Develop and process subcontractor agreements.

Solicit participation from non-participating or low-participating school districts/county offices of education (Local Education Agencies/LEAs).

Oversee and participate in the preparation and timely submittal of invoices including reviewing for accuracy.

Oversee the preparation and the timely submittal of claiming participant lists (Participant Universe Grids) prior to each quarterly time survey period.

Facilitate communication between LEAs, subcontractors and state agencies. Facilitate meetings and webinars for LEA SMAA coordinators within the region.

Receive and review all correspondence including information and policy directives.

Attend and actively participate at State meetings. Identify and disseminate information related to local/regional state and federal public policy issues affecting Medi-Cal Administrative Activities and LEA billing to supervising manager and regional participants.

Maintain a supportive relationship with outside agencies and LEAs within the region.

Identify training needs and coordinate local/regional LEA training to maintain compliance with program requirements. Inform state oversight agency (Dept. of Health Care) of training needs and/or local technical assistance requirements.

Review and approve vendor training materials, as needed.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Develop presentation materials relative to the MAA program.

Receive records and disseminate MAA reimbursement payments to LEAs.

Develop complex data reports.

Conduct site reviews of all regional reporting agencies participating in the MAA programs within program required timelines. Provide compliance guidelines and request corrective action when necessary.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Background in Medi-Cal Administrative Activities, LEA Billing and/or state/regional coordinated programs.

Proper English usage, spelling, grammar, punctuation and vocabulary; report writing.

Routinely use a full range of Excel, Word, Sharepoint, data base and other computer software applications.

Basic office procedures, policies, rules and regulations.

Modern office practices, methods, and equipment including computer equipment and applicable software.

Principles and practices in dealing with the public, agencies and committees.

High level analytical mathematical and accounting principles.

**Skill and Ability to:**

Plan and organize work to meet schedules and time lines.

Work under limited supervision within a broad framework of standard policies and procedures.

Learn, interpret and apply pertinent federal, state and local employment laws, codes and

Decipher and implement regulations including administrative and departmental policies and procedures.

Use initiative and exercise sound, independent judgment in the application and follow through of County Office administrative decisions and policy making.

**Skill and Ability to (continued):**

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Identify training needs.

Prepare and maintain accurate and complete records; prepare clear and concise reports.

Operate modern office equipment, including computer equipment and applicable software programs.

Operate a motor vehicle safely.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Plan and organize work to meet schedules and timelines.

**EDUCATION AND EXPERIENCE**

*Any combination of equivalent experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Education:**

Training equivalent to a Bachelor's Degree from an accredited college or university with major course work in public policy, business administration or a related field.

**Experience:**

Four years of responsible administrative experience in a broad range of varied and responsible experiences involving project coordination, regional or community organization, functional and technical employee supervision, marketing and public relations.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate insurance.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time, dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hand for intervals of time, telephone and other standard office equipment; see and read a computer and printed matter, hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Operate personal or SCCOE vehicle for purposes of travel to regional/state trainings and/or meetings.

**Approval Date:** August, 2006

**Reclassification Approval Date:** June 2014

**Revised Approval Date:** September, 2016 (Previously titled: Project Coordinator, MAA/LEC)

**Revised Approval Date:** June, 2020