

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MARCH 2020
SALARY SCHEDULE: # 85
RANGE: 18.5
CLASSIFIED MANAGEMENT- OVERTIME EXEMPT
CODE: 2, 3, 6, 8**

SUPERVISOR – MEDI-CAL PROGRAMS

DEFINITION

Under the direction of the designated Administrator, coordinate the Local Educational Consortium (LEC) program for proper administration of the Medi-Cal Administration Activities (MAA) program in planning, organizing, implementing and monitoring a regional system for claiming Medi-Cal reimbursement for eligible administrative activities; establish and maintain effective communications with program and fiscal personnel in schools, school districts, county and state education agencies, including other local and State agencies.

EXAMPLES OF DUTIES

Supervise, train and evaluate the performance of MAA and LEA Medi-Cal Billing Option Program (LBO) personnel;

coordinate with participating claiming units to assure compliance and implementation of the MAA program;

coordinate the LBO for multiple internal divisions;

coordinate with internal divisions to assure compliance and implementation of the LBO program;

coordinate and present a variety of informative presentations to explain the Medi-Cal reimbursement program;

assist in establishing and maintaining a delivery system of MAA training programs for school districts and county offices in the region;

manage the LBO Medi-Cal collaborative, arrange and facilitate meetings, communicate issues and resolutions to committee members;

coordinate the dissemination of MAA policies and procedures to local educational agencies;

coordinate the dissemination of LBO policies and procedures to internal staff;

provide MAA training to staff;

meet and work collaboratively with district, school and appropriate county, state and federal educational representatives, including representatives from other State and local agencies and vendors for the MAA and LBO programs;

attend regional and local MAA meetings;

attend seminars, training sessions and other meetings related to MAA and LBO projects as assigned;

communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information related to MAA and LBO programs;

recommend changes for MAA and LBO as required;

submit MAA quarterly invoices to the Department of Health Care Services;

submit required fiscal and programmatic information for LBO program to Department of Health Care Services;

oversee and account for the receipt of MAA reimbursement funding and distribution of funds to local educational agencies in the region;

oversee and account for the receipt of reimbursement funding from the LBO program;

prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities;

perform related duties similar to the above in scope and function as directed.

QUALIFICATIONS

Knowledge of:

Principles, methods, practices, and procedures concerning public school accounting and financial record management and reporting systems;

understanding of time survey, invoicing and audit process within the MAA program;

understanding of LBO program and processes;

software applications in both personal and mainframe system environments.

Ability to:

Analyze, interpret, implement and explain MAA and LBO related laws, rules, and regulations;

perform accounting, audit, and fiscal record management and reporting functions in support of the MAA and LBO program;

work independently and accurately;

perform related duties as assigned;

analyze problems quickly and make pertinent and incisive decisions to solve them.

Experience:

Three years of comparable work experience related to Medi-Cal programs preferred;

minimum of five years of responsible experience in accounting-related functions required, including experience in the review and auditing of fiscal records.

Education:

Bachelor's degree in public administration, business administration or related field required. Experience in a supervisory management position can be substituted for the formal education requirement on a year-for-year basis.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position is overtime exempt and has a probationary period of six months.

TS: rn

3/10/2020

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