

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED OCTOBER 2024  
SALARY SCHEDULE: #26  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**PROGRAM COORDINATOR - SCHOOL BASED MEDI-CAL PROGRAMS**

**DEFINITION**

Under the direction of the designated Administrator, coordinate the Local Educational Consortium (LEC) program ensuring proper administration of the Medi-Cal Administration Activities (MAA) program, and LEA Billing Option Program (LEA BOP) while supporting the Children and Youth Behavioral Health Initiative (CYBHI).

**EXAMPLES OF DUTIES**

Supervise, train, and evaluate assigned employees;

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

coordinate LEA BOP for multiple internal divisions;

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

coordinate and present a variety of informative presentations to explain the MAA, LEA BOP and CYBHI programs;

plan, organize, implement, and monitor a local and regional system for claiming Medi-Cal reimbursement for eligible administrative activities and direct medical services;

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

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

coordinate the dissemination of MAA, LEA BOP and CYBHI policies and procedures to local educational agencies and internal staff;

provide MAA, LEA BOP and CYBHI training to staff;

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;

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, LEA BOP and CYBHI programs;

attend regional and local meetings related to MAA, LEA BOP and CYBHI;

attend seminars, training sessions and other meetings related to MAA, LEA BOP and CYBHI projects as assigned;

communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve non-compliance issues and conflicts and exchange information related to MAA, LEA BOP and CYBHI programs;

approve and ensure timely submission of MAA quarterly invoices to the 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;

conduct annual site visits for participating districts in the MAA program;

oversee direct service claims and processing;

manage and distribute direct service claims revenue to multiple internal divisions;

complete LEA BOP reporting requirements and audits;

code and conduct quarterly review of Random Moment Time Survey (RMTS) to ensure regional compliance of the MAA and LEA BOP Programs;

perform other 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 random moment 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, LEA BOP and CYBHI and related laws, rules, and regulations;

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

work independently and accurately;

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

### Experience:

Minimum of five (5) years of responsible experience in accounting-related functions required, including experience in the review and auditing of fiscal records.

Two (2) years' experience supervising and/or overseeing staff.

Minimum of two (2) years' work experience with LEA billing and/or the MAA Program.

Education:

Bachelor's degree from an accredited institution in public administration, business administration, or related field required.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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.

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.

This position is overtime exempt and has a probationary period of one year.

CP: rn

10/4/2024

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