



Job Description

POSITION TITLE: Coordinator II #6027
Comprehensive Health, LEA Medi-Cal Billing
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 12

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:
Possess a Bachelor's Degree.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working with Medi-Cal billing or a related field. Five years of experience in the LEA Medi-Cal Billing Option Program through the Centers for Medicaid Services, Department of Health Care Services and California Department of Education.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Possess 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.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state and federal regulations of LEA Medi-Cal Billing Option Program. Experience serving on statewide committees, serving school districts and county offices of education, providing professional development and technical assistance related to LEA Medi-Cal billing.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the direction of the Deputy Superintendent for Student Programs and Services and the Director of Comprehensive Health Programs, this position will manage the LEA Medi-Cal Billing Services program, providing vendor services to school districts and county offices of education throughout the state.

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 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. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Work closely with CEDR to develop and maintain LEA Medi-Cal billing component within SEIS (Special Education Information System).
14. Maintain student and practitioner database within the web-based Medi-Cal billing system.
15. Oversee all areas of LEA Medi-Cal claims processing and invoicing for contracted school districts and county offices of education.
16. Manage LEA Medi-Cal component of the Comprehensive Health Programs collaborative website.
17. Host training podcasts on Comprehensive Health website for ongoing technical assistance to contracted districts/COEs.
18. Participate as an active member of state and federal LEA Medi-Cal billing organizations.
19. Market and recruit new contracts for LEA Medi-Cal billing services.
20. Assist with Medi-Cal Administrative Activities within Comprehensive Health Programs.
21. 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/typewriter, 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 environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

07/12/17 cao