

Sweetwater Union High School District

MAA/LEA COORDINATOR

Purpose Statement

The job of MAA/LEA Coordinator, under general direction of the assigned Director, oversees Medi-Cal Administrative Activities (MAA) and Local Education Agency (LEA) Medi-Cal Billing Option (LEA) Programs; provides training and technical support to District personnel regarding MAA/LEA fiscal and reporting requirements; performs reconciliation, auditing, and reporting of data; maintains knowledge of current legislation related to MAA/LEA to ensure compliance.

Essential Functions

- Participates, coordinates, and/or conducts 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 District at local, regional, federal and state meetings, conferences, in-services, boards, councils, and events.
- Identifies eligibility for new and continuing claimants; collects, maintains, and submits job descriptions and/or duty statements for all claimants.
- Notifies staff of each claiming period and/or reporting periods; follows-up on any missing claims or other information with relevant staff.
- Coordinates the collection and analysis of all data required by the District, regulatory agencies, and other agencies and submits data and reports as appropriate.
- Maintains a complete set of records of financial transactions including annual budgets.
- Prepares periodic performance reports by determining revenues; computing cost-of-service by allocating labor, materials and services to funds and accounts; and comparing operating data.
- Conducts internal audits and works with outside agencies conducting audits.
- Analyzes and interprets existing, newly-enacted and proposed legislation and regulations under Medicaid and Medi-Cal system for policy and financial impact on the district.
- Maintains current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, Federal and State and laws, codes and regulations
- Participates as an active member of federal and state and LEA Medi-Cal billing organizations, markets and procures new contracts for LEA Medi-Cal billing services.
- Assists with Medi-Cal Administrative Activities within Comprehensive Health Programs.
- Performs related duties as assigned.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw

conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent federal, state and local laws and regulations; budget preparation; business telephone etiquette; and knowledge of legislation specific to assigned programs such as the California School-Based Medi-Cal Administrative Activities Manual, applicable sections of State Education Code, and other applicable laws.

ABILITY is required to organize a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and develop and implement relevant training programs. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; work well independently as well as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: The MAA/LEA Coordinator represents the District in communications and interactions with contractors, vendors, community agencies, and regulatory agencies; working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

Education/Experience

Any combination equivalent to: a bachelor's degree in public administration, business administration, or related field and three years of progressively responsible management experience, or at least five years of successful professional occupational experience including LEA Medi-Cal Billing Option Program, preferably in a Medicaid Services, Department of Health Care Services, or California Department of Education setting.

Required Testing

None Specified

Certificates Preferred

Valid California Driver's License
Administrative Credential (preferred)

Continuing Education/Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and
Criminal Justice Fingerprint/Background
Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.