

CLASSIFICATION TITLE: *Program Analyst, Medi-Cal Administrative Activities (MAA) Program*

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES: To perform a variety of highly skilled and responsible clerical, operational, and communication support functions; to assist in the coordination of operations, services, and activities to ensure compliance with and implementation of the MAA Program.

SUPERVISOR: MAA Coordinator II

SUPERVISION OVER: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Technical Guidance / Compliance:

Prepare program directives as necessary to ensure program compliance; monitor federal policies, procedures and guidelines from the California Department of Health Services to ensure adherence; analyze multiple school financial accounting software packages and reports; maintain adequate supporting documentation for audit purposes; respond to questions and provide technical assistance to the LEA's various claiming units; assist with appropriate training and participate with Local Education Agencies (LEA's) in the areas of time survey, invoicing, and program guidelines; review and evaluate the operation plans (OP) of the various claiming units to ensure compliance with Federal reimbursement guidelines and the approved California School Based MAA plan; collect, organize, and analyze specialized data and prepare report(s); monitor ongoing MAA process and MAA contracts; communicate with LEA's, resolve issues, and exchange information; distribute and collect MAA Program information to LEA's.

Administrative Support:

Handle routine administrative details in the supervisor's absence; transmit directives and decisions to various employees, departments, contracting agencies, and community leaders; develop and produce reports, correspondence, minutes, policies, memos, forms, resolutions, and other documents from dictation notes, rough drafts, or verbal instructions; compose correspondence independently for supervisor's signature; develop or assist in the development of forms, worksheets, and record keeping systems for the collection, dissemination and maintenance of needed information; order and distribute reports to management and analyze as required; establish and maintain a variety of records, logs, and filing systems pertaining to assigned area(s) of responsibility; prepare contracts and related documents for contracting agencies; attend various meetings and coordinate program changes and clerical services with staff; arrange and schedule a variety of meetings and appointments, notify participants, confirm dates and times, reserve meeting sites and prepare needed materials; make arrangements necessary for attendance at meetings and conferences, including transportation and hotel reservations, expense requisitions, and other required documentation; maintain accurate and detailed calendar of events related to assigned program(s) and services; screen telephone calls and visitors for supervisor when requested; receive, timestamp, and respond to incoming mail as appropriate; prepare, review, and verify documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. Any combination of training and/or experience which demonstrates the ability to perform the duties as described. Three (3) years of Administrative Assistant experience involving frequent public contact preferred.

Knowledge of:

Modern office methods, techniques, and procedures including filing systems, business correspondence writing, and telephone techniques; writing, proof-reading, and grammar rules; mathematical skills sufficient to

prepare a variety of reports; a variety of computer software programs including word processing, database management and Excel; proper English usage and grammar; MAA program policies, objectives and guidelines; Standardized Account Code Structure (SACS); computer information systems operations and capabilities and their applications to accounting; pertinent Federal, State, and local laws, codes, and regulations including those pertaining to education financial record keeping and control.

Ability to:

perform basic planning, organization, and evaluation functions necessary for program coordination; ensure LEA's compliance with laws and regulations; input data, format information and generate reports on the computer system; plan, organize, and participate in the operational activities of assigned responsibilities; analyze situations, interpret and implement policies, procedures, and operations in the absence of supervisor; coordinate services provided in the MAA Program; deal constructively with conflict and develop a consensus regarding program compliance; establish and maintain efficient information/retrievable systems and prepare reports as directed; understand and carry out a variety of oral and written instructions independently; perform research and gather information from a variety of sources; communicate effectively in both oral and written forms; operate standard office equipment, including a personal computer; maintain effective work relationships with those contacted in the performance of required duties.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.