

Duty Statement

Classification: Health Program Specialist I	
Working Title: Health Program Specialist I	
Program:	
Division: Safety Net Financing Division	Branch: Provider Payments and Policy Branch
Section: Medi-Cal Supplemental Payment Section	Unit: Medi-Cal Supplemental Payments Unit
COI Classification: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Position Number: 805-750-8338-010
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 4 Per Week
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and, adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p>Job Summary:</p> <p>The Health Program Specialist (HPS) I independently and in a lead capacity performs a variety of complex administrative, health program management, highly technical, and analytical tasks necessary to accomplish the goals and objectives of the Non Designated Public Hospital Intergovernmental Transfer (NDPH-IGT) Supplemental Reimbursement program. The incumbent is also responsible for the oversight of other supplemental payment programs within MSPU.</p> <p>This involves all components of the ongoing implementation, oversight, and any future revisions to program policies and methodology, in accordance with federal policy, to obtain federal reimbursement for services associated with the programs. The implementation and oversight activities will allow these programs to receive available federal funds for Medi-Cal providers.</p> <p>The incumbent's highly skilled analytical activities include the annual development of the Upper Payment Limit (UPL) demonstration and payment allocation models for the NDPH IGT program; leading discussions with internal and external partners and obtaining UPL model approvals from the Centers for Medicare and Medicaid Service (CMS); data extraction and analysis for purposes of the UPL; approving and processing program reimbursement claims; reviewing cost reports to compare with fiscal intermediary reports and Management Information System/Decision Support System (MIS/DSS) reports; developing and updating program forms and documents; developing and updating internal and external policies and procedures as necessary; developing and updating financial methodologies; preparing program reports regarding payment history; as well as preparing reports for summary and status of program activities.</p>	
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

Description of Duties:	
% Of Time	Essential Functions
35%	<p>Independently leads the development of the annual UPL demonstration for the NDPH IGT program using a variety of complex computational and statistical analyses by utilizing research methodologies and techniques on data extracted from MIS/DSS and the Department of Health Care Access and Information (HCAI); drafts the written technical guide to UPLs; responds to UPL questions from CMS; and responds to all other UPL-related inquiries from internal and external entities. Modify or develop a new methodology for the UPL, as necessary.</p> <p>Updates the NDPH IGT program's payment allocation methodology, which utilizes HCAI's Annual Financial Disclosure Reports. Upon completion of the payment allocation methodology, develop and distribute participation letters to the NDPHs. Perform reconciliation to approved UPL (if applicable), and coordinate IGTs and complete Accounting memos and invoices for payment.</p> <p>Develops, revises, and completes necessary Accounting and budgetary documents for purposes of reimbursing the General Fund for administrative costs of the NDPH IGT program and initiating the transfer documents for purposes of transferring funds for Children's Services.</p>
25%	<p>Develops program policy and problem resolution recommendations. Researches, analyzes, interprets and applies State and Federal statutes, policies and procedures, in the preparation of agreements/certifications and amendments for claiming federal financial participation between Medi-Cal providers and Department of Health Care Services (DHCS). Prepares budget estimates, fiscal reports (i.e. monthly and quarterly), and other management reports, as required. Drafts and/or analyzes applicable proposed legislation, legislative reports, bill analyses, implementation plans, regulations, State Plan Amendments (SPA), general correspondence, issue memos, and other written analyses/proposals.</p>
20%	<p>Serves as liaison and leads discussions and meetings with internal and external partners to address legal and policy issues; coordinate with state and federal entities the SPAs, reconciliation process, Trailer Bill Language, and amendments to the Welfare & Institution Codes (W&I); lead program related meetings with internal and external clients and upper management.</p>
15%	<p>Provides oversight for other MSPU supplemental payment programs, as necessary. Participates in the development of payment models; reviews program documents to ensure compliance with applicable state and federal requirements; review claims for payments and accounting memos for accuracy; extracts, analyzes and compiles data; conducts research and develops recommendations for routine and ad hoc requests pertaining to the program. i</p>

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as assigned.

Supervision Received: Under General Supervision

Of the (enter supervisor classification): Staff Services Manager I

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None
 Clerical Staff Analytical Staff Technical Staff
 Professional Staff Supervisory Staff Managerial Staff

Special Requirements:
 Medical Evaluation /Clearance Typing Certificate Valid Driver’s License
 Background Check / Finger Printing Clearance
 Valid Professional License (please specify): _____

Desirable Qualifications:
 Strong problem solving, decision making, and critical thinking skills.
 Experience planning, organizing, and managing program or project priorities.
 Ability to build successful relationships internally and externally.
 Strong verbal and written communication skills.
 Ability to effectively research, analyze, present, and resolve complex issues and information.

Working Conditions (Check all that apply):
 Prolonged Periods of: Standing Sitting Kneeling Bending
 Travel May be Required: Occasional Over Night
 Requires Lifting of Heavy Objects up to: _____

Acknowledgements:
Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement as of _____.

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
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Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name:	Supervisor Signature:	Date:
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