

DUTY STATEMENT

Classification: Analyst I	
Working Title: School-Based Claiming Analyst	
Program: Local Educational Agency Medi-Cal Billing Option Program (LEA BOP)	
Division: Local Governmental Financing Division	
Section: School-Based Claiming Services Section	
Branch: Medi-Cal Claiming and Services Branch	
Unit: LEA BOP Provider Relations Unit	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 805-785-5157-739
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: Under supervision of the Supervisor I, the Analyst I, in conjunction with other Local Educational Agency (LEA) Medi-Cal Billing Option (BOP) staff, provides a wide range of analytical support developing administrative and analytical staff assignments relating to the scope of the LEA BOP. The Analyst I works in cooperation with the LEA Advisory Workgroup, department partners, and internal and external stakeholders to perform research, analysis, planning, public communication, policy formulation, technical assistance, training, and program evaluation. The Analyst I maintains an environment of teamwork and cohesion with contracted resources, co-workers, and schools. Up to 15% travel, including overnight travel, is required. Intermediate experience with Microsoft Word, Excel and PowerPoint is required.	

Job Summary (cont):

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.

Description of Duties:	
% of Time	Essential Functions
35%	Conduct and assist with preliminary research and analysis of federal and state laws, regulations, legislation, policies, and state plan amendments. Administer program requirements for the Provider Participation Agreement, Annual Report, Targeted Case Management Labor Survey, Data Use Agreement, and the Cost and Reimbursement Comparison Schedule. Provide updates to the Random Moment Time Survey Manual (RMTS), develop policy and procedure letters, and conduct bill and policy analysis. Initiate proposals, reports, and assist with complex policy review.
25%	Conduct virtual and in-person site visits with other staff to provide technical assistance to Local Educational Agencies (LEAs), such as school districts and county offices of education. Work cooperatively with and make program recommendations to LEAs, the California Department of Education, and other state agencies. Assist in representing the department in collaboration with affected LEAs, departmental programs, and other stakeholders or workgroups to resolve program specific issues.
15%	Work cooperatively with senior section staff and contracted resources, regularly contact Department of Health Care Services (DHCS) data teams to initiate, recommend, resolve, and implement data reports. Analyze the data reports and provide recommendations for program improvements. Up to 15% travel, including overnight travel, is required.
10%	Work cooperatively with the LEA Advisory Workgroup Committee and other stakeholder meetings. Create, prepare, and distribute agendas and minutes for the LEA Advisory Committee meetings, the monthly RMTS meeting, and ad hoc meetings. Assist in the research and resolution of issues and questions arising from the meetings. Contribute to the development of program models and training materials to ensure statewide distribution of program specific information, updates, and changes. Assist in the development of legislative and/or state plan amendment proposals. Conduct reviews of proposed legislation specific to the LEA BOP to determine the financial and/or policy impacts on the program.
10%	Prepare responses to incoming correspondence relating to the LEA BOP from the legislature, other state and federal agencies, interest groups, lobbyists, school personnel, department resources, and the general public.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Perform other duties as required.

Supervision Received: Under Supervision by the (enter supervisor classification):

Supervisor 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:**

Professional, coachable, organized individual for a fast-paced position that provides enough variety to stay interesting but is consistent enough so you can become a subject matter expert. Competency with Microsoft Office programs (Word, Excel, Outlook, and PowerPoint) is required; additional training will be available.

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.Analyst Name:
Harold SnyderAnalyst Signature:
Harold SnyderDigitally signed by Harold Snyder
Date: 2026.09.01 11:38:38 -07'00'Date:
09/01/2026**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:

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:

DUTY STATEMENT

Classification: Analyst II	
Working Title: LEA BOP Technical Assistance and Training Analyst	
Program: Local Educational Agency Medi-Cal Billing Option Program (LEA BOP)	
Division: Local Governmental Financing Division	
Section: School-Based Claiming Services Section	
Branch: Medi-Cal Claims and Services Branch	
Unit: LEA BOP Provider Relations Unit	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 805-785-5393-739
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: The LEA BOP Provider Relations Unit focuses on provider outreach, engagement, and compliance. The Local Educational Agency Medi-Cal Billing Option Program (LEA BOP) reimburses participating LEA Providers (school districts, county offices of education, charter schools, state special schools, community college districts, California State Universities, and University of California campuses) the federal share of the maximum allowable rate for approved health-related services provided by qualified health service practitioners to Medi-Cal enrolled students. Under the direction of the Supervisor I, the Analyst II, in conjunction with other LEA BOP Provider Relations staff, provides a wide range of support in the development and execution of LEA BOP-related staff assignments, focused on administrative and analytical work. This position primarily focuses on public speaking (providing technical assistance, and conducting trainings and presentations for large and small groups) based upon research, analysis, planning, and public communication principles. Other assignments include monitoring the Random Moment Time Survey, data analysis, policy formulation, program evaluation, and working with the RMTS sub-committee. The Analyst II maintains an environment of teamwork and cohesion with LEAs, contracted resources, and co-workers. Travel, including overnight, of up to 5% may required. Intermediate experience with Microsoft Word, Excel and PowerPoint is required.	

Job Summary (cont):

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Description of Duties:	
% of Time	Essential Functions
25%	Technical Assistance (TA) and Outreach: Conduct general and targeted virtual and in-person site visits with other staff to provide technical assistance to LEAs. This includes handling requests for TA that come from LEAs, as well as identifying those in need, and conducting outreach/facilitation to get visits set up. Preparation for TA will include, but is not limited to, researching the LEA's demographics to gather a better understanding of their needs, reviewing and researching any questions submitted, reviewing their financial information (claims and cost reports) to identify areas of need. Responsible for regular follow up after the TA visit to ensure resolution and provide any additional support. Monitor and analyze program compliance resulting in outreach campaigns to LEAs that are out of compliance and implementing Corrective Action Plans as needed. Initiate technical assistance, outreach proposals, and analytical reports demonstrating program trends. Maintain organized records of TA visits conducted, including tracking trends.
25%	Trainings: Develop and conduct program specific trainings to program partners relating to the implementation of the LEA BOP; contribute to the development, updates, and implementation of program tools and job aids; convert technical language into easy-to-understand materials.
20%	Random Moment Time Survey: Evaluate and monitor the administration of the Random Moment Time Survey (RMTS); provide updates to the RMTS manual and develop related topic-specific policy and procedure letters as needed for clarification; coordinate and facilitate the RMTS Sub-Committee
15%	Research: Facilitate and assist the team with preliminary research and analysis of federal and state laws, regulations, legislation, policies, and state plan amendments; research and analyze trends to provide recommendations for program improvements; administer, verify, and track program requirements for the Provider Participation Agreement.
10%	Working with Program Partners: Work cooperatively with the LEA Ad Hoc Workgroup and sub-committees and other program partner meetings; coordinate and facilitate program meetings by creating, preparing, and distributing agendas and minutes for program meetings, the monthly RMTS meeting, and ad hoc meetings; prepare responses to incoming correspondence relating to the LEA BOP from program partners.

Description of Duties:	
% of Time	Essential Functions

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Perform other duties as required.

Supervision Received: Under Direction by the (enter supervisor classification):

Supervisor 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:**

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Harold SnyderAnalyst Signature:
Harold SnyderDigitally signed by Harold Snyder
Date: 2026.09.01 11:36:28 -07'00'Date:
09/01/2026**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

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Employee Signature:

Date:

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: