DEPARTMENT OF DEVELOPMENTAL SERVICES
WAIVER AND RATES DIVISION
FEDERAL PROGRAM BRANCH
VENDOR ENROLLMENT AND REVALIDATION SECTION

DUTY STATEMENT

JOB TITLE: Supervisor II **POSITION #:** 472-577-4801-001

WORKING TITLE: **EMPLOYEE**:

POSITION DESCRIPTION: This position is the Chief of the Vendor Enrollment and Revalidation Section in the Waiver and Rates Division, and oversees the development, coordination, and implementation of policies, procedures, and operational activities related to Medi-Cal provider enrollment and revalidation for regional center service providers. The position provides supervision and direction to professional, analytical, and support staff responsible for evaluating existing processes, identifying opportunities to align and coordinate provider enrollment activities, and developing policies and procedures to support compliance with applicable federal and state Medicaid requirements. The Supervisor II directs program implementation activities, evaluates policy and operational issues, and coordinates with the Department of Health Care Services (DHCS), regional centers, the provider community, and other program partners to support consistent and effective administration of provider enrollment and revalidation requirements. The position monitors program activities, develops recommendations, and provides briefings and status updates to departmental leadership regarding implementation progress, emerging issues, and matters requiring executive direction.

SUPERVISION EXERCISED: This position supervises professional, technical and support staff.

SUPERVISION RECEIVED: Reports to and under general direction of the Branch Chief, Waiver and Rates Division (CEA A).

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Directs the implementation and ongoing administration of Medi-Cal provider enrollment and revalidation requirements for regional center service providers. Establishes implementation priorities, monitors progress toward established milestones, and identifies issues affecting implementation timelines or program objectives. Evaluates existing regional center vendorization policies and procedures to identify opportunities to leverage existing processes and coordinate them with Medi-Cal provider enrollment and revalidation requirements. Identifies policy, operational, and resource-related issues and directs staff in developing

recommendations to address implementation challenges. Represents the department and coordinates with external agencies, including the DHCS and regional centers.

30% Reviews and evaluates existing policies, procedures, regulations, and directives related to regional center vendorization and Medi-Cal provider enrollment and revalidation. Identifies areas where existing policies and procedures may require modification or clarification to support the administration of provider enrollment and revalidation requirements. Directs the development and revision of policies, procedures, operational guidance, and implementation protocols, as appropriate. Reviews proposed policy changes, directives, and policy memoranda for consistency with applicable federal and state requirements and departmental policy. Develops recommendations regarding opportunities to coordinate regional center vendorization processes with Medi-Cal provider enrollment and revalidation activities.

20% Prepares status reports, executive briefings, policy analyses, and recommendations regarding program implementation and administration. Monitors implementation progress and evaluates whether established milestones and objectives are being met. Identifies significant policy, operational, and implementation issues and advises departmental leadership of their potential implications. Develops recommendations for matters requiring executive direction, including policy decisions, resource needs, and interdepartmental coordination. Responds to inquiries from departmental leadership regarding provider enrollment, revalidation, and related program activities.

10% Plans, organizes, and directs the work of staff responsible for provider enrollment policy development, implementation coordination, and program oversight. Establishes work priorities, monitors assignments, and reviews completed work for accuracy, completeness, and consistency with applicable requirements and departmental policy. Provides direction, training, and technical guidance on Medi-Cal provider enrollment and revalidation issues. Evaluates workload and staffing needs and identifies areas where additional guidance, training, or resources may be necessary.

Marginal Job Functions:

5% Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment. Minimal statewide travel required. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: California developmental disabilities system and the services supports and needs of consumers; federally funded waivers, state plan amendments and other federally funded programs related to the developmental disabilities system; state and federal budgeting policies and procedures; Medi-Cal provider enrollment and revalidation requirements, including federal Medicaid provider screening and program integrity requirements; regional center vendorization requirements and processes; principles and practices of effective supervision and program implementation.

Ability to: Develop and maintain cooperative and constructive working relationships with other agencies, the community, and department staff; organize and prioritize workload to meet demands in a fast-paced work environment; communicate complex policy and implementation issues clearly to executive leadership and external partners; demonstrate excellent leadership qualities, with the ability to develop, mentor, and motivate staff.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.