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Class Specifications
for the Class:

MEDICAL ASSISTANCE PROGRAM OFFICER
(MEDICAL ASSISTANCE PRGM OFFCR)

Class Distinguishers:

Administrative Responsibility: This class reflects responsibility for program planning, development, and evaluation activities for the statewide public medical assistance program, including developing short and long term goals, current policies, administrative rules, and the Medicaid State Plan; and advises the Med-QUEST Administrator, managers and supervisors on the direction and coordination of overall program policy and program development.

Complexity: The position is this class is responsible for directing and coordinating activities of a group of program specialists, through subordinate supervisors, engaged in planning, designing, developing, coordinating, implementing, monitoring, and evaluating activities for the State's public medical assistance program that includes health care coverage and attending eligibility requirements. The public medical assistance program provides medical, dental and behavioral health services to qualified recipients in a managed care environment or through a fee-for-service method of providing medical benefits.

Personal Contacts: Personal contacts are extensive and include representatives of State and federal departments and agencies, community organizations and advocacy groups, health care providers, and division personnel to coordinate, implement, and direct the program planning and development functions and activities of the State's public medical assistance program.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: State and federal regulations, laws and program policies and procedures applicable to public medical assistance programs, health care services or programs; activities, operations, benefits and basic philosophies of public medical assistance programs; related public assistance programs; health care practices, trends and issues; program planning and evaluation; federal funding requirements; principles and practices of effective supervision; effective work organization and staff utilization; and research and report writing methods and techniques.

Ability to: Plan, organize, direct, and coordinate activities of subordinates involved in policy and program development functions and activities relating to medical assistance programs through subordinate supervisors; research, analyze and deal effectively with problems and issues in health care management; evaluate and analyze plans and make sound decisions; communicate clearly and effectively, both orally and in writing; speak effectively before groups; interpret and explain pertinent State and federal regulations; develop and maintain effective relationships with subordinates, clients and client representatives and organizations, legislators, other public and private health and welfare organizations, members of the public and others; and plan, assign, review and evaluate the work of others.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Direct the overall planning, development, management and administration of the medical assistance program through subordinate supervisors.

2. Translate the mission or purpose of the medical assistance program into long-range plans, operational plans and objectives, and measures of effectiveness.

3. Direct the promulgation of the administrative rules for the medical assistance program in accordance with agency goals and objectives, applicable federal and State statutes; ensure the rules are harmonious with other public and private agencies.

4. Clarify and interpret State and federal laws, rules, policies, procedures, and directives to ensure uniform application.

5. Direct the development and implementation of program improvement plans including contingency plans and strategies within allocated resources.

6. Direct the development of program policies and procedures, rules and regulations to meet federal funding requirements.

7. Advise the Med-QUEST Administrator on policy and administrative changes which would provide for greater simplicity, equity, and cost-effectiveness of programs in achieving objectives.

8. Direct the research, evaluation and analysis of medical assistance program issues resulting from a variety of sources, such as federal and or State legislation, judicial decisions, health care concerns, and advocate initiatives.

9. Provide input and technical assistance for preparing non-budget legislative testimony relating to the medical assistance programs.

10. Prepare legislative testimony for the Med-QUEST Administrator and testify before the legislature when necessary.

11. Participate and serve as a member of various committees in order to address issues and concerns regarding the medical assistance program.

12. Provide and arrange for orientation of new employees.

13. Determine need, conduct and/or provide opportunities for staff training and development.

14. Establish performance goals and objectives for each employee in order to monitor and evaluate their performance for the year.

15. Discuss with and/or counsel employees on their work performance.

16. Assist employees in resolving problems that arise through employee-supervisor conferences and staff meetings.

17. Direct and assist subordinate supervisors in assigning work to staff in consideration of specific job requests, areas of expertise, workload and other conditions to ensure timely completion of projects and fulfillment of departmental objectives.

18. Take appropriate action on personnel matters, such as promotions, transfers, leaves, disciplinary actions and grievances.

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