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Class Specifications
for the Classes:

MED-QUEST ASSISTANT ADMINISTRATOR
(MED-QUEST ASSISTANT ADMR)
MED-QUEST ADMINISTRATOR

MED-QUEST ASSISTANT ADMINISTRATOR **17.540**
(MED-QUEST ASSISTANT ADMR)

Class Distinguishers:

Managerial Responsibility: As a full assistant to the Med-QUEST Administrator, the sole position in this class assists in administering the statewide medical assistance programs and serves in a coordinative capacity for all technical, administrative, and operational activities.

Complexity: This class reflects responsibility for serving as a full assistant to the Med-QUEST Administrator which involves full participation in planning, directing and evaluating the programs and activities of the division; developing the division's biennium budget; serving as the division's legislative liaison; and serving as acting administrator in the absence of the administrator.

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

Knowledge of: Applicable State and federal regulations, laws and program policies and procedures; activities, operations, benefits and basic philosophies of public medical assistance programs; general overall knowledge of related public assistance programs; principles, practices, goals, and trends in health care management; principles and practices, philosophies and goals of public and private health insurance programs (e.g., how they operate/interface between health plan, provider, and recipients; providing quality health care at lowest cost; rate and contract negotiation); principles and practices of supervision and management as they relate to budget development, effective work organization and staff utilization, and coordination of activities to attain program goals and objectives; and legislative processes.

Ability to: Plan, organize, direct and coordinate various management functions in medical assistance administration; research, analyze and deal effectively with problems and issues in health care administration; write clearly and concisely and speak effectively before groups; develop and maintain effective relationships with subordinates, other officials, clients and client representatives and organizations, legislators, other public and private health and welfare organizations, members of the public and others; and plan, assign, and evaluate the work of others.

Examples of Duties: *(The position may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of the position should not be based solely on the examples of duties performed.)*

1. Participates in planning, coordinating, directing, and evaluating the programs and activities of the Med-QUEST Division.

2. Assists in the development of the medical assistance programs and policies.

3. Prepares the division's biennium budget; and reviews and approves requests having financial implications.

4. Coordinates technical, administrative and operational activities, e.g., ensures that new executive orders and changes in departmental/divisional policies and procedures are disseminated and implemented throughout the division; and coordinates the preparation and submittal of the division's testimonies for budget hearings.

5. Serves as the division's legislative liaison; and prepares and/or coordinates the preparation of testimonies on legislative bills and resolutions.

6. Maintains good working relationships with representatives of other governmental and private agencies.

7. Assumes all the duties and responsibilities of the Med-QUEST Administrator in his/her absence.

MED-QUEST ADMINISTRATOR 17.541

Class Distinguishers:

Managerial Responsibility: The sole position in this class administers statewide medical assistance programs through a full assistant, several administrative and staff support offices (i.e., fiscal, policy and program development, information systems, and staff training), and subordinate managers and supervisors. The position has considerable authority to set program goals, priorities and parameters.

Complexity: This class reflects responsibility for planning, administering, directing, coordinating and evaluating the activities and operations of statewide medical assistance programs which provide a variety of medical, dental, and behavioral health benefits to eligible individuals and families through a statewide federally waivered medical assistance program and the Medicaid program under Title XIX of the Social Security Administration.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)* In addition to the knowledge and abilities required for the class Med-QUEST Assistant Administrator:

Knowledge of: Thorough knowledge of the activities, operations, benefits and philosophies of public medical assistance programs and general overall knowledge of related public assistance programs.

Ability to: Administer a statewide medical assistance program; formulate overall program goals, objectives and strategies in relation to departmental objectives; outstanding ability to meet, elicit the cooperation of, and deal effectively with health plan providers, federal and State authorities, client advocacy groups, representatives of community groups and organizations, representatives of other governmental jurisdictions, etc.

Examples of Duties: *(The position may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of the position should not be based solely on the examples of duties performed.)*

1. Plans, organizes, administers, directs, coordinates, and evaluates a statewide medical assistance program.

2. Provides direction in the determination of program goals and the development of division plans.

3. Approves multi-year and longer range work plans developed by subordinate supervisors and subsequently manages the overall functions to enhance achievement of established goals and objectives.

4. Oversees the revision of long-range plans, goals, and objectives.

5. Manages the development of policy changes in response to changes in the levels of appropriations or other legislated changes.

6. Determines program priorities and allocation of resources.

7. Coordinates and reviews the division's multi-year program and financial plans.

8. Oversees the preparation of the division's budget for submission to the Director.

9. Ensures that adequate internal control systems are developed and operative so that resources are efficiently and effectively managed.

10. Reviews and evaluates the program and reports to the Director.

11. Exercises final authority for the full range of personnel actions and organizational structure proposals recommended by subordinate supervisors.

12. Provides direction in the development and implementation of employee development activities.

13. Serves as the department's principle staff advisor and technical authority on medical assistance (Medicaid and federally waivered) programs. Provides advice and guidance to the Director and his/her staff concerning policies, plans and basic concepts of the State medical assistance programs.

14. Maintains working relationships with health plan providers, federal and State authorities, client advocacy groups, representatives of community groups and organizations, representatives of other governmental jurisdictions, etc.

15. Represents the department in matters concerning medical assistance programs at legislative hearings, federal/State conferences, interdepartmental negotiations, etc.

16. Coordinates division activities with other divisions of the department.

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This is the first specification for the new classes MED-QUEST ASSISTANT ADMINISTRATOR (MED-QUEST ASSISTANT ADMR) and MED-QUEST ADMINISTRATOR.

Effective Date: December 16, 1994

DATE APPROVED: 11/07/96 /s/ James H. Takushi
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Department of Personnel Services