

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0755
Pay Grade: C07

FLSA: Exempt

SUPERVISOR, MEDICAID

MAJOR FUNCTION:

Performs responsible analytical and supervisory work overseeing the School Board's Medicaid School Match Program. Responsibilities include the planning, development and implementation of time studies for administrative outreach and documentation of direct service activities eligible for the Certified Medicaid School Match Program. Position serves as an in-house consultant for the Medicaid School Match Program and handles special related projects, as needed. Provides training, guidance and direction to personnel involved in developing and maintaining appropriate records. Provides fiscal management coordination for expenditures to enhance Exceptional Student Education and Student Services Programs.

DUTIES AND RESPONSIBILITIES:

- Provides leadership, coordination and supervision to the Medicaid Program.
- Plans, coordinates, monitors, evaluates and recommends improvements to the District's Medicaid Program.
- Assists in the development and provision of training components related to areas of responsibility.
- Supervises and/or conducts annual workshops for administrative outreach participants.
- Develops, maintains and annually updates the Medicaid Manual.
- Serves as liaison between the School District, the Florida Department of Education and the Medicaid Agency, and other appropriate groups or agencies on matters relating to Medicaid.
- Attends professional meetings (national, state and local) and participates in appropriate professional organizations and training activities, to keep informed on current issues and developments related to areas of responsibility.
- Supervises and evaluates assigned staff and provides information to other related personnel within the school system.
- Prepares funding and staff projections for each school year.
- Serves as the district's Medicaid resource person and consults with Exceptional Student Education (ESE) and Student Services professionals on implementation of a coordinated records management operation.
- Assists district with required programs, survey, and reports requested by state and federal departments and agencies.
- Assists ESE and Student Services departments with programs and funding needs.
- Provides Medicaid billing and audit reports in coordination with the billing agent.
- Provides and monitors Medicaid funding data.
- Maintains current knowledge of Medicaid rules, statues, and Federal guidelines.
- Monitors on-going programs for effectiveness and compliance with Medicaid guidelines.
- Interprets rules and regulations of current Medicaid policies and procedures.
- Applies knowledge of operational, organizational, fiscal and procedural regulations applicable to Medicaid.
- Identifies Medicaid eligible students and implements procedures for on-going identification of eligibility in coordination with the billing agent.
- Tracks required service delivery and billing audits in accordance with Medicaid policies and procedures and generates analysis forms in coordination with the billing agent.
- Performs other related duties as required.

SUPERVISOR, MEDICAID

MINIMUM QUALIFICATIONS:

Masters degree from an accredited college or university in an area of Exceptional Student Education or Student Services with certification in Administration and/or Supervision, Educational Leadership or an equivalent certification as defined by the Florida Department of Education. Florida certification in an area of Exceptional Student Education or Student Services. Five (5) years experience in service delivery in Exceptional Student Education or Student Services. Demonstrated knowledge of program analysis, planning, auditing and fiscal management. Demonstrated knowledge of specialized functions such as maintaining complex records and interpreting regulations, statutes and policies. Demonstrated knowledge of computer applications. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

PREFERRED:

Experience with the Medicaid Certified School Match Program.

ISSUED: 11/99 PBL; BOARD APPROVED: 12/7/99

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

SUPERVISOR, MEDICAID

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Supervisor, Medicaid - ADM