



Job Description

POSITION TITLE: Coordinator II, Multi-Payer Comprehensive Health Educational Services #6305

SALARY PLACEMENT: Management Salary Schedule Range 12

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services and the Division Director of Comprehensive Health Programs, this position will coordinate the multi-payer reimbursement services program, work with the State’s third-party administrator and support multi-payer services to school districts and county offices of education throughout the state.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor’s Degree. Experience of an extraordinarily related nature may be substituted for degree requirement.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working with billing and reimbursement services or a related field. Experience serving on statewide committees, serving school districts and county offices of education, providing professional development and technical assistance related to school-based billing and reimbursement services.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection
- state and federal regulations related to multi-payer reimbursement services

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- oversee and manage budgets

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver’s license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Work closely with CodeStack to develop and maintain LEA Multi-Payer reimbursement service component within SEIS (Special Education Information System).
14. Maintain student and practitioner database within the web-based billing system.
15. Oversee all areas of claims processing and invoicing for contracted school districts and county offices of education.
16. Manage LEA component of the Comprehensive Health Programs collaborative website.
17. Host training podcasts on Comprehensive Health website for ongoing technical assistance to contracted districts/COEs.
18. Participate as an active member of state and federal LEA billing organizations.
19. Market and recruit new contracts for LEA billing services.
20. Assist with Medi-Cal Administrative Activities within Comprehensive Health Programs.
21. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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