



SJCOE
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Job Description

POSITION TITLE:	Program Manager III, Data Analyst Multi-Payer Comprehensive Health Educational Services	#6307
SALARY PLACEMENT:	Management Salary Schedule Range 10	

SUMMARY OF POSITION:

Under the direction of the Comprehensive Health Program Director, analyze LEA Medi-Cal Billing Option claim data, conduct research, develop reports, and support funding applications related to the LEA Medi-Cal Billing Option program.

MINIMUM QUALIFICATIONS- EDUCATION AND/OR TRAINING:

Possess a Bachelor of Arts/Science degree or comparable combination of experience in education, business or information technology or related field. Experience in maintaining individual-level data and data for state and federal reporting.

DESIRABLE QUALIFICATIONS- EDUCATION, TRAINING, AND EXPERIENCE:

Five years of experience working in any functional and/or systems requirements, technical and/or client services fields, with at least three years of experience in an educational setting. Experience with student and or data information systems used in California Educational Agencies. Experience with various software products used for analysis, data integration and reporting. Experience working with large relational databases designed for both transaction processing and complex reporting.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- assigned software
- various computer platforms and database-driven web applications
- principles and procedures of planning and design of LEA Medi-Cal Billing Option data collection
- data analysis and application current procedural terminology (CPT) and diagnosis codes to LEA Medi-Cal Billing Option claims
- technical aspects of field specialty
- state and federal laws and regulations governing LEA Medi-Cal Billing Option Program
- techniques and methods in accessing and evaluating program progress and impact; computer hardware and software

Ability to:

- operate computer/mobile devices

Possess:

- a valid California driver's license and proof of liability insurance required amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Program Manager series represents advanced management positions and has three levels.

ESSENTIAL FUNCTIONS:

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, 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. Develop and implement effective record keeping and reporting systems to provide accurate, confidential, and timely information regarding student claims.
14. Provide training and support of staff and school district personnel.
15. Oversee all information and technology management with the department, including networks, databases, web pages, and other related functions.
16. Ensure that all student health care services information is tracked.
17. Establish effective ongoing monitoring system to ensure quality services.
18. Consult with educational partners to analyze system needs for management information and functional operations.
19. Provide technical expertise, information and assistance to participating school districts and county offices of education; assist in the formulation and development of policies, procedures and programs.
20. Develop, implement and monitor procedures and controls to ensure data accuracy, security, legal and regulatory compliance.
21. Analyze program data, external report findings, and trends in health care service delivery, translate implications and limitations, and anticipate planning and information needs.
22. Coordinate with LEA Medi-Cal Billing Option Compliance Director to measure quality, compliance and procedure reports.
23. Participate in the development of district LEA reports for data analysis and verify accuracy.
24. Manage the data collection activities of the LEA Medi-Cal Billing Option program and work with Center for Educational Development and Research (CEDR) to identify data tracking systems as appropriate.
25. Other duties and responsibilities as assigned.

PHYSICAL REQUIREMENT:

Employees in this position must be able 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 visual 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 in an educational and standard office environment. Employees may come in direct contact with parents, SJCOE and school district staff, outside agency staff and the public.

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