



Job Description

POSITION TITLE: Project Liaison II, Multi-Payer Comprehensive Health Educational Services #6308

SALARY PLACEMENT: Management Salary Schedule Range 02

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services and the Division Director of Comprehensive Health Programs, the Project Liaison II will assist in marketing and securing districts and county offices of education contract interested in participating in multi-payer services. The Project Liaison II will oversee the implementation and management of multi-payer claims processing and reimbursement, provide technical support, and will make presentations and train district staff according to State and Federal agencies.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a high school diploma or equivalent of the completion of the twelfth grade. Work experience in an educational setting and/or with community agencies/groups.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Three years previous work experience in an educational setting and/or with community agencies/groups. Possess an Associate of Arts and/or a Bachelor's Degree. Previous work experience with multi-payer services, LEA Medi-Cal billing option or other web-based programs. Previous work experience with multiple budgets, invoicing and contracts, program development and implementation.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection

Ability to:

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

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 Project Liaison series represents advanced management positions and has two levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

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. Train department staff and oversee multi-payer tasks.
14. Develop and order materials for presentations/trainings.
15. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels 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 office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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