

## SUPERVISING MEDICAID ANALYST

Code No: 4-01-059  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This supervisory-level position, located in a school district, is responsible for managing and overseeing all Medicaid-related operations and eligibility for reimbursement. This position acts as the Medicaid Compliance Officer for the district. The duties involve supervising Medicaid staff members and ensuring compliance with Medicaid rules and policies by providing staff training, auditing billing submissions and reports, and developing and implementing policies in order to make system improvements. This position is the Medicaid liaison for the community, as well as State and Federal agencies. The employee reports directly to, and works under the general supervision of, the Chief Financial Officer, Superintendent of Schools, or other higher-level staff member. General supervision is exercised over Medicaid staff. Does related work as needed.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other activities may be performed although not listed.)

Supervises subordinate Medicaid staff, providing direction and motivation to ensure compliance standards are met;

Oversees Medicaid related documentation processes and procedures;

Advises and communicates regularly with the Superintendent of Schools and Board of Education on Medicaid-related operations;

Establishes and prioritizes goals and objectives;

Ensures management and related service providers follow policies and procedures of the school district;

Creates narrative, financial, and operational reports for the Superintendent of Schools, Board of Education, and Federal and State agencies;

Oversees Medicaid-related financial transactions and reports on revenue impact and reimbursement analysis;

Oversees and is responsible for all Medicaid audits performed by agencies;

Researches Federal, State, and local policies regarding Medicaid and keeps abreast of technical and professional trends and developments impacting the programs being evaluated;

Oversees the development of budgets, expenditures, and Medicaid reimbursement;

Implements and monitors policies and procedures that govern Federal and State Medicaid Programs;

Acts as Medicaid liaison for the community, as well as Federal and State agencies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of support services administration for a public school system including areas such as Medicaid in schools, budgeting, auditing, special transportation, Special Education, governmental programs, community agencies, labor relations practices, and Civil Service laws and rules; thorough knowledge of effective techniques when solving operational management problems; good knowledge of appropriate management and supervisory techniques; supervisory ability; ability to direct and manage several organizational divisions; ability to manage projects in a timely

manner and within budgetary constraints; ability to comprehend, organize, and report financial data; ability to identify and anticipate financial and compliance issues; ability to audit complex materials for a high degree of accuracy; ability to make financial projections; ability to implement corrective actions with appropriate school district department leaders to develop solutions; ability to readily acquire familiarity with related laws, regulations, and policies; ability to facilitate committees, meetings, and make oral presentations; ability to establish and maintain effective working relationships; ability to develop and implement goals and objectives; ability to utilize related computer software; ability to identify and set priorities; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Master's degree in Accounting, Finance, Business Administration, or Business Management plus two (2) years paid full-time or its part-time equivalent experience either supervising or participating in one of the following: the development and submission of Medicaid reimbursement forms, the auditing of Medicaid reimbursement forms, or the development of policies or procedures relating to Medicaid reimbursement; OR,
- (B) Graduation with a Bachelor's degree in one of the fields mentioned in (A) above plus four (4) years paid full-time or its part-time equivalent experience either supervising or participating in one of the following: the development and submission of Medicaid reimbursement forms, the auditing of Medicaid reimbursement forms, or the development of policies or procedures relating to Medicaid reimbursement; OR,
- (C) An equivalent combination of training and experience as described by the limits of (A) and (B) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**Monroe County Civil Service Commission**

**ADOPTED:** March 28, 2024