

DIRECTOR OF MEDICAL ASSISTANCE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for overseeing and managing all aspects of medical programs administered through the Department of Family Services (the local social services district). Incumbent will establish and maintain medical assistance programs to insure access to quality medical care for persons receiving benefits through Medicaid and managed care programs. Administrative supervision is exercised over a large staff, including subordinate supervisors, involved in determining Medicaid eligibility, managed care implementation, disability review, specialized groups eligibility and coordination of Medicaid benefits with other third party insurance benefit payments. Work is performed under the general direction of the Commissioner of Family Services with leeway allowed for independently performing many of the required duties.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops and reviews department policies and procedures in all aspects of medical programs;

Coordinates activities of the various medical program units with the activities of other units in the department;

Meets with other community agencies, service providers, regulatory agencies, other county departments, medical personnel, or other persons, to resolve issues relating to medical programs provided through the Department of Family Services;

Interprets policies, provides direction and management to supervisory staff who oversee direct service to clients or who interact with vendors;

Maintains statistical, financial, and demographic data relating to the scope and effectiveness of

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medical programs;

Makes recommendations concerning the contents of vendor or provider contracts, and assists in preparation of contracts;

Acts as liaison with the New York State Department of Health;

Conducts staff performance evaluations and employee counseling sessions;

Establishes procedures to implement and maintain medical assistance programs to insure that quality medical services are accessible to persons receiving benefits through the medicaid and managed care programs;

Prepares reports and makes presentations on behalf of the Commissioner of Family Services;

Implements and supervises quality assurance and utilization review procedures relating to services paid through the medicaid program;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of federal, state, and local laws, rules, and regulations relating to medical programs administered through the County Family Services Department; good knowledge of social services and human services programs serving residents of the county; good knowledge of traditional management functions involved in directing an organization or organizational segment, including such things as planning, organizing, directing, supervising, coordinating, budgeting, forecasting, and setting objectives; working knowledge of other statutory or regulatory requirements relating to social services or human services programs such as Workers Compensation, Social Security, Supplemental Security Income; ability to

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communicate effectively both orally and in writing; ability to plan, coordinate, supervise, and manage the work of others, including the work of subordinate supervisors; ability to operate a personal computer and utilize common office software programs to prepare accurate records and reports; ability to make sound judgments; initiative and resourcefulness; and sensitivity to persons from a variety of socioeconomic, ethnic, or cultural backgrounds.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in business administration, public administration, accounting, nursing, hospital administration, social work, or a related field, and two (2) years of acceptable experience in the administration of Medicaid programs provided through a local social services district, which shall have involved the supervision of other employees; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields stated in (A) above and four (4) years of acceptable experience in the administration of Medicaid programs provided through a local social services district, two years of which shall have involved the supervision of other employees; or
- (C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of acceptable experience in the administration of Medicaid programs provided through a local social services district, two years of which shall have involved the

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supervision of other employees; or

(D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

Note: Qualifying experience must demonstrate responsibility for performing standard managerial functions such as developing objectives, planning, organizing, directing, supervising and coordinating the work of others.

NOTE: Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing:N/A

NYS Civil Service Commission Approval:N/A

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