

## **DIRECTOR OF MEDICAL AND TEMPORARY ASSISTANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for overseeing and managing all aspects of both the temporary and medical assistance programs administered through the local social service district. The incumbent will assist in the development of policies and procedures relating to the delivery of temporary and medical assistance programs. Including establishing and maintaining a managed care program to insure access to quality medical care for persons receiving benefits through the Medicaid program and provide administrative supervision of units involved in determining Medicaid eligibility, auditing and payment of claims, and coordination of Medicaid benefits with other third party insurance benefits payments. The Director is responsible for the effective coordination of all medical and temporary assistance program functions in the department. Work is performed under general direction of the department Commissioner and in accordance with prescribed guidelines and established policies. Supervision is exercised over a large staff including subordinate supervisors.

**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;

Administers Federal and State Economic Assistance Programs, including Temporary Assistance to Needy Families, Safety Net, and Home Energy Assistance Programs;

Responsible for meeting performance goals for all Economic and Medical Assistance Programs;

Plans, coordinates, supervises, and manages the activities of the medical and temporary assistance programs, scheduling the activities of the Medicaid unit of the local social service district;

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Reviews and interprets statutory or regulatory requirements and recommends policies for the delivery of medical and temporary assistance programs;

Establishes procedures to insure the implementation of federal or state mandates and to use incorporate guidelines for agency use;

Coordinates activities of the various program units with the activities of other units in the department and outside agencies;

Establishes controls for determining staff performance and conducts performance evaluations;

Acts as liaison with other agencies, service providers, regulatory agencies, medical personnel, or other persons, to resolve issues relating to medical programs provided through the local social services district;

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

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

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

Prepares reports and makes presentations on behalf of the department Commissioner;

Conducts staff meetings with supervisors to make recommendations with respect to the formulation of agency policy, operational modifications, statutory or regulatory changes, and other matters involving both medical and temporary assistance.

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### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of statutes, rules, regulations, case law, and policies relating to medical and temporary assistance programs administered through the local social services district; good knowledge of the managerial functions involved in directing an organization or an organizational segment including such things as planning, organizing, directing, supervising, coordinating, budgeting, forecasting, and setting objectives; good knowledge of scope of social services and human services programs available in the county; good knowledge of financial management and administration principles including accounting and auditing principles and techniques; working knowledge of other statutory or regulatory requirements relating to social services or human services programs including Workers Compensation, Social Security, and Supplemental Security Income; ability to interact effectively with the public in providing information concerning medical and temporary assistance programs; ability to present ideas clearly both orally and in writing; ability to plan, coordinate, supervise, and manage the work of others including the work of subordinate supervisors; ability to prepare reports; sensitivity to issues of cultural diversity; ability to make sound judgments; initiative and resourcefulness; integrity; and honesty.

### MINIMUM QUALIFICATIONS:

- (A) Possession of a masters degree in social work, public administration, business administration, or a relate field, and four years of acceptable experience in the administration of either income maintenance and economic security programs or Medicaid programs provided through a local social service district, two years of which shall have involved the supervision

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of other employees; or

- (B) Possession of a high school diploma and eight years of experience of acceptable experience in the administration of income maintenance and economic security or Medicaid programs, two years of which shall have involved the supervision of other employees; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

*Note: For experience to be considered acceptable it must have involved the substantial performance of several standard management functions such as planning, organizing, coordinating, directing, supervising budgeting, deciding, forecasting, or similar management functions.*

**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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NYS Civil Service Commission Approval: N/A

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