



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

MAA/LEA BILLING SPECIALIST

JOB SUMMARY

Under the general direction of the Director of Wellness and Community Outreach or designee, oversees Medi-Cal Administrative Activities (MAA) and Local Education Agency (LEA) Medi-Cal Billing Option Programs; provides training and technical support in person and online to District personnel regarding MAA/LEA fiscal and reporting requirements; performs reconciliation, auditing, and reporting of data; maintains knowledge of current legislation related to MAA/LEA to ensure compliance; supports the chair of the LEA Re-Investment Committee to set decisions for outreach and engagement with other departments; generate documentation for program activities; collaborate with partners such as community agencies to increase Medi-Cal outreach activities.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Supports the management and oversight of the District-wide administration of federal and state Medi-Cal reimbursement and evaluation of Medi-Cal Administrative Activities Local Education Agencies (MAA/LEA);
2. Perform short/long term planning for the administration and evaluation of MAA/LEA billing activities;
3. Support the Chair of the LEA Re-Investment Committee, to include meeting preparation, follow-through, outreach, actively participate in and integrate across disciplines and departments;
4. Support program priorities such as training, documentation, and submission of Districtwide MAA/LEA activities;
5. Verify that the District is compliant with federal, state, and county mandates regarding MAA/LEA covered services with reimbursement;
6. Collaborate with other District departments to facilitate timely and accurate accounting of MAA/LEA activities;
7. Communicate with District Leaders, network officers, department heads, site administrators, teachers, and staff to ensure effective training and timely submission of MAA/LEA reporting;
8. Prepare and present key goals, programs, plans, and accomplishments to interested bodies including administration, teachers, support staff;
9. Support a variety of meetings, staff development, committees, trainings, workshops, and/or conferences;
10. Attends the following on behalf of the District: local, regional, state, and federal meetings, conferences, in-services, boards, councils, and events;
11. Conduct internal audits and work with outside agencies conducting audits;
12. Work closely with Business Services and other departments to ensure program compliance;
13. Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. MAA/LEA program administration;
2. Medi-Cal eligibility requirements and covered services;
3. State and Federal health mandates including MAA/LEA;
4. Planning, organization and coordination needed for assigned program;
5. Correct English usage, grammar, spelling, and punctuation;
6. Telephone techniques, systems, and etiquette;
7. Excel spreadsheets and data entry;

8. Applicable laws, codes, regulations, policies, and procedures governing Medi-Cal Administrative Activities;
9. Budget tracking, preparation, and oversight;
10. Correct English usage, spelling, grammar, punctuation, and math;
11. Applicable state laws, district policies, procedures, and other regulations governing the program or area of assigned responsibilities;
12. Modern office methods and procedures;
13. Proper telephone techniques and etiquette;
14. Safety rules and regulations for this position.

Ability to:

1. Perform a variety of specialized clerical and technical duties concerning absence reporting and substitute placement;
2. Compile reports and keep detailed records;
3. Understand and explain a variety of policies, laws, rules, and regulations;
4. Receive and give information over the telephone or in person in a courteous manner;
5. Work efficiently with frequent interruptions;
6. Perform assigned work without continuous supervision;
7. Type accurately at a rate forty-five (45) words per minute;
8. Work within a flexible schedule to meet the operational needs of the department;
9. Operate modern office equipment/machines such as scanner, calculator, copy machine, computer terminal, and printer;
10. Perform mathematical calculations using addition, subtraction, multiplication, and division;
11. Compile and maintain accurate and complete records and reports;
12. Understand and carry out oral and written instructions, policies and procedures;
13. Communicate effectively in both oral and written forms;
14. Establish and maintain effective work relationships with those contacted in the performance of required duties;
15. Learn and follow the operations, procedures, policies, and requirements of the Human Resources Department;
16. Handle all matters in a tactful, courteous, and confidential manner;
17. Work independently and maintain high standards of workmanship;
18. Access and use District-adopted web-based systems.

EDUCATION / EXPERIENCE

Education: Equivalent to graduation from high school.

Experience: Three (3) years of experience performing responsible clerical duties; OR one (1) year of experience at or equivalent to the level of Secretary II in the Hemet Unified School District. Type accurately at a rate forty-five (45) words per minute.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, the operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job duties and responsibilities of the position.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use vision, hearing and speaking.

Working Conditions: Office. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms, The position involves multi-tasking in a high-stress environment; requires constant mental alertness and the ability to calmly and accurately perform duties when subjected to frequent and varied interruptions; must have the ability to exercise judgment and initiative in the resolution of problems encountered and ensure all student and unit equipment, supplies, and procedures are ordered and received.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 32

January 2022