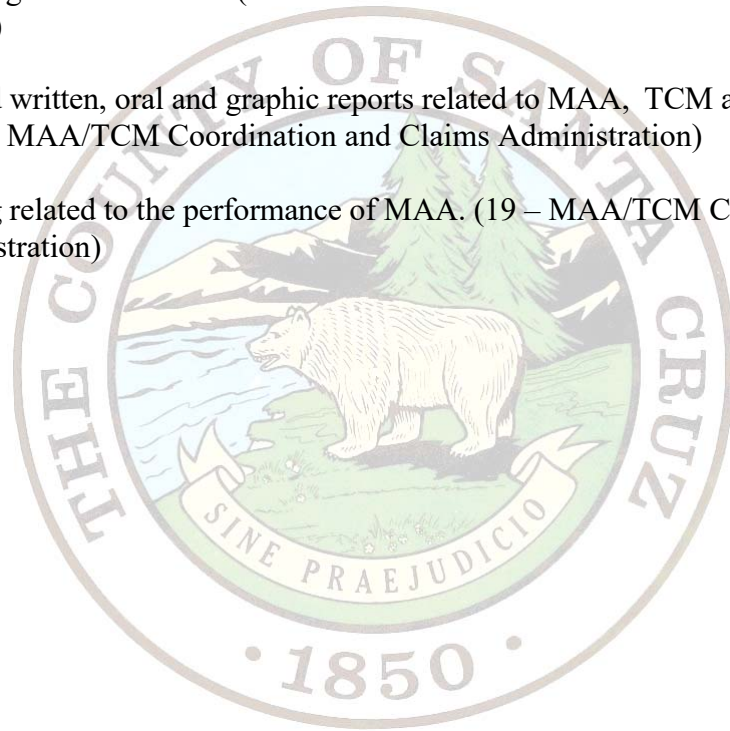


**Departmental Administrative Analyst/  
Senior Departmental Administrative Analyst**

1. Plan, organize, analyze, direct and coordinate departmental budgetary and fiscal control programs related to MAA and TCM including budget preparation, coordination and control. (19 – MAA/TCM Coordination and Claims Administration)
2. Conduct studies and prepare reports on departmental and inter-departmental operations including procedures, information systems, staffing, facilities and space, and organizational structure. (19 – MAA/TCM Coordination and Claims Administration)
3. Prepare and administer grants and contracts including the financial and program components of MAA and TCM. (19 – MAA/TCM Coordination and Claims Administration)
4. Conduct needs assessments and assist department administration to prepare long-range program plans related to MAA, TCM and outreach programs for the needy. (19 – MAA/TCM Coordination and Claims Administration)
5. Serve as the staff representative to commissions, committees and task forces related to MAA, TCM, and other related operations. (19 – MAA/TCM Coordination and Claims Administration)
6. Plan, organize and direct the work of subordinate MAA/TCM staff. (19 – MAA/TCM Coordination and Claims Administration)
7. Select, train and evaluate subordinate MAA/TCM staff. (19 – MAA/TCM Coordination and Claims Administration)
8. Monitor revenue generation, then plan and coordinate the development of new or additional sources of Medicaid and other revenue. (19 – MAA/TCM Coordination and Claims Administration)
9. Identify management information requirements for MAA, TCM and outreach programs, recommend computerized systems as appropriate. (19 – MAA/TCM Coordination and Claims Administration)
10. Research MAA, TCM and related legislation and prepares reports and recommendations. (19 – MAA/TCM Coordination and Claims Administration)

**Departmental Administrative Analyst/  
Senior Departmental Administrative Analyst (Continued)**

11. Plan, organize, analyze, direct and coordinate departmental programs on an ongoing basis for MAA, TCM and related special projects. (19 – MAA/TCM Coordination and Claims Administration)
12. Attend and/or conduct meetings, trainings and conferences related to MAA, TCM and other related programs and issues. (19 – MAA/TCM Coordination and Claims Administration)
13. Prepare detailed written, oral and graphic reports related to MAA, TCM and other related programs. (19 – MAA/TCM Coordination and Claims Administration)
14. Attends training related to the performance of MAA. (19 – MAA/TCM Coordination and Claims Administration)



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Employee Signature (Please sign in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)