

Senior Departmental Administrative Analyst

1. Gathers any information that may be required in advance of a referral to a Medi-Cal covered health service. (6)
2. Coordinates Medi-Cal covered health services for a client. (6)
3. Develops and maintains contracts with various entities, including those related to health and Medi-Cal program services. (12, 13)
4. Prepares and administers grants and contracts including the financial and program components, as assigned. (12, 13)
5. Conducts needs assessments and assists department administration to prepare long range program plans. (15,17)
6. Develops strategies to increase health system capacity and close health and Medi-Cal services gaps. (15, 17)
7. Collaborates with outside agencies to improve the delivery of health and Medi-Cal services. (15, 17)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
9. Attends training related to the performance of MAA (20)

Participant Signature (Please sign in blue ink)

Date

Participant Name (Please print)