

Departmental Administrative Analyst

1. Oversees contract management and fiscal aspects of grant administration: contracting, amendments, allocation of new funds, compliance with County, State and Federal regulations. (12,13)
2. Ensures monthly invoiced services meet contract obligations and processes contract claims for contractor payments. Lead analyst for eight contracts. (12,13)
3. Assists in the annual re-contracting process; and negotiates contracts. (12,13)
4. Develops and implements monitoring of county funded contractor programs. (12,13)
5. Coordinates and oversees inventories of all county funded contractor programs. (12,13)
6. Coordinates and provides technical assistance to staff and contractors. (12,13)
7. Assists in the development of contract correspondence to the Board of Supervisors. (12,13)
8. Assists in the contracting process with ADP. (12,13)
9. Assists in the development of data systems for contract cost and performance. (12,13)
10. Coordinates and provides technical assistance on contractor management, fiscal and program issues. (12,13)
11. Assists in the development of policy pertaining to Medi-Cal and Medi-Cal service contracts. (12,13, 15, 17)
12. Develops administrative operating policies and procedures and manuals. (15,17)
13. Develops strategies to enhance services to Medi-Cal clients and close Medi-Cal service gaps. (15, 17).
14. Coordinates and participates in interagency collaboration to enhance the delivery and access to Medi-Cal services (15, 17).
15. Analyzes data as part of program development for Medi-Cal program services (15, 17).
16. Assists to administer MAA claiming, including development of claim plans and overseeing time survey process. (19)
17. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19,20)
18. Attends training related to the performance of MAA. (19,20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)