

**Division Director**

1. Oversees the review and edit of complex court investigative reports (6)
2. Provides consultation and guidance to staff to solve the most difficult casework problems. (6)
3. Serves as a management team member to develop and implement departmental policies, procedures and programs. (15,17)
4. Coordinates division programs and operations with other divisions, County agencies and community groups (15,17)
5. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
6. Attends training related to the performance of MAA (20)

\_\_\_\_\_  
Participant Signature (Please sign in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Name (Please print)