

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED APRIL 2007
FISCAL/CLERICAL SERVICES SERIES
SALARY SCHEDULE #85
RANGE: 13.0
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2,3,6**

MEDI-CAL ADMINISTRATIVE ACTIVITIES (MAA) ACCOUNT TECHNICIAN

DEFINITION

Assist in the oversight of the Local Educational Consortium (LEC) program for proper administration of the Medi-Cal Administration Activities (MAA) program in planning, organizing, implementing and monitoring a regional system for claiming Medi-Cal reimbursement for eligible administrative activities; establish and maintain effective communications with program and fiscal personnel in schools, school districts, county and state education agencies, including other local and State agencies.

EXAMPLES OF DUTIES

Supervise and evaluate the performance of MAA personnel;

coordinate with participating claiming units to assure compliance and implementation of the MAA program;

coordinate and present a variety of informative presentations to explain the Medi-Cal reimbursement program;

assist in establishing and maintaining a delivery system of training programs for school districts and county offices in the region;

coordinate the dissemination of Medi-Cal Administrative Activities (MAA) policies and procedures to local educational agencies;

provide training to staff;

meet and work collaboratively with district, school and appropriate county, state and federal educational representatives, including representatives from other State and local agencies;

attend regional and local MAA meetings;

attend seminars, training sessions and other meetings related to MAA projects as assigned;

communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information;

recommend changes as required;

submit quarterly invoices to the Department of Health Services;

oversee the receipt of reimbursement funding and distribution of funds to local educational agencies in the region;

prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities.

QUALIFICATIONS

Knowledge of:

Principles, methods, practices, and procedures concerning public school accounting and financial record management and reporting systems;

understanding of time survey, invoicing and audit process within the MAA program;

software applications in both personal and mainframe system environments;

Ability to:

Analyze, interpret, implement and explain MAA and related laws, rules, and regulations;

perform accounting, audit, and fiscal record management and reporting functions in support of the MAA program;

work independently and accurately;

perform related duties as assigned;

analyze problems quickly and make pertinent and incisive decisions to solve them.

Experience:

Minimum of one year experience working directly in the administration of the MAA program;

Minimum, four years of accounting experience required.

Education:

Minimum, high school graduate supplemented with at least nine semester units of post high school coursework in accounting or bookkeeping courses.

Bachelor's degree preferred.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position is overtime exempt and has a probationary period of one year.

ST:rw

4/18/07

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Revisions to title, experience and education as of 3/23/07 for April Cabinet.