



POSITION DESCRIPTION

JOB TITLE: Medicaid Health Systems
Admi 2

PN: 20017570 **JOB CODE:** 65296

AGENCY/DEPT ID
AGE932000

DEPARTMENT DESCRIPTION
DIVISION FOR COMMUNITY
LIVING

AGENCY-SPECIFIC INFORMATION

REASON FOR CHANGE Update			COUNTY OF EMPLOYMENT Franklin		
USUAL WORKING TITLE OF POSITION Provider Certification & Oversight Manager			POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20019681 DCL Assistant Chief		
APPOINTMENT TYPE Permanent	CLASSIFIED INDICATOR Classified	OVERTIME STATUS Overtime Exempt	FILLED/VACANT VACANT	BARGAINING UNIT 22	
This row is to identify position specific variables for certain classifications					
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 08:00 AM TO: 05:00 PM					
JOB DESCRIPTION					
%	Job Duties in Order of Importance			Knowledge, Skills & Abilities	
45	Plans, evaluates, & participates in statewide rule development for Medicaid waiver program(s) administered by the Ohio Department of Aging (AGE): assists in developing and implementing state-wide certification, provider oversight, and program integrity standards for AGE-administered Medicaid programs; creates agency expectations to PASSPORT Administrative Agencies (PAAs) regarding proper provider certification and oversight operations; participates in internal/external policy development, procedures &/or rules related to AGE waiver providers; develops & prepares training & coordinates program planning; develops and monitors analytical reports AGE provider certification and oversight activities (timely certifications and structural compliance reviews).			KNOWLEDGE: (K046) Management (Program); (K054) Public Relations; (K058*) Agency Policies & Procedures; (K059*) Government Structure & Process; (K066) Social Sciences (e.g., gerontology & related health issues); (K069) Ohio Revised Code; (K070) Ohio Administrative Code; (K074) Policy Development; (K092*) Medicaid Programs & Services. SKILL: (S044) Equipment Operations (e.g., personal computer, phone, printer). ABILITY: (A067) Reasoning: define problems, collect data, establish facts & draw valid conclusions; (A101) Verbal: PROOFREAD TECHNICAL MATERIALS, RECOGNIZE ERRORS & MAKE CORRECTIONS.	
35	Drafts &/or implements written policies, procedures, & standards of conduct for providers & PAA Staff: establishes effective lines of communication enforcing standards through well publicized disciplinary, policy & process guidelines; develops implements & monitors provider oversight & program integrity policies; ensures AGE staff conduct internal monitoring & auditing to respond promptly to detected offenses & fraud, waste & abuse, including reporting findings to the appropriate agencies via established channels & developing corrective action plans; monitors action plans addressing quality issues within the PAAs; oversees assigned AGE staff to ensure waiver compliance is achieved through policy implementation; ensures personnel policies are followed; develops annual performance reviews; identifies staff enhancement opportunities; reviews provider denials, disciplinary			KNOWLEDGE: (K052) Supervision; (K061*) Interviewing; (K068*) Law; (K072) Training Development; (K091) Auditing. SKILL: (S039) Word Processing; (S046) Spreadsheets. ABILITY: (A097) Verbal: originate routine business letters reflecting standard procedures; (A100) Verbal: prepare meaningful, concise & accurate reports; (A102) Verbal: use proper research methods in gathering data; (A138) Communicate technical information to non-technical customers; (A143) Be collaborative & build productive relationships.	



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	actions, sanctions, & revocations written by staff; works closely with legal unit & clinical staff to ensure policies & processes are consistent with AGE & state partner agency policy; applies communication strategies to identify & approve quality issues system-wide; prepares & maintains quality improvement reports; attends conferences & meetings on behalf of the agency; coordinates & provides technical assistance to AGE & PAA staff regarding applying provider rules correctly and conducting certification and structural compliance reviews; updates operational manuals; responds to sensitive inquiries & contacts from public, according to prescribed internal processes, providers & government officials; originates correspondence; maintains Medicaid waiver-related records related to PAA review issues; directs, prepares & reviews agency reports related to PAA provider operations & sanction activities; represents agency making presentations & speeches; assists supervisor &/or division chief in coordination of overall programs related to Medicaid (e.g., PASSPORT); works closely with AGE legal staff to develop & implement higher level provider denial and discipline & prepares information needed by AGE legal staff/Attorney General's Office in order to represent AGE in provider-initiated hearings.	
10	Works with Medicaid provider relations bureau to implement provider oversight processes including electronic visit verification system; assists in development & implementation of policies & processes related to operation of Aging-operated Medicaid waiver programs (i.e., writing rules, manuals, & policies & procedures).	KNOWLEDGE: (K055) Human Relations; (K075) Public Administration. ABILITY: (A063) Reasoning: apply principles to solve practical, everyday problems; (A130) Provide effective customer service.
10	The Employer retains the right to change or assign duties to this position, including but not limited to the following: Represents agency at meetings &/or conferences; attends training seminars to expand knowledge & acquire/expand skills in assigned programmatic area.	ABILITY: (A130) Provide effective customer service; (A135) Seek continuous educational opportunities; (A136) Take initiative & implement innovative ideas; (A137) Be accountable for one's actions or inactions; (A140) Embrace diversity & inclusion.
		(*) Developed after employment
	Professional Skills: Critical Thinking Establishing Relationships Managing Meetings Results Oriented Continuous Improvement	This position requires overnight travel. The selected candidate must be able to provide their own transportation or must have a valid driver's license in order to operate a state vehicle.



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	Technical Skills: Communications Customer Service Human Services Operations Program Management	Class Competencies: Communicating with Supervisors, Peers, and Staff Evaluating Information to Determine Compliance with Standards Establishing and Maintaining Interpersonal Relationships	
POSITION NUMBERS/JOB TITLES OF POSITIONS DIRECTLY SUPERVISED 20017577 Medicaid Health Systems Admi 1 20017583 Medicaid Health Systems Admi 1 20019750 Medicaid Health Systems Spec		APPOINTING AUTHORITY URSEL MCELROY t.m.s	APPROVAL DATE 7/29/2026