



POSITION DESCRIPTION	JOB TITLE: Deputy Director 4	AGENCY/DEPT ID
	PN: 20019741 JOB CODE: 61314	AGE932000
DEPARTMENT DESCRIPTION DIVISION FOR COMMUNITY LIVING	AGENCY-SPECIFIC INFORMATION	

REASON FOR CHANGE Update		COUNTY OF EMPLOYMENT Franklin		
USUAL WORKING TITLE OF POSITION Division of Community Living Chief		POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR 20100985 Chief Program Officer		
APPOINTMENT TYPE Permanent	CLASSIFIED INDICATOR Unclassified	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
20	Under general direction of the Ohio Department of Aging (AGE) Chief Program Officer (CPO), serves as division chief of AGE's Division for Community Living and forecasts, plans, directs, implements, evaluates, and improves the agency's Medicaid health services programs (e.g., Pre-Admission Screening System Providing Options & Resources (PASSPORT) waiver, Assisted Living waiver, Program of All-Inclusive Care for the Elderly (PACE), Provider Network Management, No Wrong Door (NWD), etc.); coordinates and supports advancement of agency mission through data-driven analysis and leadership impacting program policies, rules, procedures, and project initiatives; develops and implements policies, procedures, goals and objectives on behalf of appointing authority (e.g., AGE Director); oversees the development and drafting of agreements and contracts for legal review and approval and assists in strategic planning and implementation; interprets, analyzes and ensures AGE compliance with federal regulations, state laws and rules; reviews and recommends changes in legislation, AGE administrative rules, AGE policies and procedures; oversees the maintenance and revision of federal Medicaid waiver documents; works proactively and collaboratively with information technology leaders to ensure technology solutions include and achieve program requirements (for federal/state/agency compliance, for AGE/PASSPORT Area Agency (PAA)/provider user experience, for data analysis and reporting, etc.); provides technical advice to AGE's executive staff, other governmental administrators and industry associations on program policies and operations; collaborates with state agencies to establish and renew agreements that achieve delegated or shared responsibility of critical missions; estimates fiscal impact of policy development; prepares and monitors budgets, expenditures.	KNOWLEDGE: (K046) Management; (K052) Supervision; (K054) Public Relations; (K055) Human Relations; (K058*) Agency Policies & Procedures; (K059) Government Structure & Process (i.e., State & Federal Medicaid rules & regulations); (K066) Social Sciences (i.e., social welfare, gerontology, public medical assistance programs); (K074) Policy Development; (K092) Medicaid Programs & Services; (K098) Regulatory Compliance. SKILL: (S044) Equipment Operations (printer, phone, personal computer). ABILITY: (A055) Ability to interpret & apply complex federal and state regulatory requirements; (A073) Reasoning: deal with many variables&determine specific action (e.g.,research,production); (A124) Interpersonal: resolve complaints from angry citizens & government officials.
25	Provides technical guidance and oversight to Area Agencies on Aging (AAAs) & PAAs, Single Entry Points (SEPs) and Program of	KNOWLEDGE: (K042) Budgeting; K046; K058*; (K083) Quality



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	All-Inclusive Care for the Elderly (PACE) managed care plans: reviews, revises and manages contracts to ensure program integrity; collects and uses data to develop and implement program quality improvement strategies; performance management strategies (technical assistance and corrective action); and reviews, refines, and manages contracts and grant agreements to achieve the department's goals; approves grant agreements; monitors relevant publications for grant opportunities for which the agency or aging network partners may be eligible.	Improvement Methodology; (K100) Contractual Terms & Conditions. SKILL: (S058) Contract monitoring and program evaluation; (S059) Data analysis and performance monitoring. ABILITY: (A054) Ability to evaluate program outcomes and implement quality improvement strategies; (A097) Verbal: originate routine business letters reflecting standard procedures; A124.
25	Provides oversight of AGE certified provider network: manages and seeks to improve certification processes and requirements; develops and implements practices and policies to ensure the efficiency and integrity of the provider network; develops and delivers professional development opportunities for certified providers.	KNOWLEDGE: (K046) Public Administration; (K066) Social Sciences; K098; K100. SKILL: (S060) Provider network management; (S061) Program development and implementation. ABILITY: (A052) Ability to collaborate with stakeholders.
10	Achieves a responsive, contemporary, high-performing workforce through effective planning and evaluation of the division's table of organization: building skills needed to address current and emerging needs; manages and supports division's personnel (e.g., develops onboarding plans and goals, identifies training needs to enhance skills, mentors and conducts performance reviews and corrective action plans, assures effective transitions and successions, administers discipline); develops division's fiscal operating budget and tracks budget and spending needs.	KNOWLEDGE: (K052) Verbal: develop complex reports & position papers; K055; (K073) Organizational Leadership; (K094) Finance. SKILL: (S062) Workforce planning; (S063) Performance management; (S064) Budget monitoring. ABILITY: (A153) Ability to lead and develop high-performing teams.
10	Conceives, drafts, develops, and finalizes a range of simple to complex written products for a broad array of purposes: develops or justifies policy positions; provides instruction or information; promotes initiatives and programs; proposes new initiatives; drafts reports, speeches, trainings, and presentations.	KNOWLEDGE: K054; K074. SKILL: (S064) Public presentation development; (S065) Written communication and policy analysis. ABILITY: (A154) Ability to communicate complex policy and program information.
10	The Employer retains the right to change or assign duties to this position, including but not limited to the following: Represents director or agency by leading or participating in committees, advisory councils, task forces, public forums, meetings, and conferences; gives speeches before various public and private organizations concerning aging issues; testifies at legislative or other public hearings; provides high quality customer service to internal and external customers.	ABILITY: (A130) Provide effective customer service; (A135) Seek continuous education opportunities; (A136) Take initiative & implement innovative ideas; (A137) Be accountable for one's actions or inactions; (A140) Embrace diversity & inclusion.
		(*) Developed after employment



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	Technical Skills: Executive Leadership Human Services Program Management Regulatory Compliance Professional Skills: Critical Thinking Customer Focus Leading Others Strategic Thinking	Position requires travel. Class Competencies: Making Decisions and Solving Problems Developing Objectives and Strategies Monitoring and Controlling Resources
	This Position is Unclassified per Section 124.11(A)(9) ORC.	
POSITION NUMBERS/JOB TITLES OF POSITIONS DIRECTLY SUPERVISED		APPOINTING AUTHORITY
20019669 Medicaid Health Systems Admi 2 20019681 Medicaid Health Systems Admi 3 20019747 Medicaid Health Systems Admi 2		URSEL MCELROY t.m.s APPROVAL DATE 3/9/2026