



<b>POSITION DESCRIPTION</b>	<b>JOB TITLE:</b> Medicaid Health Systems Admi 1 <b>PN:</b> 20100973 <b>JOB CODE:</b> 65295	<b>AGENCY/DEPT ID</b> AGE932000
	<b>DEPARTMENT DESCRIPTION</b> DIVISION FOR COMMUNITY LIVING	

<b>REASON FOR CHANGE</b> Update			<b>COUNTY OF EMPLOYMENT</b> Franklin	
<b>USUAL WORKING TITLE OF POSITION</b> PACE Contract Manager		<b>POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR</b> 20019669 Medicaid Health Systems Admi 2		
<b>APPOINTMENT TYPE</b> Permanent	<b>CLASSIFIED INDICATOR</b> Classified	<b>OVERTIME STATUS</b> Overtime Exempt	<b>FILLED/VACANT</b> VACANT	<b>BARGAINING UNIT</b> 22
This row is to identify position specific variables for certain classifications				
<b>NORMAL WORKING HOURS (Explain unusual or rotating shift):</b> <b>FROM:</b> 08:00 AM <b>TO:</b> 05:00 PM				
<b>JOB DESCRIPTION</b>				
<b>%</b>	<b>Job Duties in Order of Importance</b>		<b>Knowledge, Skills &amp; Abilities</b>	
75	Oversees daily operations of the statewide Program of All-Inclusive Care for the Elderly (PACE) program and oversight of existing PACE sites: coordinates with Division of Community Living (DCL) clinical operations, data management, strategic review, and provider network management areas; monitors PACE program sites and PACE program participants for adherence to laws, regulations, and administration of comprehensive health care services; researches program rules and regulations; develops, coordinates & updates program participant operational manuals; provides technical assistance to PACE programs; makes recommendations based on findings; works with Centers for Medicare and Medicaid Services (CMS) to conduct readiness reviews of PACE entities assuring compliance with policies, procedures & solvency plan development; checks to ascertain facility meets state and federal requirements; conducts and follows-up on comprehensive reviews of PACE organizations to ensure compliance with state and federal requirements including monitoring quality of care furnished; monitors effectiveness of corrective action plans submitted by PACE organizations and conducts Nursing facility level of care assessments as needed; oversees eligibility, enrollment & disenrollment process; serves as liaison with other state and federal agencies [i.e., Ohio Department of Medicaid (ODM), Centers for Medicare & Medicaid Services (CMS), county Job and Family Services (JFS) offices, and PACE Organizations]; formulates policy; recommends legislative changes; responds to legislative inquiries as needed; determines need for corrective action/remediation plans related to contractor performance; reviews, approves and monitors all ongoing contractor corrective action/remediation plans.		<b>KNOWLEDGE:</b> (K046) Management (Project/Program); (K054) Public Relations; (K058*) Agency Policies & Procedures; (K059*) Government Structure & Process; (K066) Social Sciences (Health and Human Services); (K074) Policy Development; (K092) Medicaid Programs and Services. <b>SKILL:</b> (S044) Equipment Operations (Computer and applicable software). <b>ABILITY:</b> (A081) Numerical: use statistical analysis; (A099) Verbal: understand manuals & verbal instructions, technical in nature; (A100) Verbal: prepare meaningful, concise & accurate reports; (A102) Verbal: use proper research methods in gathering data; (A115) Clerical: gather, collate & classify information about data, people or things.	
20	Participates in the statewide PACE expansion project: develops		<b>KNOWLEDGE:</b> (K055) Human	



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JOB DESCRIPTION		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	and/or collaborates with others regarding Request for Proposals (RFPs); reviews proposals; onboards new sites; acts as primary point of contact for PACE stakeholders at the state and federal levels.	Relations.
5	The employer retains the right to change or assign other duties to this position including but not limited to: represents agency at meetings and/or conferences; attends training seminars to expand knowledge and acquire/expand skills in assigned programmatic areas; provides high quality customer service to internal & external customers.	<b>ABILITY:</b> (A063) Reasoning: apply principles to solve practical, everyday problems; (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, equity, inclusion, and accessibility.
		(*) Developed after employment
	Technical Skills: Health Administration Insurance Nursing or Social Services Regulatory Compliance  Professional skills: Reasoning Responsiveness Strategic Thinking Verbal Communication Written Communication	<b>Class Competencies:</b> Communicate with supervisor, peers, and staff; Evaluate information to determine compliance with standards; Establish and maintain interpersonal relationships. Position will require travel.  Travel is required at 20%
<b>POSITION NUMBERS/JOB TITLES OF POSITIONS DIRECTLY SUPERVISED</b>		<b>APPOINTING AUTHORITY</b>
		<b>APPROVAL DATE</b>