

Chief Executive Officer

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Coordinates Medi-Cal covered health services for a client. (6)
3. Assists individuals and families with aspects of the Medi-Cal application process. (8)
4. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
5. Continue to work with staff and appropriate partners to develop possible expansion options. (15, 17)
6. Maintain an annual budget to ensure financial sustainability. Identify and implement opportunities to improve compensation and benefits. (15,17)
7. Maintain and improve quality of clinical care, including medical care. (15,17)
8. Identify a plan for staff training and development and implement it.
9. Propose a strategy in concert with the Board for building a collaborative advocacy role at the Local and State levels of government. (15,17)
10. Prepares data reports and needs assessments for the purpose of developing strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
11. Provides ongoing training and staff development to program staff. Including MAA trainings. (19)
12. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
13. Ensures monthly and quarterly DHCS / County reports are completed. (19)
14. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
15. Attends training related to the performance of MAA. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)