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|  |  | |  |  | | --- | --- | | |  | | --- | | This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position. | | |  | | |  |  | | --- | --- | | **2. Employee's Name (Last, First, M.I.)** | **8. Department/Agency** | |  | MDHHS-COM HEALTH CENTRAL OFF | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  |  | | **4. Civil Service Position Code Description** | **10. Division** | | DEPARTMENTAL SPECIALIST-2 | Financial & Administrative Services Division | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Departmental Specialist 13 - Medicaid Legislative and Budgetary Specialist | Health Services Legislative Affairs Section | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | VACANT; STATE ADMINISTRATIVE MANAGER-1 |  | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | CRYSTAL KLINE; STATE OFFICE ADMINISTRATOR 17 | Capitol Commons Center, 400 S. Pine St., Lansing, MI. / 8-5 | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This position will function as the Medicaid legislative and budgetary specialist by projecting and tracking budget expenditures, and boilerplate trends across fiscal years; participating in the annual agency Medicaid budget preparation; and in the coordination and preparation of the HEALTH SERVICES Director’s presentations for budget and other legislative hearings as they relate to Medicaid.  This position is also responsible for reviewing Medicaid policy, legislative, and media inquiries and ensuring that issues have been addressed, tracked, and resolved in a timely and professional manner. Lastly, this position will coordinate and exchange information with staff to ensure accuracy of information provided to management and other departments, legislators, media, and the general population. This position will also be responsible for cross collaborating on special projects within the Health Services Administration and other areas within Medicaid. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.  List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.** | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | **Duty 1** | | | | **General Summary:** | **Percentage:** | **70** | | Serve as the Medicaid legislative and budgetary specialist for HEALTH SERVICES related to Federal and State funding. | | | | **Individual tasks related to the duty:** |  |  | | * Compile and prepare the annual HEALTH SERVICES Director’s Medicaid Budget Presentation to Michigan Legislature and other entities. * Develop and coordinate Medicaid budget recommendations for Health Services, for inclusion in the annual presentation to Michigan Legislature. * Maintain an expert working knowledge of the CMS financial protocols as they relate to federal funds participation (FFP) and to the department’s continued ability to maintain federally supported programs. * Independently monitor and reconcile a wide variety of Medicaid financial and program utilization data and solve difficult or complex related accounting problems. * Independently prepare and maintain more difficult detailed, comprehensive financial reporting to assist administration and managers. * Reviews Medicaid budgets and prepares related budget documents in collaboration with Budget staff. * Budget staff salaries and FTE’s to stay within appropriation bill and spending plan budgets. * Independently design and maintain a wide variety of advanced financial reports or spreadsheets and database systems for financial monitoring and analysis. * Independently perform financial reviews/analysis/recommendations for all Medicaid programs within HEALTH SERVICES (excluding behavioral/mental health and aging). * Interpret state and federal laws/regulations related to Medicaid to determine compliance with new or existing regulations or analyze fiscal and administrative impact of proposed policy/legislative changes. * Conduct surveys to prepare recommendations for improvements, controls, new methods, and other changes to improve the efficiency of Medicaid programs within HEALTH SERVICES. * Analyze Medicaid financial data to determine the fiscal impact of proposed legislation. * Independently compile and analyze financial accounting data to accommodate changes in State spending, and the impacts on our federal grant (based on FFP rate). * Continuously analyze and monitor spending and projections to ensure appropriations are within allocated budgets and alert management (and make recommendations as necessary) to adjustments as needed. * Respond to budget-related inquiries from within DHHS, other departments, legislative staff, and outside entities * Collaborate with staff from HEALTH SERVICES, DHHS, the State Budget Office, and other departments as necessary, to adequately prepare and assist in the compilation of the HEALTH SERVICES Director’s Medicaid presentations to Michigan Legislature and other entities. * Coordinate with staff within HEALTH SERVICES to complete annual Proposals for Change, Current Services Baselines Requests, and Proposed Reduction requests for inclusion in future Medicaid budgets. * Monitor and analyze high-cost prescription drugs to determine budgetary impact and communicate recommendations to HEALTH SERVICES Leadership and Budget staff. * Research, compose, and make recommendations with tact and understanding to HEALTH SERVICES Leadership on highly sensitive and/or political issues related to Medicaid. * Monitor activities mandated in the budget boilerplate to ensure requirements are being met and reports are submitted as required. * Advise Deputy Director in the resolution of sensitive, complex, or precedent-setting situations (as necessary). * Analyze pending legislation and draft analysis of fiscal and policy impact for management staff, in coordination with HEALTH SERVICES subject matter experts. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **10** | | Perform a full range of administrative and analytical assignments related to the support of the Health Services programs. | | | | **Individual tasks related to the duty:** |  |  | | * Analyze on-going Medicaid program operations and recommend modifications of policies and procedures to achieve greater efficiency and effectiveness. * In collaboration with management team members, assist with research and make policy and legislative recommendations for Medicaid programs within the administration. * Independently analyze and prepare reports evaluating the impact, efficiency, and effectiveness of Medicaid programs. * Gather information, analyze data, and prepare presentations as needed for Medicaid programs. * Complete special projects and prepare special studies related to Medicaid, including coordination of responses to external surveys and evaluations of the state’s Medicaid program. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **10** | | Serve as the primary Medicaid lawsuit and media liaison for HEALTH SERVICES. | | | | **Individual tasks related to the duty:** |  |  | | * Collaborate with staff from the Office of Attorney General, HEALTH SERVICES, Office of Legal Affairs, and other departments as appropriate; in developing DHHS’s responses to lawsuits involving Medicaid. * Prepare responses to questions from staff at the Office of Attorney General and Office of Legal Affairs regarding Medicaid and DHHS policies and procedures. * Write and/or compile materials needed by the Office of Attorney General staff in their representation of DHHS. * Sign affidavits, as needed, in support of DHHS’s position. | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **10** | | Other duties as assigned include research on various projects and workgroups, assisting management and staff with research related issues. | | | | **Individual tasks related to the duty:** |  |  | | * Provide support to management and operations teams working on the implementation of new programs within Medicaid. * Attend teams and workgroups internal and external to HEALTH SERVICES and provide important Medicaid updates to management on action of workgroups and other state government agencies. * Assist in the assessment of impact on Medicaid and related programs of developments in other agencies * Serve on teams and workgroups internal to HEALTH SERVICES that will address matters which will impact Medicaid, MI Child, CHIP and other Medicaid programs administered by HEALTH SERVICES. * Produce and disseminate information as needed. * Utilize all relevant sources, extract relevant material and develop and produce user-friendly presentations on coverage issues. * Work assigned by management to advance the mission of the Medicaid program * Serve as team member on workgroups and projects * Advise co-workers on changes to policies, rules, and regulations, and aid in interpretation. * Collaborate with the Strategic Initiatives and Special Projects Section to:   + Conduct background research and analysis and prepare briefings and materials to support HEALTH SERVICES’s broad range of normal business and special projects   + Draft key communication products and support stakeholder engagement activities   + Interpret, communicate, and support implementation of policies and procedures pertaining to and consistent with the functions of special projects | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | Independent decisions are made in prioritizing daily work in order to meet deadlines and objectives. These decisions primarily affect the Management Team and could affect other employees within HEALTH SERVICES. | | | | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | N | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | N | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | N | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | N | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | N | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **23. What are the essential functions of this position?** | | | |  |  | |  | |  | | --- | | Medicaid legislative and budgetary specialist responsible for projecting and tracking budgets, expenditures, boilerplate trends, etc. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | N/A. PD has been updated to reflect name change in the administration from BPHASA to Health Services | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | The work area is in the HEALTH SERVICES executive office.  The position is integral to the Department’s operations because of the financial oversight and analysis it can provide.  Incorrectly addressing these issues or disregarding them could result in the loss of State and Federal funds. This position will also provide support focusing on legislative, policy and media inquiries, as well as CMS initiatives. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.** | | | | | | |  | |  |  |  |  |  |  |  | | |  | | --- | | **EDUCATION:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | Possession of a bachelor’s degree in any major. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **EXPERIENCE:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | **Departmental Specialist 13 - 15** Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | As listed on the Civil Service job specification.  In addition:   * Ability to collect and interpret information, apply criteria, and make recommendations. * Ability to plan, coordinate, and expedite work projects. * Ability to learn and utilize computer processes. * Ability to maintain records and prepare reports and correspondence related to the duties/work Excellent written and verbal communication. * Knowledge of spreadsheet applications   The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **CERTIFICATES, LICENSES, REGISTRATIONS:** | | | | |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | None. | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*** | | | |  | |  | |  | | --- | |  | |  | |  | | --- | |  | |  | |  |  |  |  |  | |  | |  | | --- | | **Supervisor** | |  | |  | | --- | | **Date** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | N/A | |  | |  |  |  | | | |  |
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