Duty Statement

Classification: Stude	nt Assistan	ıt			
Working Title: Studer	nt Assistan	t			
Program:					
Division: Provider En	rollment D	ivision		Branch: App	plication Processing Branch
Section: Application	Section			Unit: Applic	ation Unit
Office Location: 840	Stillwater,	West Sacra	mento, CA	95605	
COI Classification:	Yes	√ No	CBID:		Position Number: 805-9X0-4870-901
Telework Eligible:	✓ Yes	☐ No	Maximum	Telework Da	ays: (generally up to 3 days per week) 3 days per week
Bilingual Position:	Yes	√ No	Specify La	inguage: No	t Applicable
effectively, both orall skills related to spec	ly and in wi ific tasks, r	riting, when nethodologi	interacting es, materia	with others; als, tools, an	egular attendance; communicate develop and maintain knowledge and d equipment; complete assignments in a es regarding attendance and conduct.
300,000 Medi-Cal por Medi-Cal members. Under close supervitor Processing Unit will applications and/or or provider applications stakeholder, working and regulations as with internal databases. Communications skill applications skill applications are with the duties contained the d	sion of the perform leaders of the secords in this job	Staff Services complex the Medi-Capdates to endine Medi-ding legislate the Assistant of description	ces Manage research, a il Program. nrollment re di-Cal enroll tion and ma must have	er (SSM) I, the analysis, and these functions becords, prepared intaining an effective interestive interesting in the interesting interesting in the interesting in the interesting in the interesting	Monitoring, and Recertification of almost initor provide services to over 15 million the Student Assistant in the Application of evaluation of provider enrollment tions include reviewing and processing aring correspondence to providers and m, working with state and federal statutes of reviewing information on multiple terpersonal, verbal and written as necessary to describe the principal
of this position may p	perform oth	ner duties (c	commensur	ate with this	sting of work requirements. The incumbent classification) as assigned, including work ak work periods or to otherwise balance

the workload.

	n of Duties:
% of Time	Essential Functions
40%	Review provider applications and enrollment records; verify licensure and permit status; search or validate background verification databases for information on the provider and analyze such data for consistency; evaluate provider's application against known fraud risk factors; evaluate whether the provider meets statutory and regulatory requirements for participation.
35%	Communicate verbally and/or in writing to applicants; recommend an action within statute on the provider's enrollment; prepare provider notices and transmittal documents; validate data fields and review accuracy of integration files.
10%	Monitor data from external and internal sources of currently enrolled providers to ensure ACA compliance and data integrity. Participate in the development and execution of user acceptance testing (UAT) when required, supporting the accurate implementation of business and system requirements into the enrollment and billing systems.
10%	Analyze less complex policy and procedural issues relative to enrollment, recommend and implement resolutions; provide input to SSA and AGPA staff while preparing responses to controlled correspondences from providers, legislative members and members of the public on issues related to the subject areas listed above. Respond to provider telephone calls, emails, and messages regarding enrollment processes and requirements. Assist other analysts with information regarding appeals filed, secondary review referrals, and deficiencies. Attend, facilitate and actively participate in meetings as required.

Description	Description of Duties					
% Of Time	Essential Functions					
% Of Time	Marginal Functions					
5%	Performs other duties as required.					

State of California – Health and Human Servi	ices Agency	Department of Health (Care Services
Supervision Received: Under Close Super	vision by th	ne (enter supervisor classificat	ion):
Staff Services Manager I	·		
Supervision Exercised: (check all that app Clerical Staff Professional Staff	ply) ☑ Non-Տսլ ☑ Analytical Staff ☑ Supervisory Staff	pervisory Classification / None Technica Manager	al Staff
Special Requirements: Medical Evaluation /Clearance Background Check / Finger Printing Clear Valid Professional License (please specification)		☐ Valid Driver's License	
Desirable Qualifications:			
 Strong analytical and organizational skills were decided. Good time management and multitasking selected. Good written and oral communication skills. Ability to work independently or as part of an experience of a selected. Positive attitude with an eagerness to learn excellent customer service skills. Excellent attendance and punctuality. 	skills. s. a collaborative team. cies, and statutes.		
Working Conditions (Check all that apply)):		
Prolonged Periods of: ☐ Standing	Bending	Travel May be Required Occasional Over	l: Night
Requires Lifting of Heavy Objects up to:	•	Occasional Over	Nigrit
Acknowledgements:			
Human Resources Acknowledgement: Th duty statement.	e Human Resources	Division has reviewed and ap	proved this
HRD Analyst Name:	HRD Analyst Sig	gnature:	Date:
Employee Acknowledgement: I have discureceived a copy of this duty statement.	ussed with my superv	isor the duties of the position	and have
Employee Name:	Employee Signa	iture:	Date:
Supervisor Acknowledgement: I certify this	s duty statement repr	esents an accurate descriptio	n of the

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

provided the employee a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date:

Duty Statement

Classification: Student	Assistant	t		
Working Title: Student	Assistant	İ		
Program:				
Division: Provider Enro	ollment Di	vision		Branch: Administrative/Policy Branch
Section: Policy/Training	g Section			Unit: Policy
Office Location: 840 St	tillwater, V	Nest Sacra	mento, CA	95605
COI Classification: [☐ Yes	√ No	CBID:	Position Number: 805-930-4870-901
Telework Eligible:	✓ Yes	☐ No	Maximum ¹	Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position: [☐ Yes	✓ No	Specify La	nguage: Not Applicable
effectively, both orally skills related to specific	and in wr c tasks, m	iting, when nethodologi	interacting es, materia	istent and regular attendance; communicate with others; develop and maintain knowledge and als, tools, and equipment; complete assignments in a nd procedures regarding attendance and conduct.
Job Summary:				
Provider Enrollment is	s responsi	ble for the	Screening,	Enrollment, Monitoring, and Recertification of almost
· ·	viders. Th	ne providers	s that we er	nroll and monitor provide services to over 15 million
Medi-Cal members.				
will perform less comp memos, policy statem Program. These funct and scheduling of med	plex reseanents, and tions incluentings, worth ing multip	arch, analys lissue pape de preparin orking with s le database	sis, evaluations relating relating responsible for size the same feather than the state and th	er (SSM) I, the Student Assistant in the Policy Unit on and preparation of written materials including to Provider Enrollment applications for the Medi-Cal undence to providers and stakeholders, coordination ederal statutes including pending legislation, and dent Assistant must have effective interpersonal,
functions of this job. It of this position may pe	should no	ot be consid er duties (c	dered an all commensura	neral details as necessary to describe the principal I-inclusive listing of work requirements. The incumbent ate with this classification) as assigned, including work equalize peak work periods or to otherwise balance

the workload.

_ 5551.pti0	n of Duties:
% of Time	Essential Functions
40%	Preparation of written analysis of less complex issue papers and policy statements, validate background verification databases for information on the provider and analyze such data for consistency; evaluate whether the provider meets statutory and regulatory requirements for participation; propose responses to less complex legislative inquiries.
35%	Preparation of less complex writing materials related to provider bulletins, including coordination of meetings, prepare provider notices and transmittal documents; communication with internal and external stakeholders, evaluation of statutes and regulations as they apply to Provider Enrollment.
10%	Monitor and track various databases related to legislation, issue papers and policy statements, coordinate meetings and appointments, preparing responses to controlled correspondences from providers, legislative members and members of the public related to the subject areas listed above.
10%	Respond to provider telephone calls, emails, and messages regarding enrollment processes and requirements. Assist other analysts with information regarding appeals filed, secondary review referrals, and deficiencies. Attend, facilitate and actively participate in meetings as required. Participate in special projects as assigned by the supervisor.

Description	n of Duties
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Performs other duties as required.

State of California – Health and Human Services	Agency	Department of Health (Care Services
Supervision Received: Under Close Supervision	on by the	(enter supervisor classificat	ion):
Staff Services Manager I	<u></u>	(emer capernoon clacemous	
	✓ Non-Supe Analytical Staff Supervisory Staff	rvisory Classification / None	al Staff
Special Requirements: ☐ Medical Evaluation /Clearance ☐ Typin ☐ Background Check / Finger Printing Clearance ☐ Valid Professional License (please specify): _		☐ Valid Driver's License	
Desirable Qualifications:			
 Knowledge of Microsoft (MS) Office Suite, inclue Knowledge of the Medi-Cal Program or healther Strong analytical and organizational skills with Good time management and multitasking skills Good written and oral communication skills. Ability to work independently or as part of a cole Ability to follow applicable procedures, policies Positive attitude with an eagerness to learn. Excellent customer service skills. Excellent attendance and punctuality. 	care organizations. a keen attention to . laborative team.	detail.	
Working Conditions (Check all that apply):			
Prolonged Periods of:		Travel May be Required	
☐ Standing ☑ Sitting ☐ Kneeling ☐ Ben Requires Lifting of Heavy Objects up to:	ding	□ Occasional □ Over	Night
required Liming of Floury disjecte up to:			
Acknowledgements:			
Human Resources Acknowledgement: The Huduty statement.	uman Resources D	ivision has reviewed and ap	proved this
HRD Analyst Name:	HRD Analyst Sign	ature:	Date:
Employee Acknowledgement: I have discusse received a copy of this duty statement.	d with my superviso	or the duties of the position	and have
Employee Name:	Employee Signatu	re:	Date:
Supervisor Acknowledgement: I certify this du essential functions of this position. I have discuss provided the employee a copy of this duty staten	sed the duties of thi		
Supervisor Name:	Supervisor Signatu	ure:	Date:

Duty Statement

Classification: Stude	nt Assistar	nt		
Working Title: Stude	nt Assistan	ıt		
Program:				
Division: Provider Er	rollment D	ivision		Branch: Administrative/Policy Branch
Section: Policy/Train	ing Sectior	າ		Unit: Training Unit
Office Location: 840	Stillwater,	West Sacra	mento, CA	95605
COI Classification:	Yes	√ No	CBID:	Position Number: 805-930-4870-901
Telework Eligible:	✓ Yes	☐ No	Maximum	Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	Yes	✓ No	Specify La	nguage: Not Applicable
effectively, both oral skills related to spec	ly and in w ific tasks, r	riting, when methodologi	interacting es, materia	stent and regular attendance; communicate with others; develop and maintain knowledge and ls, tools, and equipment; complete assignments in a procedures regarding attendance and conduct.
300,000 Medi-Cal p Medi-Cal members. Under close supervi will perform less cor records in the Medi- and/or updates to er within the online Me well as pending legi Student Assistant m	sion of the nplex researcel Program of the di-Cal enrol slation and the sust have e	Staff Service arch, analysem. These fuecords, prepollment system in the service in terms of the system.	s that we en ces Manage sis, and eva unctions ind paring corre em, working and review rpersonal, w	Enrollment, Monitoring, and Recertification of almost aroll and monitor provide services to over 15 million or (SSM) I, the Student Assistant in the Training Unit luation of provider enrollment applications and/or lude reviewing and processing provider applications, spondence to providers and stakeholder, working with state and federal statutes and regulations as wing information on multiple internal databases. The verbal and written communications skills.
of this position may	perform oth	her duties (c	ommensur	-inclusive listing of work requirements. The incumbent ate with this classification) as assigned, including work equalize peak work periods or to otherwise balance

the workload.

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% of Time	Essential Functions
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5%	Performs other duties as required.					

State of California – Health and Human Services	s Agency Depa	irtment of Health Ca	re Services
Supervision Received: Under Close Supervisi	on by the (enter sup	pervisor classification	n):
Staff Services Manager I			
Supervision Exercised: (check all that apply) Clerical Staff Professional Staff	✓ Non-Supervisory Cla Analytical Staff Supervisory Staff	assification / None Technical S Managerial	
Special Requirements: Medical Evaluation /Clearance Typ Background Check / Finger Printing Clearance Valid Professional License (please specify):	ce <u> </u>	Driver's License	
Desirable Qualifications:			
 Knowledge of Microsoft (MS) Office Suite, incl Strong analytical and organizational skills with Good time management and multitasking skills Good written and oral communication skills. Ability to work independently or as part of a co Ability to follow applicable procedures, policies Positive attitude with an eagerness to learn. Excellent customer service skills. Excellent attendance and punctuality. 	a keen attention to detail. s. ellaborative team.		
Working Conditions (Check all that apply):			
Prolonged Periods of:		May be Required:	: a.la.4
☐ Standing ☑ Sitting ☐ Kneeling ☐ Bei Requires Lifting of Heavy Objects up to:	nding	ional	igni
Acknowledgements:			
Human Resources Acknowledgement: The House statement.	luman Resources Division has	s reviewed and appr	roved this
HRD Analyst Name:	HRD Analyst Signature:	С)ate:
Employee Acknowledgement: I have discusse received a copy of this duty statement.	ed with my supervisor the duti	es of the position an	nd have
Employee Name:	Employee Signature:		Date:
	•		
Supervisor Acknowledgement: I certify this duessential functions of this position. I have discussions provided the employee a copy of this duty states	ssed the duties of this position	•	
Supervisor Name:	Supervisor Signature:		Date: