

Duty Statement

Classification: Student Assistant		
Working Title: Student Assistant		
Program:		
Division: Provider Enrollment Division		Branch: Application Processing Branch
Section: Application Section		Unit: Application Unit
Office Location: 840 Stillwater, West Sacramento, CA 95605		
COI Classification:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID: _____ Position Number: 805-9X0-4870-901
Telework Eligible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.</p>		
<p>Job Summary:</p> <p>Provider Enrollment is responsible for the Screening, Enrollment, Monitoring, and Recertification of almost 300,000 Medi-Cal providers. The providers that we enroll and monitor provide services to over 15 million Medi-Cal members.</p> <p>Under close supervision of the Staff Services Manager (SSM) I, the Student Assistant in the Application Processing Unit will perform less complex research, analysis, and evaluation of provider enrollment applications and/or records in the Medi-Cal Program. These functions include reviewing and processing provider applications, and/or updates to enrollment records, preparing correspondence to providers and stakeholder, working within the online Medi-Cal enrollment system, working with state and federal statutes and regulations as well as pending legislation and maintaining and reviewing information on multiple internal databases. The Student Assistant must have effective interpersonal, verbal and written communications skills.</p>		
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>		

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

Supervision Received: Under Close Supervision by the (enter supervisor classification):
Staff Services Manager I.

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None
 Clerical Staff Analytical Staff Technical Staff
 Professional Staff Supervisory Staff Managerial Staff

Special Requirements:
 Medical Evaluation /Clearance Typing Certificate Valid Driver’s License
 Background Check / Finger Printing Clearance
 Valid Professional License (please specify): _____

- Desirable Qualifications:**
- Knowledge of Microsoft (MS) Office Suite, including MS Excel.
 - Strong analytical and organizational skills with a keen attention to detail.
 - Good time management and multitasking skills.
 - Good written and oral communication skills.
 - Ability to work independently or as part of a collaborative team.
 - Ability to follow applicable procedures, policies, and statutes.
 - Positive attitude with an eagerness to learn.
 - Excellent customer service skills.
 - Excellent attendance and punctuality.

Working Conditions (Check all that apply):
 Prolonged Periods of: Standing Sitting Kneeling Bending
 Requires Lifting of Heavy Objects up to: _____
 Travel May be Required: Occasional Over Night

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

HRD Analyst Name:	HRD Analyst Signature:	Date:
-------------------	------------------------	-------

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
----------------	---------------------	-------

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.

Supervisor Name:	Supervisor Signature:	Date:
------------------	-----------------------	-------

Duty Statement

Classification: Student Assistant		
Working Title: Student Assistant		
Program:		
Division: Provider Enrollment Division		Branch: Administrative/Policy Branch
Section: Policy/Training Section		Unit: Policy
Office Location: 840 Stillwater, West Sacramento, CA 95605		
COI Classification:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID: _____ Position Number: 805-930-4870-901
Telework Eligible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.</p>		
<p>Job Summary:</p> <p>Provider Enrollment is responsible for the Screening, Enrollment, Monitoring, and Recertification of almost 300,000 Medi-Cal providers. The providers that we enroll and monitor provide services to over 15 million Medi-Cal members.</p> <p>Under close supervision of the Staff Services Manager (SSM) I, the Student Assistant in the Policy Unit will perform less complex research, analysis, evaluation and preparation of written materials including memos, policy statements, and issue papers relating to Provider Enrollment applications for the Medi-Cal Program. These functions include preparing correspondence to providers and stakeholders, coordination and scheduling of meetings, working with state and federal statutes including pending legislation, and maintaining and tracking multiple databases. The Student Assistant must have effective interpersonal, verbal and written communications skills.</p>		
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>		

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

Supervision Received: Under Close Supervision by the (enter supervisor classification):
Staff Services Manager I.

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None
 Clerical Staff Analytical Staff Technical Staff
 Professional Staff Supervisory Staff Managerial Staff

Special Requirements:
 Medical Evaluation /Clearance Typing Certificate Valid Driver’s License
 Background Check / Finger Printing Clearance
 Valid Professional License (please specify): _____

- Desirable Qualifications:**
- Knowledge of Microsoft (MS) Office Suite, including MS Excel.
 - Knowledge of the Medi-Cal Program or healthcare organizations.
 - Strong analytical and organizational skills with a keen attention to detail.
 - Good time management and multitasking skills.
 - Good written and oral communication skills.
 - Ability to work independently or as part of a collaborative team.
 - Ability to follow applicable procedures, policies, and statutes.
 - Positive attitude with an eagerness to learn.
 - Excellent customer service skills.
 - Excellent attendance and punctuality.

Working Conditions (Check all that apply):
 Prolonged Periods of: Standing Sitting Kneeling Bending
 Requires Lifting of Heavy Objects up to: _____
 Travel May be Required: Occasional Over Night

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

HRD Analyst Name:	HRD Analyst Signature:	Date:
-------------------	------------------------	-------

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
----------------	---------------------	-------

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.

Supervisor Name:	Supervisor Signature:	Date:
------------------	-----------------------	-------

Duty Statement

Classification: Student Assistant		
Working Title: Student Assistant		
Program:		
Division: Provider Enrollment Division		Branch: Administrative/Policy Branch
Section: Policy/Training Section		Unit: Training Unit
Office Location: 840 Stillwater, West Sacramento, CA 95605		
COI Classification:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID: _____ Position Number: 805-930-4870-901
Telework Eligible:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: (generally up to 3 days per week) 3 days per week
Bilingual Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to maintain consistent and regular attendance; communicate effectively, both orally and in writing, when interacting with others; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely manner; and adhere to departmental policies and procedures regarding attendance and conduct.</p>		
<p>Job Summary:</p> <p>Provider Enrollment is responsible for the Screening, Enrollment, Monitoring, and Recertification of almost 300,000 Medi-Cal providers. The providers that we enroll and monitor provide services to over 15 million Medi-Cal members.</p> <p>Under close supervision of the Staff Services Manager (SSM) I, the Student Assistant in the Training Unit will perform less complex research, analysis, and evaluation of provider enrollment applications and/or records in the Medi-Cal Program. These functions include reviewing and processing provider applications, and/or updates to enrollment records, preparing correspondence to providers and stakeholder, working within the online Medi-Cal enrollment system, working with state and federal statutes and regulations as well as pending legislation and maintaining and reviewing information on multiple internal databases. The Student Assistant must have effective interpersonal, verbal and written communications skills.</p>		
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>		

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

Supervision Received: Under Close Supervision by the (enter supervisor classification):
Staff Services Manager I.

Supervision Exercised: (check all that apply) Non-Supervisory Classification / None
 Clerical Staff Analytical Staff Technical Staff
 Professional Staff Supervisory Staff Managerial Staff

Special Requirements:
 Medical Evaluation /Clearance Typing Certificate Valid Driver’s License
 Background Check / Finger Printing Clearance
 Valid Professional License (please specify): _____

- Desirable Qualifications:**
- Knowledge of Microsoft (MS) Office Suite, including MS Excel.
 - Strong analytical and organizational skills with a keen attention to detail.
 - Good time management and multitasking skills.
 - Good written and oral communication skills.
 - Ability to work independently or as part of a collaborative team.
 - Ability to follow applicable procedures, policies, and statutes.
 - Positive attitude with an eagerness to learn.
 - Excellent customer service skills.
 - Excellent attendance and punctuality.

Working Conditions (Check all that apply):
 Prolonged Periods of: Standing Sitting Kneeling Bending
 Requires Lifting of Heavy Objects up to: _____
 Travel May be Required: Occasional Over Night

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement.

HRD Analyst Name:	HRD Analyst Signature:	Date:
-------------------	------------------------	-------

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:	Employee Signature:	Date:
----------------	---------------------	-------

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.

Supervisor Name:	Supervisor Signature:	Date:
------------------	-----------------------	-------