

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR II - SCHOOL HEALTH SYSTEMS & MEDICAL BILLING

BASIC FUNCTION:

Under the direction of the Executive Director - Youth Health & Wellness, the Director II – School Health Systems & Medical Billing researches and develops programs and provides training related to financing and sustaining school-based health programs; works in partnership with managed care plans, the Department of Behavioral Health Services, other government agencies, and districts to support blending and braiding of funds to support sustainable care on school campuses; provides technical, specialized, consultative, advisory and planning services in the area of claims submission and reimbursement for health services; serves as a resource to program representatives and school districts; and serves as the Santa Clara County Office of Education (SCCOE) lead for grants or grant projects as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Responsible for directing and managing the operations of the School Health Systems team, including strategic planning, personnel management, program evaluation and development of policy recommendation.

Oversees the design and implementation of training and coaching programs for County Offices of Education, Districts, Schools, and partner agencies related to revenue-generating school-based health programs including, but not limited to, Local Educational Agency Billing Option Program, School Medi-Cal Administrative Activities, managed care plans, and commercial health plans.

Develops, implements, and provides leadership to medical billing teams that submit claims on behalf of local educational agencies; establishes partnerships with third party claims submission vendors to ensure the proper processing of claims and generation of revenue.

Facilitates and leads professional development related to school health systems, funding and medical billing to educational leaders and cross-systems partners.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees; coordinates staff work assignments and schedules; reviews staff work to ensure compliance with established procedures.

Ensures compliance with all federal, state, and local school health systems medical billing policies.

Writes and manages Youth Health & Wellness grants as assigned.

Serves as a resource to program representatives and the SCCOE; serves as liaison for special assignments; serves as liaison between the State and districts in the County; coordinates State and regional conferences; serves as national, State and regional lead for other leaders in assigned program area; serves

on assigned task forces and committees.

Maintains up-to-date knowledge of school health systems and medical billing policies and procedures, informs supervisor; assists in the formulation and development of policies, procedures and programs; assists with departmental and divisional planning activities.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages grant applications and provides support to districts, schools and the SCCOE in applying for grant programs as assigned by the position.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Medicaid System

CPT and ICD-10 coding and billing requirements for public programs and third-party payers.

LEA Medi-Cal Billing Options, commercial and private health plans.

Managed care organizations and plans.

Public school environments.

Training methods, program planning, adult learning, and group facilitation and dynamics.

Collecting and assembling data and navigating assigned software systems.

Budget preparation and control.

Technical aspects of field of specialty.

Oral and written communication skills.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Direct and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Speak and present to groups, facilitate meetings, training programs, and development discussions.

Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results.

Interpret, apply and explain rules, regulations, policies and procedures.

Operate a computer and assigned office equipment.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work. Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in public health, healthcare administration, business administration, finance, accounting or related field and four (4) years of increasingly responsible experience overseeing the administration of health programs, including medical billing, budget oversight, policy and the supervision of staff.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

Approved by Personnel Commission: December 14, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 12/14/22