

## **CLASS TITLE: MEDICAID PROGRAM DIRECTOR**

Class Code: 02508604

Pay Grade: 52A

EO: A

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Executive Office of Health and Human Services, to perform leadership and executive duties in the planning, coordinating, implementing and directing the Rhode Island Medicaid Program; to collaborate with other State agencies to ensure all publicly financed health care services are integrated and coordinated; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Secretary and Deputy Secretaries with wide latitude for the exercise of initiative and independent judgment; work is subject to conformance with policy, state and federal law, rules and regulations.

**SUPERVISION EXERCISED:** Plans, supervises, directs, coordinates and reviews the work of departmental personnel and provides coordinating oversight, on behalf of the Secretary, of the work related to the program.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Executive Office of Health and Human Services (EOHHS), to perform leadership and executive duties in the planning, coordinating, implementing and directing the Rhode Island Medicaid Program.

To collaborate with other State agencies to ensure all publicly financed health care services are integrated and coordinated.

To represent the Secretary at various meetings, conferences and convenings with community groups, state and federal officials and provide executive leadership in the development of goals, policies and objectives consistent with EOHHS goals and objectives.

To plan, coordinate, direct and control the critical initiatives and programs in conformance with the goals of the program.

To focus on Medicaid policy by filtering, translating, and communicating key state and federal policy, legislation, and regulatory updates.

To engage Medicaid stakeholders in a comprehensive review of the Medicaid program and to make recommendations for short and long-term plans to transform Medicaid.

To perform program evaluation and make recommendations for quality improvement and cost saving measures to meet the specific system transformation goals.

To monitor and ensure adherence to Federal and State requirements, including operating the Program within budget constraints.

To ensuring the Medicaid-financed health care services are evidence-based, effective, and responsive to Medicaid eligible persons' needs.

To oversee and managing contracts and agreements with managed care organizations and providers.

To implement a health care delivery system that is holistic in its approach, considering not only a person's health care needs, but their support and social needs as well.

To do related work as required.

## **REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough in-depth knowledge of State and Federal Medicaid requirements, policy, legislation and regulatory information; knowledge of health care reform, health insurance practices, and the health care industry to include program design, costs for services, provider relations, and overall management; knowledge of health insurance practices; a thorough knowledge of the principles and practices of public administration and governmental management and the ability to apply such knowledge in the management and control of the program's functions, budget execution, and control; the ability to plan and direct the execution of fiscal and management and methods studies and the composition of reports thereon; a thorough knowledge of federal and state public welfare legislation; skills in policy research and analysis; a thorough knowledge of office methods and procedures analysis and the ability to apply such knowledge; a thorough knowledge of the principles and practices of business administration; the ability to plan, supervise, direct, coordinate and review the work of departmental personnel and provides coordinating oversight, on behalf of the Secretary, of the work related to the program; the ability to make complex fact finding studies and prepare analyses and reports thereon involving program functions, operations and policies for the evaluation of the effectiveness of such functions, operations and policies; the ability to assist and advise the Secretary in broad areas of Medicaid policy development, implementation and coordination; the ability to serve as the Secretary when authorized and to discharge the powers and duties of the office accordingly; the ability to establish and maintain effective working relationships with directors and administrators of other state departments and agencies, federal and local officials, and other interested parties, particularly healthcare industry partners and stakeholders; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with a Master's Degree in Public Administration, Public Policy, Management, Health Administration, or in the specifically assigned areas of organizational or program responsibility, supplemented by extensive specialized or advanced training or education in that area; and

**Experience:** Such as may have been gained through: considerable employment in a highly responsible managerial position in the field of health care delivery, health care administration or considerable employment in a senior executive capacity having an impact on Medicaid program administration.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 18, 2015

Class Revised: 11/15/15