

CLASS TITLE:

**PRINCIPAL RATE ANALYST
(COMMUNITY BASED SERVICES)**

Class Code: 02698400

Pay Grade: 28A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for conducting cost studies, research analyses and audits of the records of community based centers and programs such as convalescent, nursing and rest homes, and of centers and services for substance abusers, the mentally retarded and the mentally ill; to determine rates of payment for services delivered in accordance with principles of reimbursement of funding principles and to modify and/or amend said principles as required; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for the use of initiative and independent judgement; work is subject to review upon completion through conferences and submitted reports for results obtained and conformance to laws, departmental policies, objectives, rules and regulations.

SUPERVISION EXERCISED: May supervise and review the work of a subordinate technical and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for conducting cost studies, research analyses and audits of the records of community based centers and programs such as convalescent, nursing and rest homes and of centers and services for substance abusers, the mentally retarded and the mentally ill; to determine rates of payment for services delivered in accordance with principles and to modify and/or amend said principles as required.

To establish per diem rates for such homes and centers by applying the appropriate principles of reimbursement or funding principles based upon an overall audit of their submitted costs of operation and to make adjustments to reported costs when justified; and to analyze such cost reports and apply factors derived from cost studies, analyses and audits to determine reasonableness of costs.

To be responsible for collecting statistical and research data on client care costs in the various homes, centers and programs such as proprietary or administrative salaries, various cost centers, rates of medical nursing and counseling services to clients and patients, drug and other medication costs, number of staff employees chargeable to cost of operations, etc.; and to develop such data for the purpose of preparing comparative studies and analyses with the federal government, other states, and for intra-departmental purposes such as determining current and projected costs of program, rate schedule adjustments and amendments to the funding principles or principles of reimbursement.

To confer with representatives of the various homes and centers involving questions of establishing per diem rates for such homes and centers; as required, to hear complaints regarding rate changes requested by proprietors of such homes or centers, or the administrators, accountants, or attorneys representing such homes or centers.

To advise and/or assist the proprietors and/or administrator of such homes or centers in the installation of uniform accounting, statistical and record keeping systems in order to improve their accuracy in determining their true costs of operation and their entitlement to a proper per diem rate for client care and treatment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the functions and operations of community based centers such as convalescent, nursing and rest homes and of centers and services for substance abusers, the mentally retarded and the mentally ill; a thorough knowledge of the principles and practices of accounting and auditing and the ability to apply such knowledge in verifying the computation of costs of operation submitted by such homes and centers and in recommending uniform systems of accounting and cost analysis including a system of reporting of income and expenses; a thorough knowledge of the laws, rules and regulations governing per diem rates paid to community based homes and services for patient and client care and treatment and the ability to apply such knowledge in establishing appropriate principles of reimbursement, funding principles and rate schedules; the ability to collect statistical and research data on client care costs and to prepare comparative studies and analyses, projected costs of departmental programs and rate schedule adjustments; the ability to establish effective working relationships with the representatives of the various homes, centers and programs on questions involving rate schedules, funding principles and principle of reimbursement; the ability to advise and assist such homes on matters involving cost of operation, accounting practices and procedures, interpretation of guidelines and regulations, and any other pertinent matters; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; and

Experience: Such as may have been gained through: employment in a responsible position involving conducting financial audits of hospitals, extended care facilities, or centers for the mentally ill or retarded. Or, any combination of education and experience that shall be substantially similar to the above education and experience.

Class Revised: January 7, 1979

Editorial Review: 3-15-2003