



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Health Services Programs - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Program Analyst 3	Job Profile ID:	0862
Business Title:	Medicaid Program Analyst (Unfilled)	Position ID:	000000037787
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1303000
Location:	Salem ODE Public Service Building		
Supervisor:	Katarina Moseley (Education Programs Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	No		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

This position is held within the Office of Equity, Diversity, and Inclusion (OEDI). OEDI leads proactive equity initiatives that interrupt and eliminate harmful power dynamics that are endemic in Oregon's education system. Our initiatives are driven by deep and ongoing engagement with the lived experiences of our students and families so that we can provide intentional structures, practices, and policies that uphold their intersecting identities, needs, and strengths. As a result of our agency's collective

commitment, we will create an equitable education system centered around justice, relationships, and healing to ensure that every student can achieve their highest potential. Our collective energy and urgency serves as a touchpoint for pivotal cross-departmental and cross-agency collaboration towards a shared vision for equity throughout Oregon.

This position is located in the Foundational School Health Services division within the School Wellness, Inclusion, Safety, and Health (SWISH) unit of OEDI. Title XIX of the Social Security Act established a federal-state matching entitlement program to provide medical assistance for certain low-income individuals. This program, Medicaid, was enacted in 1965. In 1988, Congress expanded the program with the passage of the Medicare Catastrophic Coverage Act, which requires Medicaid to be primary to the U.S. Department of Education for payment of health-related services provided under the IDEA. The Medicaid program is a cost-sharing program that is jointly-funded by federal and state governments and is administered by each individual state. The Oregon Health Authority (OHA) is Oregon's State Medicaid Agency.

Section 2b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is to:

Provide counsel and guidance to school districts to increase school Medicaid billing. This position is also responsible for coordinating supports that build the capacity of districts and programs to determine the need for and provide related services under the IDEA.

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

40% - NC - E - Provision of regional and school district support, technical assistance, and training related to School Medicaid programs

- Plan site visits, regional, and state trainings and events to improve School Medicaid billing.
- Provide ongoing technical assistance, professional development, training, and evaluation to ensure school compliance with regulations, policies, administrative rules, and statutes in relation to billing Medicaid.
- Advise schools and provide recommendations on methods to ensure compliance with the IDEA, Section 504 of the Rehabilitation Act of 1973, state licensing board rules and regulations, and other federal and state requirements related to Medicaid billing.
- Provide district support via on-site training, webinars, regional, and state conference presentations.

30% - R - E - IDEA and Section 504 Health Services Coordination

Build the capacity of schools to improve instruction through health services. Such work may include, but is not limited to:

- Lead work groups that partner with local, state and national programs, agencies and organizations to develop school-wide and district-wide programs that increase the capacity to improve the provision of related services.
- Represent ODE and lead statewide efforts to build supports, resources, and professional development to ensure effective delivery of related services and capacity to provide related services.
- Evaluate program and school effectiveness by analyzing district data, reviewing elevated concerns and complaints, and upon district request.
- Coordinate strategic planning activities designed to improve related services.
- Identify and recommend the redirection of funding to priority education programs.
- Simplify processes and procedures that hinder school improvement efforts and align education and licensing board regulations and requirements.

15% - NC - E - Develop, maintain, and improve State and Federal partnerships for coordination of School Medicaid programs

- Direct the development of networks and groupings of education service providers for educators and school district use by coordinating activities and suggesting ways to extend the geographical reach.

- Coordinate or collaborate with others on educational conferences, workshops and seminars.
- Work with the Oregon Health Authority (OHA), licensing boards, and other state agencies to improve effectiveness and efficiency of the provision of school health services and School Medicaid billing in Oregon.
- Serve as an ODE representative on state and national initiatives and committees related to Medicaid billing in schools.
- Ensure state policy alignment with federal laws as well as rules, regulations, and guidance from the Center for Medicaid and Medicare Services, Office of Special Education Programs, Office for Civil Rights, and other Federal agencies.
- Work with the Oregon Health Authority and other partners to navigate FERPA and HIPAA privacy requirements in relation to Medicaid billing.
- Develop and maintain ongoing state engagements, including an informal advisory committee.

10% - NC - E - School Medicaid program design and implementation

- Design education programs that plan for foreseeable issues and address emerging issues in relation to financing the provision of required school health services in alignment with IDEA, Section 504 of the Rehabilitation Act of 1973, and other federal and state regulations.
- Develop and maintain state programs to increase School Medicaid billing by analyzing and evaluating data, policies, and proposals to identify potential impact and recommend courses of action.
- Resolve statewide program and policy issues by applying subject matter expertise, engaging partners, and leading initiatives to expand School Medicaid billing opportunities.
- Develop state strategies, supports, resources, and problem solving models to address issues effectively and efficiently.
- Work with the Foundational School Health Services team to improve School Medicaid programs in light of key findings from the 2020 School Medicaid Pilot Project Report to the legislature, including, but not limited to, addressing:
 - The shortage of licensed health providers in Oregon schools to provide school health services;
 - The need for State and regional Medicaid supports and training;
 - State Agency Partnership and Coordination, and;
 - Improved and aligned technology platforms.

5% - NC - E - Other duties as assigned.

Support the functioning of the OEDI and the ODE to increase equity, inclusion, and results for students with disabilities. Such work may include, but is not limited to:

- Performs general office duties, such as participating in staff meetings and performing other work as assigned.
- Participates in cross-office activities as assigned by the Assistant Superintendent of the OEDI or Director(s) within OEDI.
- Performs other duties as assigned by the Assistant Superintendent of OEDI or Director(s) within OEDI.

At all times - NC - E -

Demonstrate commitment to equity; in addition to the cultivation of equitable practices across all aspects of this position description

- Learn and apply knowledge and skills to interrupt systemic oppression.
- Participate and engage in efforts to further OEDII and agency-wide development and implementation of equity goals
- Have knowledge of and apply tools, such as the Equity Lens, etc., to all work to ensure that the shared vision and mission of OEDII and ODE is clearly articulated in all work produced.

Demonstrate professionalism:

- Have knowledge of and apply tools, such as the Equity Lens, etc., to all work to ensure that the shared vision and mission of OEDII and ODE is clearly articulated in all work produced.
- Sets clear guidelines and models expected professional behaviors.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position works a professional work week, Monday through Friday. Some evening and/or weekend work may be required. Workload and priorities fluctuate and can involve highly complex, sensitive, and/or political issues. This position requires the ability to manage several projects or tasks simultaneously and develop quality projects for each timeline. This position relies upon collaborative, productive, professional and respectful engagement with staff, colleagues, leadership, and subject matter experts within the Agency, across other state agencies, representatives of local government and/or governor's office, with key investment members, partners, and providers within Oregon communities, and others.

Statewide travel is a required part of this job, sometimes involving weekend work and/or overnight stays, to conduct monitoring and provide technical assistance to local programs. Incumbent must have a valid driver's license and good driving record or be able to provide an acceptable alternate mode of transportation.

This position may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements.

The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

The work takes place in a general office environment with frequent and daily use of the personal computer workstation, laptop computers, peripherals and various software products. Software products include Microsoft Word, Excel, Explorer, Access, Publisher, Outlook, Smart Sheets, Zoom, and proprietary State applications.

Occasional lifting of heavy boxes that weigh approximately 30-40 pounds.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

The Individuals with Disabilities Education Act (IDEA); OAR Chapter 581, Division 15, Chapter 343; Oregon Laws, and Federal Regulations related to special education; Other state and federal laws related to people with disabilities.

Requires knowledge and support of the Oregon Department of Education Mission and Values and Strategic Initiatives. Requires knowledge and application of the State Board of Education policy, Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) regarding K-12 school districts, other state legislation affecting Oregon public schools and community colleges.

Requires knowledge of state and national bylaws for student organizations and applicable laws that govern nonprofit organizations.

How are these guidelines used?

Independently used guidelines to process to ensure correct policies and procedures and timelines are followed and gather specific information and data to answer questions and informational requests.

Responsible for interpreting laws, rules, policies and procedures, and for applying those interpretations to specific situations some of which may be non-routine. Responsible for assisting a manager who is responsible for one or more programs or operations with monitoring and/or auditing a program or operation, and administrative research, analysis, evaluation, interpretation for projects or studies related to a program area. Problems are resolved and compliance gained through negotiation.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
Content Advisory groups	In Person, by mail, email or telephone	Provide information upon request	As Needed
District Administrators	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	As Needed
District and ESD partners	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	As Needed
Educational Service Districts	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	As Needed
K-12 staff and leadership	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	As Needed
ODE offices	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	As Needed
Professional organizations	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	As Needed
Public	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	As Needed
State agencies, administration (e.g. OHA, OYA, DHS)	In Person, by mail, email or telephone	Provide information upon requests and technical assistance	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The person in this position uses initiative and judgment without direct supervision, and in the absence of managers and specialists, to analyze situations and make decisions in accordance with established policy rules and regulations pertaining to the job, using guides, instructions, manuals, precedents in carrying out assignments, and OAR requirements.

Maintain confidentiality in decision making. Use initiative, judgment, and tact in performance of duties in relationship with staff, school district, contractor personnel, and the general public. Errors or failure to follow rules and policies may result in violation of employee rights.

The person in this position must exhibit a high degree of accuracy and competency in the work. Self-determines and monitors timelines and work priorities to accomplish and balance workload.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Education Programs Manager 3		In Person, by mail, email or telephone	Regularly	The purpose is to ensure that all programs are working toward a common goal and within the limits of the position, office, and department.

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

This position requires a driver's license and an acceptable driving record or an alternative means of transportation.

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee	Date
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Manager	Date
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Appointing Authority	Date
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