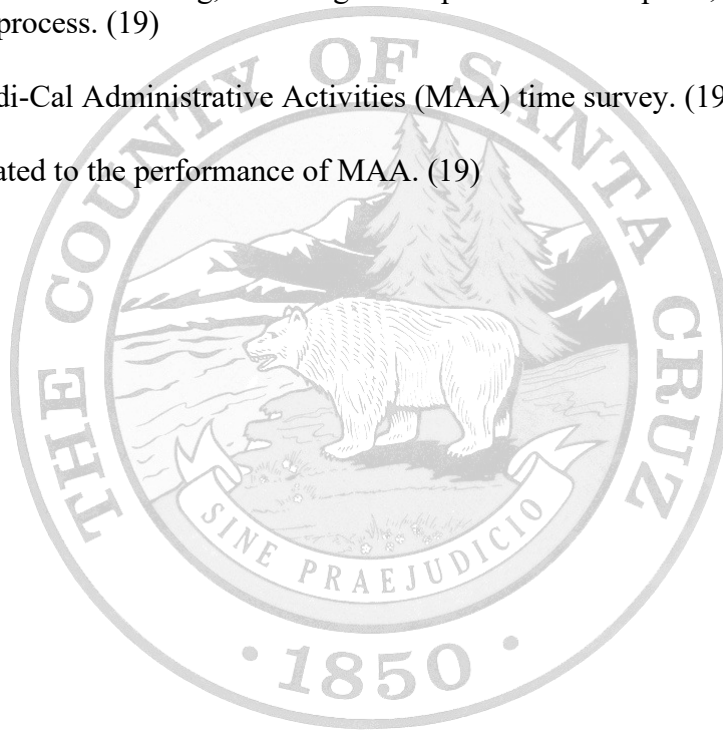


Senior Departmental Administrative Analyst

1. Prepare and administer grants and contracts including the financial and program components. (12 & 13 – Health related Contract Administration)
2. Conduct need assessments and assist department administration to prepare long range program plans. (15 & 17 – Health related Program Planning and Policy Development)
3. Monitors revenue generation, then plans and coordinates the development of new or additional sources of revenue. (15 & 17 – Health related Program Planning and Policy Development)
4. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
5. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
6. Attends training related to the performance of MAA. (19)



Employee Signature (please sign in blue ink)

Date

Employee Name (printed)