

Accounting Technician

1. Develops program materials, including educational materials for training and outreach purposes. (4)
2. Makes public presentations to groups of up to several hundred individuals. (4)
3. Develops and maintains contracts with various entities, including those related to health and Medi-Cal program services. (12, 13)
4. Assists in developing plans, policies and procedures to meet the needs of County programs. (15,17)
5. Conducts analysis and planning activities, recommends changes in programs as appropriate. (15, 17)
6. Works with County departments and agencies, private agencies and community groups to coordinate programs and to promote communication and cooperation. (15, 17)
7. Develops strategies to increase health system capacity and close health and Medi-Cal services gaps. (15, 17)
8. Collaborates with outside agencies to improve the delivery of health and Medi-Cal services. (15, 17)
9. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
10. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)