

Senior Departmental Administrative Analyst

1. Prepares and administers grants and contracts including the financial and program components, as assigned. (12, 13)
2. Conducts needs assessments and assists department administration to prepare long range program plans, including plans for health and Medi-Cal programs. (15, 17)
3. Plans and coordinates the development of new or additional sources of revenue for program services to meet identified health needs and fill gaps in service. (15, 17)
4. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
5. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)