

### **Administrative Analyst**

1. Track all client services, coordinate referrals for services, enter data into databases. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
2. Determine and design procedure to address unique operational needs. (15 & 17 – Health related Program Planning and Policy Development)
3. Research and develop strategies for meeting goals and implementation of programs and processes. ((15 & 17 – Health related Program Planning and Policy Development)
4. Revise Policies and Procedures Manual and aide in the implementation of Drug Medi-Cal protocols. (15 & 17 – Health related Program Planning and Policy Development)
5. Analyze program outcome measures for continuous quality improvement. (15 & 17 – Health related Program Planning and Policy Development)
6. Assists in developing and maintaining programs in relationship to client size and best practices. (15 & 17 – Health related Program Planning and Policy Development)
7. Assists staff in identifying ways in which they may evaluate and improve the quality of their services and in developing individualized plans for professional growth and development. (15 & 17 – Health related Program Planning and Policy Development)
8. Reviews client feedback for suggestions on improving services. (15 & 17 – Health related Program Planning and Policy Development)
9. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19 – MAA/TCM Coordination and Claims Administration)
10. Assists with administrative aspects of the MAA claiming process. (19 – MAA/TCM Coordination and Claims Administration)
11. Attend training related to the performance of MAA. (19 – MAA/TCM Coordination and Claims Administration) (20 – MAA Implementation Training)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (Printed)