



OPEN EXAMINATION
ASSOCIATE MEDI-CAL ELIGIBILITY ANALYST
CONTINUOUS TESTING

KH28 / 4414 0HAJJ02

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <https://jobs.ca.gov/Public/StateForms.aspx>, and may be filed in person or by mail with:

DEPARTMENT OF HEALTH CARE SERVICES (916) 327-7284
Selection and Certification Unit
In Person: 1501 Capitol Avenue, Suite 71.1501
By Mail: MS 1300
P.O. Box 997411
Sacramento, CA 95899-7411

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

CROSS-FILING INFORMATION: If you meet the entrance requirements for this class and for Associate Medi-Cal Eligibility Analyst, you may file for both examinations on a single application. You must indicate the class title(s) for which you are applying on the application Form STD. 678.

FILING DEADLINE: Testing is considered continuous as dates can be set at any time. However, pre-established filing dates are scheduled every three months.

Application must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after the filing date, will be held for the next administration of the exam. The filing dates are:

January 31, 2016 April 30, 2016 July 31, 2016 October 31, 2016

TESTING PERIOD: A candidate may be tested only once during any testing period. The testing period for this classification is January 1 through December 31.

SALARY RANGES: \$4488 - \$5618 per month.

POSITION DESCRIPTION: The Associate Medi-Cal Eligibility Analyst performs the more responsible, varied, and complex work in a variety of consultative and advisory assignments; conducts analysis, evaluation, and implementation of Federal and State laws and policies assessing the impact on the counties and their ability to effectively administer public assistance programs. Incumbents provide technical assistance to the counties in the development of regulations and policies. Incumbents work with other State staff to reconcile public assistance program policy with SAWS and other automated systems' capabilities and functional requirements; review test cases to evaluate the accuracy of all new program requirements; analyze errors and make recommendations for corrections to SAWS and/or other automated systems. Incumbents may act in a lead capacity over a multidisciplinary group comprised of staff from a variety of agencies.

Positions exist with the Department of Health Care Services in Sacramento.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as Either I, or II, or III, etc.

Either I

One year of experience in the California state service performing the duties of an Assistant Medi-Cal Eligibility Analyst, Range B.

Or II

Education: Equivalent to graduation from college. (Registration as a senior at an accredited institution will provide for admission to the examination, but applicants must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Qualifying experience may be substituted for education on a year-for-year basis.) **and**

Experience: Three years of experience supervising professional staff in the performance of eligibility determination for public assistance or family support case work in Medi-Cal or a combination of Medi-Cal and one of the following county programs; AFDC, Food Stamps, and CMSP.

EXAMINATION INFORMATION: This examination utilizes an evaluation of education and experience (E&E) weighted 100%, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

SCOPE: Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. Principles, practices, and trends of county and local government administration, management, and supportive staff services.
2. County and local government function and organization including budget preparation, internal policies, and local community resources.
3. Methods, techniques, and systems used for county eligibility determination.
4. County record-keeping processes, case review, and quality assurance practices.
5. Analysis methods and the principles of completed staff work.
6. Principles and practices of policy formulation.
7. Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation or related areas.

Ability to:

1. Research and analyze specific eligibility information contained in county case records.
2. Interpret county eligibility information and communicate this information understandably to others.
3. Recognize policy conflicts at the county level and develop solutions.
4. Gain and maintain confidence and cooperation from county management and administrative staff.
5. Consult with and advise administrators or other interested parties on county program administrative issues.
6. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental problems.
7. Develop and evaluate alternatives.
8. Analyze data and present ideas and information effectively.
9. Act in a lead capacity over multidisciplinary groups.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into a departmental open list established for use by the Department of Health Care Services in order of final scores regardless of testing date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the requirements for admittance to the exam will be placed on the eligible list.

NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.

Eligible Lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans' preference will be awarded in this examination, pursuant to Government Code Section 18973.1, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans Preference is not granted once a person achieves permanent civil service status.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379