STATE OF CALIFORNIA–HEALTH AND WELFARE AGENCY

PETE WILSON, Governor

DEPARTMENT OF HEALTH SERVICES
714/744 P Street
P.O. Box 942732
Sacramento, CA 94234-7320
(916) 657-2941

October 13, 1997

Medi-Cal Eligibility Branch Information Letter No.: 97-38

TO: All County Welfare Directors
All County Administrative Officers
All County Medi-Cal Program Specialists/Liaisons
All MEDS Coordinators

NEW CONTRACT JOB OPPORTUNITIES WITH THE DEPARTMENT OF HEALTH SERVICES (DHS)

The purpose of this All County Welfare Directors Letter is to transmit information regarding employment opportunities with the Medi-Cal Eligibility Branch, DHS. To help us get the word out quickly, please post the enclosed Job Opportunity Announcement and a copy of the Letter of Intent to Agree where it will be seen by staff. Thank you in advance for your cooperation in this matter.

Sincerely,

ORIGINAL SIGNED BY

FRANK S. MARTUCCI, CHIEF
Medi-Cal Eligibility Branch

Enclosures

ANNOUNCING

NEW CONTRACT JOB OPPORTUNITIES

with the

DEPARTMENT OF HEALTH SERVICES

WHAT: The Department of Health Services, Medi-Cal Eligibility Branch is pleased to offer three new full-time *limited term* contract positions for current county eligibility supervisors and managers only! These positions are for policy program analysts. These are **not** permanent civil services positions.

This is a unique opportunity for county staff skilled in the Medi-Cal eligibility process to:

- **G**ain valuable experience at the state level,
- **R**elocate to Sacramento,
- **E**xpand your horizons,
- **A**ssist in the planning and development of statewide health and welfare reform policies, including the Statewide Automated Welfare System Multiple County Consortium Project, and
- **T**ake firsthand knowledge of the key programs back to your county.

WHEN: All contracts will begin as soon as final and approved. Contracts will have a term of two years.

WHERE: All staff will be located at 714 P Street in Sacramento for the term of the contract unless otherwise agreed. Relocation will be at the successful candidates' own expense. These are contract, not civil service, positions.

QUALIFICATIONS: Candidates must have:

- Strong analytical skills,
- A thorough knowledge and understanding of current federal and state Medi-Cal eligibility laws and regulations, and
- Strong written and verbal communication skills.

County personnel interested in this assignment should already have several years experience with determining Medi-Cal eligibility policy and procedures at the county level. Successful candidates will be able to function effectively in a professional analytical position as demonstrated by prior experience in their county.

Candidates must be able to perform duties with minimal supervision and eventually exercise considerable independent judgement in making decisions and recommendations which have significant legal impact on California's Medi-Cal program as well as affecting county government operations and the health and welfare of the beneficiary population.

DUTIES: ***A detailed duty statement is available on request.***

- √ Assist in the development, analysis, revision and implementation of federal and state Medi-Cal eligibility legislation, regulations, procedures, forms and notices of action.
- √ Consult and coordinate with various programs and agencies, giving technical program advice and assistance.
- √ Interpret eligibility laws, regulations, procedures and policy.

HOW TO APPLY: Interested persons must send or FAX a cover letter and resume detailing their qualifications along with a Letter of Intent signed by their county welfare director (see attached) to:

Department of Health Services - Medi-Cal Eligibility Branch
Attn.: Alice Macias
714 P Street, Room 1650
P.O. Box 942732
Sacramento, CA 94234-7320
Phone: (916) 654-0510; FAX: (916) 657-3224

APPLICATIONS SHOULD BE SUBMITTED AS SOON AS POSSIBLE. APPLICATIONS WILL BE ACCEPTED ONLY UNTIL ALL POSITIONS ARE FILLED.

LETTER OF INTENT TO AGREE

Limited Term Reassignment of County Staff to the State Department of Health Services

To: Department of Health Services
Medi-Cal Eligibility Branch
Attn.: Tom Welch, Section Chief
714 P Street, Room 1650
P.O. Box 942732
Sacramento, CA 94234-7320

I am willing to negotiate an agreement to allow _____ of my staff to work for the Department of Health Services, Medi-Cal Eligibility Branch, in Sacramento for a period not to exceed 24 months.

_____ _____

County Welfare Director Date

_____

County