



Associate Medi-Cal Eligibility Analyst

Exam Code: 0HAJJ02

Department: Department of Health Care Services

Exam Type: Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Associate Medi-Cal Eligibility Analyst – \$5,684.00 - \$7,114.00 per month.

View the [Associate Medi-Cal Eligibility Analyst class specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: The testing office will accept applications continuously. However, pre-established filing dates are scheduled every two months. The filing dates are:

January 31, 2024

April 30, 2024

July 31, 2024

October 31, 2024

Who Should Apply: Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **12** months.

How to Apply: To learn more about the job and testing arrangements, contact the testing office shown below. Completed applications must be received or postmarked by one of the cut-off dates. Applications postmarked or personally delivered after the cut-off date will be held and processed in the next examination administration. Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or

materials were filed. Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf> and may be filed in person or by mail as instructed below.

You may apply by mail to:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Division
Selection Section
P.O. Box 997411, MS 1300
Sacramento, CA 95899-7411

You may apply in person at:

DEPARTMENT OF HEALTH CARE SERVICES
Human Resources Division
Selection Section 1501 Capitol
Avenue, Suite 71.1501
Sacramento, CA 95814

Phone Number: (916) 775-5398

MINIMUM QUALIFICATIONS

It is your responsibility to make sure you meet the education and/or experience requirements stated on this bulletin by the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

NOTE: Applications/resumes MUST include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable). Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, 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 casework in Medi-Cal or a combination of Medi-Cal and one of the following county programs: AFDC, Food Stamps, and CMSP.

NOTE: Applicants using education to meet the minimum requirements must provide a copy of their degree or transcripts.

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 **statewide**.

EXAMINATION INFORMATION

This examination consists of the following component(s):

Evaluation of Education and Experience (E&E) – Weighted 100% of the final score.

No written test is required, and no interview will be conducted. An E&E examination 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 bulletin. Supplemental information will be accepted but competitors should read

this bulletin 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 circumstances under which this examination plan changed. Such a revision will be in accordance with civil service law and rules, and all competitors will be notified.

Special Testing Arrangements: If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

EXAMINATION SCOPE

Ratings 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, relative to job demands, each competitor's:

Knowledge of:

1. Principles, practices, and trends of county and local government administration, management, and supportive staff services
2. County and local government functions and organizations, including budget preparation, internal policies, and local community resources
3. Methods, techniques, and systems used for county eligibility determinations
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

Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the 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

Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are merged into the list in order of final scores regardless of the 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.

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, 6) open. When there are two lists of the same kind, the older must be used first.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (STD. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

TESTING DEPARTMENT

Department of Health Care Services

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

Department of Health Care Services

Attn: Selection Section 1501 Capitol
Avenue, Suite 71.1501
Sacramento, CA 95814
Phone: (916) 775-5398
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

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

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DIVERSITY, EQUITY, AND INCLUSION

DHCS is committed to addressing disparities within our organization and in our communities through efforts toward greater diversity, equity, and inclusion. This is accomplished, in part, by a commitment toward employing a diverse workforce which reflects the many communities we serve, and by promoting and enforcing equal employment opportunity.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State 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.