

DEPARTMENT OF HEALTH SERVICES

714 P STREET, ROOM 1561
P.O. BOX 942732
SACRAMENTO, CA 94234-7320
(916) 657-2941



October 25, 2001

Medi-Cal Eligibility Branch Information Letter No.: I 01-13

To: All County Welfare Directors
All County Medi-Cal Program Specialists/Liaisons
All MEDS Coordinators

EXAMINATION ANNOUNCEMENTS:

ASSISTANT MEDI-CAL ELIGIBILITY ANALYST
ASSOCIATE MEDI-CAL ELIGIBILITY ANALYST

This notice is to inform county staff of the ongoing testing and interviewing with the California Department of Health Services (DHS) for the Assistant Medi-Cal Eligibility Analyst and the Associate Medi-Cal Eligibility Analyst (AMEA) classifications. Currently there are 2 vacancies in the Medi-Cal Eligibility Branch in Sacramento.

The Department would like to encourage all county staff who meet the minimum requirements to review the qualifications for the AMEA positions and submit an application for review. The minimum requirements for both classifications are as follows:

ASSISTANT MEDI-CAL ELIGIBILITY ANALYST

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: One year of experience supervising staff in the performance of eligibility determination for public assistance and family support case work in Medi-Cal or a combination of Medi-Cal and one of the following county programs: CalWORKs, Food Stamps, and CMSP.



ASSOCIATE MEDI-CAL ELIGIBILITY ANALYST

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

Or

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 staff in the performance of public assistance or family support case work in Medi-Cal or a combination of Medi-Cal and one of the following county programs: CalWORKs, Food Stamps, and CMSP.

To apply for the examination, applicants must fill out the State of California application STD. 678 and submit to the address listed on the exam bulletin. Applicants may be asked to complete a supplemental application. Additional information regarding the AMEA examinations as well as applications for employment are available online at www.dhs.ca.gov/jobs/html/exams/htm. Copies of the exam bulletins are attached.

Please direct all questions regarding this letter to Denise Peterson (916) 657-0258 or dpeters1@dhs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY
RICHARD BRANTINGHAM for

Shar Schroepfer, Chief
Medi-Cal Eligibility Branch

cc: Ginny Cardona
Department of Health Services
Personnel Office
714 P Street, Room 850
Sacramento, CA 95814

Enclosures



**OPEN – EXAMINATION BULLETIN
ASSOCIATE MEDI-CAL
ELIGIBILITY ANALYST
STATEWIDE
CONTINUOUS TESTING**

**NOTE: THIS BULLETIN CANCELS AND SUPERSEDES THE BULLETIN
ISSUED ON JULY 14, 2000**

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, GENDER, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS THE 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. Applications will NOT be accepted on a promotional basis.
HOW TO APPLY	<p>This is an open examination. To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with:</p> <p>DEPARTMENT OF HEALTH SERVICES (916) 657-1423 714 P STREET, ROOM 850 TDD (916) 657-3042 P O BOX 942732 SACRAMENTO, CA 94234-7320</p> <p>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</p>
CROSS-FILING INFORMATION	If you meet the entrance requirements for this class and for Assistant Medi-Cal Eligibility Analyst scheduled at the same time, you may file for both examinations on a single application. Indicate the class title(s) for which you are applying on the application Form STD. 678.
SPECIAL TESTING INFORMATION	If you have a disability and need special arrangements, mark the appropriate box in Section 2 of the application Form STD. 678. You will be contacted to make specific arrangements.
FILING DEADLINE	There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.
SALARY RANGES	\$3915 - \$4759 per month
POSITION DESCRIPTION	<p>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.</p> <p>IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.</p> <p>NOTE: Applications/resumes MUST contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), (and range, if applicable). College course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information will be rejected.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.</p> <p>Either I</p> <p>One year of experience in the California state service performing the duties of an Assistant Medi-Cal Eligibility Analyst, Range B.</p> <p>Or II</p> <p>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.</p>

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**

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

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a supplemental application only. Information on the supplemental application will be used to assess, on a competitive basis, each candidate's relevant training and experience. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained on the supplemental application.

Supplemental Application-Weighted 100%

SCOPE

In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, 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 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.

**ELIGIBLE LIST
INFORMATION**

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.

VETERANS PREFERENCE

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

Applications are available at the State Personnel Board office, local offices of the Employment Development Department, the Department noted on this announcement and through the internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all successful candidates will be ranked according to their scores.

The Department of Health 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.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this announcement.

General Qualifications: 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. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

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:



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TDD (916) 657-3042

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS-FILING INFORMATION If you meet the entrance requirements for this class and for **Associate Medi-Cal Eligibility Analyst** scheduled at the same time, you may file for both examinations on a single application. Indicate the class title(s) for which you are applying on the application Form STD. 678.

SPECIAL TESTING INFORMATION If you have a disability and need special arrangements, mark the appropriate box in Section 2 of the application Form STD. 678. You will be contacted to make specific arrangements.

FILING DEADLINE There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant. Applications postmarked, personally delivered, or received via interoffice mail after the closing date will be held for the next examination.

SALARY RANGES
Range A: \$2714 - 3300 per month
Range B: \$3255 - 3957 per month

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.
Range B. This range shall apply to incumbents who have satisfactorily completed one year performing the duties of an Assistant Medi-Cal Eligibility Analyst, Range A; or two years of experience performing supervising professional staff in the performance of eligibility determination for public assistance or family support case work in one or a combination of the following county programs: Medi-Cal, AFDC, Food Stamps or CMSP.

POSITION DESCRIPTION Under supervision, the Assistant Medi-Cal Eligibility Analyst performs consultative and advisory assignments; analyzes and evaluates Federal law and policy for development of State and local operations, procedures, and systems to be implemented at the county level. The Assistant Medi-Cal Eligibility Analyst determines the impact on county welfare departments, including automated and manual systems, equipment, budgeting, staff support, forms development, benefit issuance, and training. The Assistant Medi-Cal Eligibility Analyst provides training to county staff on policies and procedures; integrates State policies and procedures with the county welfare departments' policies and procedures for application among the counties manual and automated systems, as well as the State's automated systems.

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Veterans' Preference: California law allows granting of veterans' preference points in open entrance examinations and open nonpromotional examinations. Credit in open examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: five (5) points for veterans, and 10 points for disabled veterans.

Directions for applying for veterans preference points are on the Veteran Preference Application Form 1093 which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001. Due to changes in the law, which were