



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 4046

DIRECTOR, MEDICAL ASSISTANCE

GRADE T

SCOPE OF WORK:

Work involves the management of the Division of Medical Assistance within the Department of Human Services.

DUTIES PERFORMED:

- Review and integrate all federal laws, rules, and policies concerning Medicaid; plan and direct the implementation of any required changes.
- Plan, organize, and direct the review of proposals affecting the Medicaid program.
- Plan and direct ongoing review of Medicaid covered services to include analysis of cost effective measures and their effect on quality of care.
- Ensure that program goals are being met; take appropriate action if problems are found.
- Prepare responses to sensitive or complicated communications concerning the Medicaid program.
- Maintain liaison with provider associations and government entities to provide for coordination of services and to inform of changes.
- Provide direction and support to staff members and general supervision to contract consultants.
- Prepare and present testimony to legislative committees concerning Medicaid program operations.
- Assist in the development of the budget; monitor expenditures on a monthly basis to ensure compliance with budget goals.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and five years of senior management level experience in the administration of Medicaid programs, other major human service funding, or reimbursement programs (AFDC, Food Stamps, Child Support Enforcement, etc.). Or a bachelor's degree and five years of senior level management experience in health care administration including extensive experience with Medicaid regulations and reimbursement.

Eff. Date: 7/75 - Economic Assistance Supervisor

Rev: 7/79 – Medical Services Director

Rev: 2/83 – Director, Medical Assistance

Rev: 4/86 – Minimum qualification change

Rev: 6/88 – Minimum qualification change

Rev: 10/93 – Grade change

Rev: 4/97 – Rewritten to proper format

Rev: 7/12 – Conversion to Hay System