

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

MEDICAID MANAGEMENT ANALYST

Position Code: 26301
Effective: 9-1-15

DISTINGUISHING FEATURES OF WORK:

Under direction, organizes, plans and performs research and analysis of the administration of state medical assistance and healthcare benefit programs which are administered by the Department of Healthcare and Family Services (DHFS), Division of Medical Programs; reviews existing procedures and operations and evaluates proposed changes to procedures and operations for the administration of state medical and healthcare assistance programs; conducts research and statistical analysis of specific problems and issues that involve substantive agency processes, operations, or questions which allow the direct application of standard statistical and other scientific methodologies and established techniques; analyzes and interprets data and prepares technical reports regarding analysis and research studies for team or project leaders and division management; evaluates and prepares answers for requests for information from external sources; serves as liaison for the Department with local, state, regional and federal authorities regarding studies, projects and program area.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Organizes, plans, executes, controls and evaluates specific elements of state medical assistance and healthcare benefit programs; develops and conducts ongoing analyses of policy implementation and effectiveness for use by supervisory and administrative staff; implements and monitors programs and policy changes; assists management in the coordination and implementation of proposals for program revisions dictated by changes in state and federal regulations; monitors scheduling and deadlines for short-range projects.
2. Performs analysis of existing program operations and systemic problems or conflicts that may be present or arise affecting the operations' organization, coordination or compliance with applicable guidelines; recommends and assists with the implementation of new systems, procedures and organizational structures to accomplish the agency's mission; conducts management operations studies by designing, developing, and adapting mathematical, statistical, econometric and other scientific methods and techniques in the study of healthcare delivery systems and the effects of various regulatory and service entities on the processes; creates and distributes informational materials and correspondence relating to system development and improvement for use by agency management.
3. Compiles, prepares and disseminates detailed summaries of analyses and recommended improvements to the management team; assists in the implementation of such improvements for evaluation, future planning, and realignment of goals and objectives; confers with project or team leader or management for additional information or advice on problematic issues to determine solutions; assists and directs the completion of special projects and reports.

MEDICAID MANAGEMENT ANALYST (continued)

4. Performs data and business process program research and data analysis on any program or specific program component as assigned, including eligibility, payment information, utilization review, etc.; participates in the review, testing, and analysis of periodic budget related and operational management processes to evaluate problems, issues or conflicts encountered in the agency's programs, policies, and operations given established goals and objectives; evaluates funding of programs, staffing, and operations as governed by priorities, legislative action, unanticipated problems, or management modifications.
5. Serves as liaison for the agency with other state agencies and various outside entities; explains and interprets agency programs data; advocates for agency goals and program objectives and serves as subject matter resource for staff and outside entities; evaluates requests for information from external entities, compiles and distributes responses to requests.
6. Represents the Division of Medical Programs in committee meetings and confers with the management team regarding the committee proceedings; implements decisions regarding the outcome of such meetings; assists in the coordination of resources with other divisions, state agencies, local or federal authorities to establish new programs and program expansions; initiates discussions concerning managerial issues affecting the Division.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree in healthcare administration, health and human services, social welfare, sociology, business or public administration with course work in healthcare organization, health care systems finance, healthcare economics, predictive modeling, health policy, healthcare operations assessment and improvement, quality control and strategy formulation and implementation of healthcare policies.

Requires completion of a minimum of twelve months of the Medicaid Management Intern training program.

Knowledges, Skills and Abilities

Requires working knowledge of electronic data processing operations and the manner in which they are utilized in management operations analysis.

Requires working knowledge of the concepts and techniques of personnel, organization, and management analysis.

Requires working knowledge of the application and conduct of management studies.

Requires ability to adopt and utilize the concepts and techniques of operations research in developing research projects.

MEDICAID MANAGEMENT ANALYST (continued)

Requires ability to perform detailed work of analysis involving written or numerical data and to make arithmetical calculations rapidly and accurately.

Requires ability to analyze problems and develop systems of action.

Requires ability to prepare comprehensive written and/or oral reports.

Requires personal computer skills utilizing software (e.g., spreadsheets, databases, etc.).

Requires ability to present ideas clearly, both orally and in writing.

Requires ability to work closely with staff and management professionals in planning, developing, and conducting management evaluation studies.

Requires ability to establish and maintain harmonious working relationships with other employees and agency representatives.

May require possession of a valid appropriate driver's license and the ability to travel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a language other than English at a colloquial skill level to perform the duties of the position. Some positions may require candidates to possess specific effective communication skills such as, but not limited to, Braille, sign language or another form of manual communication.