

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

MEDICAID MANAGEMENT INTERN

Position Code: 26305

Effective: 9-1-15

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, participates in an agency-sponsored medical programs administration training program of a duration no less than twelve months and up to a maximum of twenty-four months; completes work assignments designated to develop broad knowledge, understanding, and practical problem solving skills consonant with the provision, implementation, and evaluation of medical assistance and healthcare benefit program services and program management activities in a specific phase of departmental operations; completes practical work tasks of increasing difficulty, responsibility and analysis; the incumbent will rotate between the various medical assistance program elements to complete assignments.

ILLUSTRATIVE EXAMPLES OF WORK:

1. For a period of no less than twelve months and up to a maximum of twenty-four months, participates in an on-the-job training program designed to develop a broad overview of and cross-sectional familiarity with medical programs administration. Work assignments are based on a rotation through multiple program areas for extended periods of time such as budget evaluation, implementation or advisement; development and implementation of policy; procedure evaluation and development, operating objectives and program goals evaluation and development. Completes rotational work assignments in other areas within the department with responsibilities related to medical assistance programs such as, but not limited to, the Office of General Counsel, Legislative Affairs and the Division of Finance and Budget.
2. Receives training in completing assignments of increasing difficulty for the purpose of gaining experience and developing a proficiency in analyzing state healthcare delivery systems and coordination with all applicable guidelines for medical programs administration; consults with supervisory personnel on problem areas and makes recommendations for improvement.
3. Completes assigned projects, monitored by higher level staff, relating to medical management, including but not limited to, client service, healthcare program development, and analysis of state and federal mandates; builds and refines knowledge of the tools and techniques utilized in the assigned areas of operation, along with the appropriate methods and procedures of application.
4. Attends and participates in staff meetings, conferences, workshops, seminars, training sessions and other activities which will provide meaningful learning experiences.

## MEDICAID MANAGEMENT INTERN (continued)

5. 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 experience with the application of public administration tenets, such as might have been obtained in collegiate organizations, volunteer participation or by employment.

#### Knowledges, Skills and Abilities

Requires elementary knowledge of healthcare delivery systems.

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

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

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

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

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

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

Requires ability to understand and follow oral and written instructions.

Requires ability to analyze problems and develop systems of action.

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

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.