

10%	Under direction of Senior accounting staff, prepares monthly, quarterly and annual statistical and financial reports necessary to monitor the MCIP, and Medi Cal Claiming.
15%	Other accounts payable duties as needed such as reviews, prepares and processes vendor invoices for payment, assists in the opening/closing of the fiscal year, purchasing and vendor permits.

JUSTIFICATION FOR REQUEST:

The current contract for inmates' health services with California Forensic Medical Group (CFMG) includes a clause that CFMG would pay up to \$15,000 per each inmate's medical episode and costs beyond the first \$15,000 would be the County's responsibility. The County and CFMG are working on a new contract and one of the changes is to remove the \$15,000 cap so the County could be the primary payor. This move will permit the County to submit for Medi-Cal reimbursement for all inmate hospital stays in excess of 24-hours. This will help minimize the potential for high dollar medical claims once the State begins paying Medi-Cal claims for inmates. It also means that small amount medical bills, under \$15,000, now need to be processed by the County.

This position will review and prepare for payment all medical payments made by the Monterey County Sheriff's Office (MCSO). The existing MCSO workload has increased significantly on this, due to contract renegotiations. The position is charged with maximizing jail co pay revenues, and providing the statistical reporting level of accountability requested by the CAO to evaluate the success of all programs listed above. The Medi-Cal for County Inmates (MCIP) will become active for Monterey County, upon signing of the new CFMG contract. This program covers inpatient prisoner stays anticipated to be 24 hours or more for those meeting criterion. MCSO will now be able to have providers bill directly to Medi-Cal, and get paid by Medi-Cal, versus having MCSO's contracted medical provider or MCSO pay these bills in primary position. The program offers substantial savings for MCSO/County/Health by generation of MCIP funding, savings due to renegotiation of medical service contract costs, and reduction/redirection of Short Doyle Medi Cal funding. The position will require the ability to read and decipher hospital billings (UB-04) and professional Services billings (HCFA 1500) and have generalized knowledge of Medi Cal eligibility, billing processes and time frames for billing.

Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

No Yes (If yes, what is/are the job title(s) of the other position(s)?)

Accounting Technicians in Payroll and in A/R/Procurement

Please attach a copy of the current and proposed organizational chart depicting the proposed position.

Steve Be
Department Head Signature

11/14/2017
Date

Departmental HR Analyst: Lynnise Ahg Date: 11/13/17
Class Recommendation: Accounting Technician Class Code: 80J30

FOR CENTRAL HUMAN RESOURCES DEPARTMENT USE ONLY:

Approved Class Title: Accounting Technician Class Code: 80J30

HRD Classification Analyst: Amey Rodriguez Date: 11/29/17

Distribution of Central HR Job Class Determination:

Requesting Department Head
Departmental HR Analyst

Ebby Johnson/CAO Budget Analyst
County Administrative Office

Current
Administration Operations Bureau
11/14/2017

Steve Bernal
Sheriff-Coroner

Administrative Secretary-Confidential
Jayne Surbeck

John Mineau
Undersheriff

Central Human Resources
Associate Personnel Analyst
Personnel Technician-Confidential

Kevin Oakley
Chief Deputy of the
Administration Division

Sr. Secretary-Confidential
Jesucita Robles

Professional Standards & Training
Sheriff's Commander
Internal Affairs
Sheriff's Sergeants
Training
Sheriff's Sergeants
Sr. Secretary
Office Assistant II (Temp)
Backgrounds
Safety
Safety Coordinator

Civil Bureau
Accounting Clerical Supervisor
Civil Process Server
Senior Civil Clerk
Account Clerk
Accounting Technician
Deputy Sheriff - Operations

Fiscal Division
1.0 Finance Manager II
Contracts/Bldg. Maint. And Board Reports
1.0 Management Analyst II
Payroll, Budget, AP and AR
1.0 Accountant III
1.0 Accounting Clerical Supervisor
2.0 Senior Account Clerk
Payroll
2.0 Accounting Technicians

Information Systems Unit
DISM II
Senior Disc

Workers Compensation
Administrative Services Assistant

Records Division

Warrants Unit Sheriff's Records Supervisor Sr. Sheriff's Records Specialist Sheriff's Records Specialist I Sheriff's Records Specialist II	Records Unit Sheriff's Records Supervisor Sr. Sheriff's Records Specialist Sheriff's Records Specialist I Sheriff's Records Specialist II
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PROPOSED
Administration Operations Bureau
11/14/2017

Steve Bernal
 Sheriff-Coroner

Administrative Secretary-Confidential
 Jayne Surbeck

John Mineau
 Undersheriff

Central Human Resources
 Associate Personnel Analyst
 Personnel Technician-Confidential

Kevin Oakley
 Chief Deputy of the
 Administration Division

Sr. Secretary-Confidential
 Jesucita Robles

Professional Standards & Training
 Sheriff's Commander
Internal Affairs
 Sheriff's Sergeants
Training
 Sheriff's Sergeants
 Sr. Secretary
 Office Assistant II (Temp)
Backgrounds
Safety
 Safety Coordinator

Civil Bureau
 Accounting Clerical Supervisor
 Civil Process Server
 Senior Civil Clerk
 Account Clerk
 Accounting Technician
 Deputy Sheriff - Operations

Fiscal Division
 1.0 Finance Manager II
Contracts/Bldg. Maint. And Board Reports
 1.0 Management Analyst II
Payroll, Budget, AP and AR
 1.0 Accountant III
 1.0 Accounting Clerical Supervisor
2.0 Accounting Technician
 1.0 Senior Account Clerk
Payroll
 2.0 Accounting Technicians

Information Systems Unit
 DISM II
 Senior Disc

Workers Compensation
 Administrative Services Assistant

Records Division

Warrants Unit Sheriff's Records Supervisor Sr. Sheriff's Records Specialist Sheriff's Records Specialist I Sheriff's Records Specialist II	Records Unit Sheriff's Records Supervisor Sr. Sheriff's Records Specialist Sheriff's Records Specialist I Sheriff's Records Specialist II
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