



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Special Needs Billing Specialist**
Jurisdictional Class: Competitive
Civil Division: County
Adoption: CSM 07/17/14
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the Public Health Department and involves the responsibility of performing specialized office work requiring familiarity with complex program and billing procedures for the needs of preschool special education children. The incumbent is required to work with various regulatory agencies in managing several sources of documentation for billing and accounting functions. The incumbent is supervised by the Coordinator of Services for Children with Special Healthcare Needs and under the administrative direction of the Public Health Director with much leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of one or more clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as in-office contact for contractors and families associated with Preschool Special Education Program for programming day-to-day inquiries;
Manages the transportation for the program, including securing parent transportation documentation and reviewing with documentation with transporters;
Manages all documentation from school districts, providers of services, NYSED, etc., to ensure compliant billing for all of the program billing functions;
Coordinates software systems and documentation to ensure compliant payment for the program providers, which is an auditing procedure that includes quality assurance of provider session notes under direction of program director;
Oversees ancillary staff working with data systems associated with Early Intervention and Preschool Special Education Program;
Attends regional and state meetings as required or mandated and develops basic knowledge of Early Intervention and Preschool Special Education Program regulations as it pertains to day-to-day functions of the job which allows use of independent analysis based on knowledge obtained;
Utilizes the Early Intervention Data Program and New York Early Intervention System to provide programmatic and fiscal projections;
Acts as intermediary with the program and system providers;
Assists with the implementation of policies and procedures for the fiscal and general administration of the department under the direction of the program director;
Assists the program director in administering and assessing policies related to budget, program and agency procedures;
May provide training on office operations with emphasis on computer-related usage and database maintenance;
Oversees the preparation of or prepares a variety of accounting, statistical and narrative reports as required or requested;
Monitors contracts and service agreements;
Monitors account receivables pertaining to programs;

Performs billing functions necessary to secure NYSED Medicaid funding for Preschool Special Education Program special education services rendered to 3 to 5-year olds with special needs;
Performs related work necessary for the efficient execution of administrative functions of the department including emergency preparedness activities as deemed necessary;
Acts in program Director's role, attending committee meetings as directed by program director;
Acts as agent of municipality as directed by program director.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration of agency programs;
Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of business arithmetic and the English language;
Good knowledge of the organization, functions, laws, policies and regulations of the department to which assigned;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to plan, assign and review the work of others;
Ability to understand and carry out complex oral and written instructions;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Ability to perform detailed work;
Good judgment in solving complex clerical and administrative problems;
Resourcefulness in handling administrative problems;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:**Either:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including a minimum of 12 credit hours in accounting, **PLUS** 2 years of full-time experience focused on financial accounts and records; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree including a minimum of 12 credit hours in accounting, **PLUS** 4 years of full-time experience focused on financial accounts and records; **OR**
- (C) Graduation for high school or possession of a high school equivalency diploma, **PLUS** 7 years of full-time experience focused on financial accounts and records; **OR**
- (D) A combination of training and experience as defined by the limits of (A), (B) and (C) above.