

## **FISCAL SPECIALIST POSITION DISCRIPTION**

**POSITION TITLE:** Fiscal Specialist

**POSITION DETAILS:** Unclassified/Exempt/Contracted Management Appointment  
Full Time

**POSITION DESCRIPTION:** The Fiscal Specialist works with the Management Team to implement the organization's mission and values. The Fiscal Specialist is responsible for matters of the Putnam County Board of Developmental Disabilities related to Medicaid including, but not limited to, preparing waiver cost projections, waiver reporting, and authorizing Medicaid services.

**DUTIES:**

1. Authorizes waiver and supported living funds in accordance with a recipient's Individual Service Plan (ISP) and budget. Coordinates prior authorization process with various agencies and the individual when deemed necessary on behalf of the county board. Manages waiver budgets through a cost projection tool or other calculations.
2. Assists in the budgetary and planning process for the department. Projects waiver needs for upcoming year. Responsible for oversight and implementation of Medicaid revenue opportunities. Develops actions which increase the efficiency and effectiveness of the department.
3. Serves as the county board waiver contact for the Ohio Department of Developmental Disabilities (DODD) and the Ohio Department of Job & Family Services. Coordinates and provides waiver and supported living information to DODD to include updating assessments and entering information to the online system. Serves as liaison with other state and local agencies to gather and distribute information related to waivers and supported living.
4. Work closely with SSAs and DODD to problem solve and resolve data discrepancies, potential loss of Medicaid, billing and level of care issues.
5. Provides input into development and maintenance of the Brittco system and reporting structure, the Tableau system, guidelines for the department and standard departmental procedures. Generates reports necessary for waiver and Medicaid management.
6. Serves as the MAC Coordinator/Assistant Coordinator providing oversight for the implementation and operation of the MAC Program and ensure that policy decisions are implemented appropriately. Responsible for maintaining a review file in accordance with the implementation plan, attending required training, identifying training needs of personnel, and provide training to personnel to ensure complete and accurate documentation and compliance. Ensure claims submitted to DODD are in accordance with the Medicaid Administrative guide. Participate in the Random Moment Time Studies (RMTS) for the MAC Program per guidelines from the DODD Medicaid Administrative Claiming Guide (MAC) located on the DODD website.

7. Participate in MUI/UI reporting, investigation and follow-up, including identifying trends and patterns. Provide crisis intervention and ensure availability on a 24 hour basis during assigned on-call rotation.
8. Completes assessments as requested including ODDP assessments, LOC assessments, AAI assessments, COEDI/OEDI assessments and PASARR.
9. Collaborates with community agencies. Provides information about the Putnam County Board of DD on topics such as eligibility rules and available services.
10. Attends conferences and seminars as required to maintain professional certification and enhance professional growth. Participates on committees as assigned.
11. Other duties as assigned.

**RESPONSIBLE TO:** Superintendent

**HOURS:** Typical hours are 8:00 to 4:00 but hours vary according to need.

**QUALIFICATIONS:**

1. Bachelor's degree in Accounting, Finance, or related field
2. Five (5) years of experience in fiscal management, preferred.
3. Five (5) years of supervisory experience, preferred.
4. Experience with State and Federal budget program including Medicaid/Medicare Waiver programs strongly preferred.
5. Five (5) years of demonstrated leadership with primary responsibility for directing or leading an effective specific purpose committee, preferred.
6. Have or be capable of obtaining DODD Business Manager certification.
7. Two (2) years of experience in the DD field, preferred.
8. Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.
9. Must provide proof of liability insurance on personal vehicles.

The Putnam County Board of Developmental Disabilities does not discriminate on the basis of handicap, race, color, creed, national origin, religion, sex or age.

Signature: I certify that I have received a copy of the above position description and that it accurately reflects the nature of the duties which I will be expected to perform and the hours that I am expected to work. My signature below signifies that I have reviewed and understand the contents of my position description.

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Employee Signature

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Employee Printed Name

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Date

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Superintendent Signature

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Superintendent Printed Name

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Date