

Administrative Analyst

1. Revises our Policies and Procedures Manual and aides in the implementation of Drug Medi-Cal protocols. (4, 6)
2. Tracks all client services, coordinates referrals for services, enters data into databases. (6)
3. Determines and design procedure to address unique operational needs. (15, 17)
4. Research and develop strategies for meeting goals and implementation of programs and processes. (15, 17)
5. Analyzes program outcome measures for continuous quality improvement. (15, 17)
6. Assists in developing and maintaining programs in relationship to client size and best practices. (15, 17)
7. Assists staff in identifying ways in which they may evaluate and improve the quality of their services and in developing individualized plans for professional growth and development. (15, 17)
8. Reviews client feedback for suggestions on improving services. (15, 17)
9. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
10. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)