

DEPARTMENT: NIAGARA COUNTY **FLSA Status:** Exempt/Professional 1/4/2010
CLASSIFICATION: NON-COMPETITIVE CONFIDENTIAL/POLICY INFLUENCING – NYSCSC
APPROVED: APPROVED 06/17/2010
JUNE 1, 2012

SPECIAL ASSISTANT FOR MEDICAID PROVIDER FRAUD

DISTINGUISHING FEATURES OF THE CLASS: This is a policy, planning and project management position assigned to work out of the County Manager's Office with responsibility for developing, implementing, and directing Medicaid-related projects with significant budgetary impact, particularly those focused on reducing Medicaid provider fraud. Work is performed in close cooperation with local and state human services offices as well as the State Medicaid Inspector General's Office, the Attorney General's Office, and as needed, the local District Attorney. General supervision is exercised over contractors and workers as assigned. The employee reports directly to, and operates within performance guidelines provided by, the County Manager. General supervision is received from the Commissioner of Social Services. The individual will be expected to display entrepreneurial leadership within a core Medicaid improvement team consisting of County Legislature designees, the County Manager, senior Social Services management and others, as needed. Consequently, wide leeway will be allowed for the exercise of independent judgment and discretion. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Coordinates with the local Department of Social Services to develop procedures and protocols for the County's Medicaid Provider Fraud program;
2. Develops, implements, and administers contracts for outside vendors and the New York State Office of Medicaid Inspector General's Office;
3. Collaborates closely with state and local agencies and offices such as the State Department of Health, State Attorney General's Office, Office of Medicaid Inspector General and the District Attorney's Office in the area of Medicaid fraud, waste and abuse;
4. Reports periodically to the County Legislature, County Manager and Commissioner of Social Services on the progress of the Medicaid Provider Fraud program and related work;
5. Acts as sole liaison with the State Office of Medicaid Inspector General, including submission of audit request, conducting entrance and exit conferences, negotiating a settlement based on audit findings and all other County responsibilities as outlined in the agreement with the Medicaid Inspector General's Office;
6. Develops strategies and methods to identify potential or possible fraud, waste and/or abuse by medical service providers in the Medicaid program;
7. Develops project objectives and performance metrics to determine return on resources invested;
8. Represents the County when speaking to members of the public, the media and government agencies;
9. Compiles and maintains records and reports regarding program activity.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State and local regulations governing Medicaid and other social services services; good knowledge of the principles and practices of public administration; good knowledge of the operating and administrative practices and policies of government agencies associated with the New York State Medicaid program; ability to plan and direct program implementation; ability to prepare and present accurate and concise reports; analytical ability; budgetary and financial-related ability; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships; ability to respond to questions and inquiries from the media and the community; ability to provide information under stressful conditions; ability to plan, coordinate, manage and supervise the work of others; tact and courtesy; initiative; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Law Degree **and** six (6) years of satisfactory full-time paid attorney experience.

SPECIAL REQUIREMENT:

Candidates must be a current member of the New York State Bar.