

ORANGE COUNTY CLASS SPECIFICATION

TITLE: MEDICAL TRANSPORTATION SUPERVISOR **GRADE:** 10

TITLE ABBREVIATION: MED TRANS SUPERVISOR **TITLE NO.:** 6426

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** -- **EEO CODE:** AS **FLSA CODE:** NE(2)

DEPARTMENT: DEPARTMENT OF SOCIAL SERVICES **DIVISION:** ADMINISTRATIVE

SUPERVISOR'S TITLE: DIRECTOR OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for managing daily operations of the Medical Transportation/Audit unit, including planning and assigning work, and exercising supervision over subordinate staff. The essential nature of the position is to coordinate transportation for a range of medical purposes, to clients in immediate need. Work is performed under the general supervision of the Director of Finance with latitude granted for the exercise of independent judgment in managing the operations of the unit. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Reviews/approves eligibility for out-of county transportation services;
2. Negotiates rates with medical transportation vendors;
3. Responds to inquiries from clients and vendors;
4. Verifies expenditures for filing liability liens against recipients;
5. Supervises subordinates engaged in a variety of financial and record-keeping operations;
6. Assigns and reviews work of subordinates and trains new employees in the specialized work of the unit;
7. Develops, updates and maintains unit/department policies and procedures;

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8. Compiles, prepares and analyzes a variety of financial and statistical records and reports for reimbursement purposes;
9. Operates computerized systems and provides technical support to users of such systems;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of rules, policies, regulations and federal, state and local law related to the provision of Social Services; good knowledge of record keeping techniques; good knowledge of modern office management practices and equipment; good knowledge of English and business math; ability to interpret changes in regulations, laws and procedures; ability to coordinate and to gain the cooperation of others; ability to negotiate; ability to communicate clearly, both orally and in writing; ingenuity; resourcefulness; tact and courtesy; good judgment; accuracy; integrity; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Completion of two (2) years (60 credit hours) at a regionally accredited or New York State registered college or university and one (1) year of satisfactory office clerical experience which included record keeping functions, compiling, preparing and analyzing financial reports, and substantive interaction coordinating services with transportation providers; OR
- (B) Graduation from high school or possession of a high school equivalency diploma (GED) and three (3) years of experience as defined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Educational training may not be substituted for one year of the experience.

ADOPTED: 3/19/94 vg
REVISED: 3/3/99 BA