



## Alameda County Care Connect Team

is recruiting for the following position:

◇ **SUD Management Analyst-P**

### Alameda County's Whole Person Care Pilot

#### Our Mission

AC Care Connect is committed to strengthening a system of care that works together to deliver consumer centered care and supporting high need individuals (the people of Alameda County who face highly complex physical, behavioral, and social challenges) to achieve optimal independence and health.

#### **HOW TO APPLY**

Please submit a cover letter and completed County of Alameda Job Application to:  
[ACCareConnectJobs@acgov.org](mailto:ACCareConnectJobs@acgov.org)

The application template is available online on Alameda County's On-Line Employment Center at:  
[www.jobapscloud.com/alameda](http://www.jobapscloud.com/alameda)

New users can click on "New User Registration" to fill out an application template. Once the application is completed, candidates can click on the "Review" tab to "Print My Application". A PDF version of the application or digital scan of the completed application can be submitted to the email address listed above.

**Learn more about Alameda County Care Connect**  
<http://accareconnect.org/>

#### **The POSITION**

\*The County classification for this positions is Management Analyst ([link](#) to MA classification).

#### **Minimum Qualifications:**

**Education:** Possession of a Bachelor's degree from an accredited college or university with major coursework in business or public administration, or a field related to the work. (Additional professional or para-professional administrative services experience may be substituted for the education on a year-for-year basis.); **AND,**

**Experience:** Equivalent to three years of full-time professional level experience independently providing complex administrative or management services, including planning, organizing and conducting high level administrative, organizational or related studies at a level equivalent to or higher than the County classes of Administrative Specialist II, Financial Services Specialist II or Program Specialist, preferably in a public agency setting.

**Pay Rate: \$35.88-\$48.10 hourly;** compensation commensurate with experience.

**Provisional-Project Appointments:** *Competing in a Civil Service examination is not required for a **provisional project appointment**. However, to obtain a regular appointment, the appointee will need to compete successfully in a County exam, when open. As a project position, this position is for a specific duration.*

**Temporary Assignments:** *Assignments vary in duration depending on the needs of the department. An assignment may end at any time, but cannot exceed 18 months. In order to obtain a regular appointment, the appointee will need to compete successfully in the Civil Service process.*

**\*\*\*Please see specific position information on following pages.**

## SUD Management Analyst-P

### Responsibilities:

- Provide technical programmatic support to CBO SUD service providers regarding meeting managed care standards required by the State of California, Drug Medi-Cal Waiver, Alameda County contract requirements for providers of care.
- Assist the department in the development and implementation of the SUD Treatment Managed Care Plan's policies and procedures that are required by the State of California, Department of Health Care Services.
- Serves as a liaison with local service providers, State and Federal governmental agencies representatives regarding SUD program services offered in Alameda County to local residents.
- Develop and modify techniques and formats to evaluate SUD pilot or current program effectiveness and to determine the need for program modifications and/or new program development.
- Research program alternatives, funding sources, service delivery organizations and other elements for possible program inclusion; evaluate alternatives, prepare reports and makes recommendations.
- Act as the County liaison and provides coordination among community-based organizations and other service providers, County departments, County managed care plans, State or other funding sources and community or business organizations; interact with various planning councils or boards; answers questions and provides training and technical assistance as required.
- Monitor designated system portals to ensure compliance with contract provisions and funding source regulations; recommend and facilitate implementation of procedural and operational changes to maximize service delivery and revenue reimbursement.
- Compile and maintain accurate records and files regarding program activities; prepare periodic and special statistical or narrative reports as required as well as patient materials that improve care coordination and increase access to care and services.
- Participate in departmental, Countywide and/or State planning processes that require SUD representation by serving on a variety of committees and task forces.
- Analyze changes in regulations; evaluate the impact upon program operations and drafts policy and procedural changes as required.
- Assist in the planning and implementation of workforce development resources such as continuous SBIRT trainings for primary care (including work with Integrated Behavioral Health Coordinators at FQHCs) and mental health providers.
- Participate in creation of referral tracking systems between DMC-ODS and Managed Care Health Plans (Anthem & Alliance) so that there is a reliable system of referral and tracking of clients that meets the contract requirements for care coordination.
- Prepare a variety of correspondence, periodic and special reports, informational publications, program documentation, policies, procedures and other written materials.
- Track complex and high needs beneficiaries within the DMC-ODS and assists with program entrance requirements and coordination of care to ensure that they are effectively served. Utilizes experience in system navigation for complex clients to inform recommendations for improvement and system efficiency.
- Work with ACBH Information Services and Data Services to develop program and system monitoring reports and dashboards.