

County of Cook

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 8095
Grade: 24
FLSA: Exempt

STANDARD JOB DESCRIPTION

JOB TITLE

Director of Medicaid, Medicare and Managed Care Policy

DEPARTMENT

Managed Care

Job Summary

The Director of Medicaid, Medicare and Managed Care Policy is a leadership position with the Cook County Health & Hospitals System (CCHHS) Office of Managed Care that will monitor and analyze federal, state, and local health care policy legislation and regulations to provide the Office of Managed Care the support to strategically align CCHHS managed care plan with changing reimbursement methodologies and new integrated delivery system and managed care/care coordination models of care. The position will develop comments, perform research and communicate policy changes with CCHHS and managed care leadership.

In addition, this position works with CCHHS Director of Intergovernmental Affairs & Policy Government Affairs to positively position managed care and CCHHS opportunities as the Affordable Care Act is implemented in Illinois.

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

General Administrative Responsibilities

Management

- Contributes to the management of CCHHS staff and CCHHS' systemic development and success
- Discusses and develops CCHHS system policies and procedures
- Consistently uses independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Works with Labor Relations to discern past practice when necessary

Supervision

- Directs and effectuates CCHHS management policies practices
- Accesses and proficiently navigates CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Typical Duties (continued)

Collective Bargaining

- Reviews applicable Collective Bargaining Agreements and consults with Labor Relations to generate management proposals
- Participates in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Documents, recommends and effectuates discipline at all levels
- Works closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiates, authorizes and completes disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable Collective Bargaining Agreements

Other Responsibilities

- Represents managed care on Medicaid related public policy issues to elected and/or appointed officials, their staff, and relevant groups, within established policies and procedures of managed care
- Attends State of Illinois Medicaid Advisory Committee and subcommittee meetings to represent CountyCare and advocate on behalf of CCHHS
- Reviews and prepares analyses of proposed regulations, writes issue briefs, and contributes to the preparation of testimony, when applicable
- Works to promote managed care public policy priorities in state and local initiatives, publications and events
- Recommends a strategy to create opportunities for ongoing interface with policy decision-makers and for on-going dialogue regarding health care modernization and reform
- Builds and mobilizes relationships within the state and federal level that impact governmental managed care organizations
- Represents managed care in public policy coalitions and related organizations
- Works closely with CCHHS Intergovernmental and Policy team
- Educates CCHHS and managed care staff regarding potential changes to Medicaid, Medicare, Health Insurance Exchange and/or other health care system changes
- Defines key elements in the Medicaid debate and works with CCHHS leadership and managed care Directors to develop strategies to shape the debate
- Tracks state level Medicaid initiatives and shares information with CCHHS leadership and managed care Directors
- Provides oral and written information to CCHHS leadership and managed care Directors in an easily understandable manner to assure they are well informed of Medicaid related information, topics, issues, initiatives, legislation, etc.
- Provides guidance and oversight for the planning, design, development and implementation of quantitative or quality research projects on various Medicaid, Medicare and managed care topics

Reporting Relationships

The Director of Medicaid, Medicare, and Managed Care Policy reports directly to the Chief Executive Officer, Managed Care

Required Minimum Qualifications

- Bachelor's degree
- Seven (7) years of senior level experience working on health care system and policy issues, including Medicaid, Medicare, and the Affordable Care Act, that demonstrates capacity for senior-level organizational, staff, and project management
- Knowledge of governmental structures, the legislative process, and federal regulations that govern managed health care organizations
- Demonstrated expert-level, technical knowledge of the health care system generally, state and federal Medicaid, Medicare and managed care policy and program issues, specifically, as well as the ability to apply knowledge outside of subject matter expertise and a willingness to learn about new complex issues relating to the implementation of the Affordable Care Act
- Experience with and/or worked for a Federally Qualified Health Center
- Flexibility to accommodate overnight travel

Preferred Qualifications

- Experience working for or with federal, state or local government or private entity as a lobbyist or advocate
- Experience with creating, organizing, analyzing and managing Medicaid and Medicare-related data sets

Knowledge, Skills, Abilities and Other Characteristics

- Expert research, problem solving, and analytic skills, including the ability to analyze and understand health policy trends from the perspective of multiple Medicaid, Medicare and managed care policy and program stakeholders.
- Strong writing and editing skills, including experience in developing short issue briefs and memos and longer reports, as well as the ability to explain complicated policy concepts and quantitative results in a concise manner.
- Excellent verbal communication and presentation skills.
- Advanced Word, Excel, and PowerPoint skills.
- Ability to lead and work in teams with a positive, professional, and solution-oriented attitude.
- Experience in managing complex projects and meeting deadlines.

Physical and Environmental Demands

This position functions within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

Working Conditions and Physical Demands

General office environment where work is generally sedentary in nature, but may require standing and walking for up to 60% of the time. Environment is fast paced and some stress may occur. Visual acumen and manual dexterity for working with computer and keyboards is required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:

James Kiamos
Chief Executive Officer, Managed Care

Date

Approval:

Barbara Pryor
Deputy Chief of Human Resources

Date