



Classification Summary

Responsible for providing technical support for the digital IEP project, Medicaid billing and electronic storage project, including continually assessing departmental need in the area of technological data collection, reporting, program training, system error detection and correction, and compiling and formatting information for State and Federal reports.

Distinguishing Characteristics

Provide overall technical support for the digital IEP project, Medicaid billing and electronic storage project to special education staff in schools and services providers throughout the district.

Supervisory Relationships

Reports to the Director of Educational Support Services. Provides technical guidance to other district staff and service providers.

Examples of Duties

1. Provide liaison between programmer analyst staff and special education staff and service providers in designing and monitoring the Medicaid billing system, the digital IEP system and the electronic storage project. Provide classroom training and one-on-one assistance to district staff.
2. Prepare required State and Federal reports according to prescribed timelines. Compile information from data banks, compute figures, format, and prepare for presentation, as well as print data direct from computers in final report form. Establish and maintain communication with the State Department of Education, OMAP, EMAC, and other Districts and CIS to facilitate training, billing process, and submission of reports.
3. Monitor accuracy of system outputs. Determine course of action necessary to maintain accuracy (adjust system parameters or involve programmer analyst staff).
4. Consult with programmer analyst staff on modification or design of forms. Write and update procedural manuals for ESS Users' Guide related to Medicaid billing, digital IEPs, and electronic storage.
5. Perform related work as required.

Required Knowledge, Skills and Abilities

1. Thorough knowledge of district LAN (Local Area Networks) and WAN (Wide Area Networks). Ability to solve complex user problems.
2. Ability to conduct building site training and problem-solving for network users.
3. Thorough knowledge of State, Federal, and district reporting requirements and ability to prepare such reports in a timely and accurate manner.
4. Thorough knowledge of district procedures and policies. Working knowledge of school and district record-keeping operations.
5. Demonstrated ability in highly sophisticated oral and written communication skills. Ability to create and present course material in a classroom setting.
6. Demonstrated ability to perform complex system problem-solving.

Minimum Qualifications for Class Entry

Two years training and/or experience in records keeping and billing. Strong background in use of computer systems and general office experience.

Work Environment

Work is performed at the Education Center for the Eugene School District in the Educational Support Services Department, and will require some travel to school locations.