

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID ODA/AGE933000
DIVISION OR INSTITUTION Performance Center	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20017595	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Planner 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR Health Planning Admin 3 - 20019691
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
JOB TITLE Planner 3	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00 p.m.		
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>		
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	50	Under direction of the Health Planning Administrator 3, conducts monitoring and assessment of programmatic appropriateness of services &/or payment policies & procedures &/or related issues in regards to programs related to the state of Ohio's service delivery system that is administered by ODA, (DHSS) Administration for Community Living (ACL), other state of Ohio agencies [e.g., Ohio Department of Job & Family Services (ODJFS), Ohio Department of Health (ODH), etc.], Area Agencies on Aging (AAAs) & to other ODA staff. Acts as the lead for program monitoring and evaluation of the Older American's Act programs and Medicaid health services delivery for Ohio Department of Aging (ODA) operated Medicaid programs (i.e., Pre-Admission Screening Systems Providing Options & Resources Today (PASSPORT), Assisted Living Home and Community-Based waivers; provides consultation & technical assistance &/or training; may travel to regional AAA/PAA offices; acts as liaison to both inter-agency and intra-agency providers; consults with other entities regarding current & forthcoming programmatic changes (e.g., Older American's and/ or PASSPORT Administrative Agency (PAA) staff). Represents agency at meetings & workshops; serves on committees & taskforces; provides assistance by researching and analyzing data; aggregates and quantifies data and summarizes results and outcomes; prepares technical, final and other ad hoc reports, correspondence & memorandums; responds to inquiries from consumers, providers, Older American's and PAA staff, & governmental officials by telephone, written correspondence &/or in person related to Older American's or waiver programs; develops quality improvement program policies & procedures to provide older Ohioans community alternatives to nursing home care; writes procedural manuals; establishes quality standards & outcome guidelines to evaluate AAA/ PAA system of monitoring and compliance rules.	<b>Knowledge of:</b> 1) business administration; 2) public administration (3) continuous quality improvement process designs; 4) agency policies & procedures (i.e., ODA Navigator, Older American's Act, Medicaid rules & policies; Public Medicaid Assistance Programs)*; 5) government structure & process*; 6) social science, 7) aging statistics, terminology & methods <b>Skill in:</b> 8) use of MS Excel, personal computer & associated hardware (e.g., printers & peripherals) & applicable software applications (e.g., MS Office, Outlook) (9) equipment operation (e.g., phones, copiers, fax)*. <b>Ability to:</b> 10) ability to analyze multiple factors, use statistical analysis apply factors & present findings & conclusions; 11) comprehend & record figures accurately; 12) prepare meaningful, concise & accurate reports; 13) gather, collate & classify information about data, people or things; 14) handle routine & sensitive contacts with & inquiries from public, providers, & government officials in person, via telephone &/or through written correspondence; 15) monitor quality assurance & corrective action plans; 16) prepare comprehensive & technical reports.
List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE		DATE

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID ODA/AGE933000
DIVISION OR INSTITUTION Performance Center	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20017587	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Project Leader & Liaison		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR Medicaid HSA 1 - 20019744
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
JOB TITLE Planner 3	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00 p.m.		
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>		
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	30	Coordinates written reports on the outcome of the monitoring results across the AAA/ PAA regional offices; recommends changes; tracks performance; analyzes monitoring reports to recommend improvements; identifies areas of weakness & suggests remedies; recommends corrective action plans for non-compliance; interprets & applies federal & state guidelines for service delivery; travels throughout State of Ohio. Summarizes findings into detailed reports containing data analysis, recommendations, reviews survey responses & assigns codes when necessary to narrative or unusual responses to facilitate individual responses; prepares & maintains records & reports of survey related activities; drafts agency correspondence & notices related to program survey & evaluation efforts; reviews & responds to comments, correspondence &/or complaints; assists in implementation of survey techniques including survey tools; prepares articles for inclusion in newsletters or publications (e.g., Evaluation Quarterly); provides work direction & training to employees assigned on projects &/or temporary employees. Creates spreadsheets, pivot tables, reports, charts, graphs and trend lines for analysis.	<b>Knowledge of:</b> 1; 2; 3; 4*; 5*; 6; 7. <b>Skill in:</b> 8; 9*. <b>Ability to:</b> 10; 11; 12; 13; 14; 15; 16.
15	Makes recommendations for process improvement, utilizing skill sets such as project management and LEAN/ Kaizen/ Six Sigma; Provides training & technical assistance to PAAs & agency staff; recommends efficient & effective use of service funds; designs guidelines; advises on new methods, concepts & approaches for service delivery; provides technical assistance on maintaining acceptable state standards for home care providers & adult foster home providers; assists in developing training materials; & performs other duties as assigned [e.g., provide high quality customer service (i.e., as per ODA policy B-830, division-specific customer service procedures, etc.) to internal & external customers]. Administers additional planning related-projects: participates in the development & review of the area plan process; participates in the review & analysis of information used in the development of ODA's strategic four-year state plan; prepares & delivers speeches &/or presentations.	<b>Knowledge of:</b> 1; 2*; 3*; 4. <b>Skill in:</b> 5. <b>Ability to:</b> 6; 7; 8; 9; 10; 11; 12; 13; 14; 15; 16.	
5	Performs other duties as assigned: attends meetings, conferences & special events (e.g., related to the respite service delivery system); represents ODA at state & federal level & with the general public; provides high quality customer service (i.e., as per ODA policy B-830, division-specific customer service procedures, etc.) to internal & external customers.	<b>Knowledge of:</b> 1; 2*; 3*; 4. <b>Skill in:</b> 5. <b>Ability to:</b> 6; 7; 8; 9; 10; 11; 12; 13; 14; 15; 16.  Travel may be required.  *Developed after employment.	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE