



Job Description

Equal Employment Opportunity

BILLING SPECIALIST

DEPARTMENT/PROGRAM: Prevention & Wellness	CLASSIFICATION: Classified
DIVISION: Educational Services	SALARY SCHEDULE: Classified Non-Management
REPORTS TO: Assigned Supervisor	SALARY RANGE: 50
APPROVAL DATE: 08/26/2025	WORK YEAR: 12 Months
REVISION DATE:	FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the direction of the assigned supervisor, the Billing Specialist develops and implements billing and claims procedures for sustainable school-based health, mental health, and prevention services in support of reimbursement activities to include the preparation, inputting, updating, and maintaining various departmental data and information into specialized database systems; assist in the analysis, development, maintenance, enhancement, operation, administration and training of the database systems; assist in analyzing needs and modifying existing systems to improve data sharing, accuracy, reporting and performance in order to maximize funding; and assist in the training and provision of technical support to LEAs. The incumbents in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Maximize reimbursement from School Medi-Cal Administrative Activities, LEA Billing Option Program, and the DHCS Statewide School-Linked Fee Schedule billing programs to ensure program and service sustainability
- Act as the liaison to LEA and contracted agency fiscal staff for the purpose of accuracy and insuring maximum reimbursable amounts
- Communicate with personnel, accounting, payroll and HR departmental staff, and various outside agencies to exchange information and resolve issues and concerns; interact effectively with users to solve problems and advise on best practices for maintaining data to collaborate, troubleshoot, modify, and improve processes, systems, and software
- Assist with reimbursement administration related to the preparation, maintenance, and

submission of detailed quarterly invoices to funding agencies; provide requested information for completion of the Cost and Reimbursement Comparison Schedule and LEA Program Participation Agreement annual reports to provide end users with access to accurate data

- Ensure mandated and requested reports related to the reimbursement programs, or other assigned functions are completed in accordance with established LEA, State, and Federal timelines and requirements; prepare and file reports, records, and documents for distribution to provide support during governmental and outside agency audits
- Establish and maintain automated and hard-copy records and files; prepare, print, distribute, and process a variety of regular and periodic reports, lists and documents related to students, enrollment, IEP's, assessments, services provided, transportation and other related data to keep accurate records that meet established State and Federal guidelines and processing reimbursement requests
- Receive, collect, review, process, sort, and file various records, forms, and documents; research and verify a variety of student data and information; research, request, and obtain student and personnel data and information as needed to document activities, provide written reference and/or convey information in compliance with State and local guidelines
- Generate a variety of data and documents, records, lists and reports related to students, personnel, and provider data and information; initiate queries, compile information and organize data from multiple sources to ensure accuracy of input and output of data in compliance with State and local guidelines
- Compile, assemble, review, prepare, and maintain a variety of reimbursement related data; input, update, format, and retrieve enrollment, assessment, applicable services provided, IEP, 504 plan, and a variety of student, personnel, and provider data and information in an assigned computer system to provide and/or receive information and meeting State and Federal guidelines
- Interpret, apply, explain, disseminate information, and comply with and maintain current knowledge of local and State standards, requirements, laws, codes, rules, regulations, policies and procedures related to health insurance reimbursement billing options programs and Local Educational Agency programs, students, operations and activities for the purpose of keeping LEA staff up-to-date and developing written and accurate guidance and assistance to administrators and staff
- Review and verify accuracy, completeness and integrity of data, records and reports; compare and reconcile various manual and computerized data, records and reports; identify, research, and resolve data errors and discrepancies, making corrections and adjustments as needed
- Monitor database activities and performance to ensure the security and reliable operation of LEA databases
- Participate in meetings, workshops and/or trainings to convey and/or gather information
- Train selected personnel to ensure their ability to use new and/or existing databases and related software
- Act as the liaison to LEA and contracted agency fiscal staff for accuracy and ensuring maximum reimbursable amounts
- Serve as a technical and informational resource to district staff, faculty, and others concerning medically related billing and related LEA operations, forms, data processing, records and reports; respond to inquiries and provide information concerning timelines, standards, practices, requirements, policies and procedures to provide information
- Develop a wide variety of complex materials (e.g. instructions, notices, reminders, workflow matrices, spreadsheets, technical standards, training materials, etc.) to document activities, providing written reference and/or conveying information
- Recommend equipment, supplies, and materials for the purpose of identifying required items to provide appropriate services

OTHER DUTIES:

Performs other related department/program duties as assigned for ensuring the efficient and effective functioning of the program and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES**Knowledge of:**

- Principles of accounting bookkeeping
- Basic math, including calculations using fractions, percents, and/or ratios
- Compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions
- Knowledge of applicable codes, laws, rules, regulations and policies
- Prepare and maintain accurate records
- Technical aspects of the field of specialty
- Financial record keeping and record retention practices
- Standard office practices, procedures, and equipment
- English usage, grammar, punctuation, and spelling
- Presentation, communication, and public speaking techniques
- Interpersonal skills using tact, patience, and courtesy

Skills and Abilities to:

- County Office, Local, State and Federal policies and regulations
- Establish and maintain effective working relationships
- Gather, collate and/or classify data
- Meet a variety of schedules, timelines, and deadlines
- Analyze data of widely varied types and utilize defined but different processes
- Evaluate, prioritize and organize work according to specific deliverables
- Work well both independently and as part of a team
- Recommend and assist in the formulation and implementation of operating procedures and policies; analyze situations accurately and adopt an effective course of action
- Work with frequent interruptions
- Communicate effectively orally and in writing
- Operate standard office equipment, including pertinent software programs
- Adhere to safety standards and practices
- Maintain a variety of reports, records and confidentiality of highly sensitive information
- Exercise analytical and independent judgment
- Ensure compliance with applicable county policies, procedures, and governmental regulations
- Read, interpret, apply, and explain rules, regulations, policies, and procedures

JOB QUALIFICATIONS / REQUIREMENTS:**EDUCATION AND EXPERIENCE:**

Associate's degree in business, accounting, or closely related area. And three (3) years of job-related experience in data management and school accounting systems.

EQUIVALENCY:

Additional qualifying experience can be substituted for the educational requirement on the basis of two years of closely related experience for one year of education requirement.

LICENSE/CERTIFICATIONS:**OTHER EMPLOYMENT REQUIREMENTS:**

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Job is performed generally in a clean and healthy indoor office environment
- Dexterity of hands and fingers to operate specialized equipment and tools
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Some stooping, kneeling, crouching, crawling, walking, standing, lifting, carrying, pushing, and/or pulling
- Significant amount of sitting