



Ashtabula County Board of Developmental Disabilities

Enriching, empowering, and connecting people with their community

DATE POSTED: October 20, 2023

**ANTICIPATED
START DATE:** November 27, 2023

NOTICE OF POSITION OPENING

POSITION: OPERATIONS MANAGER

LOCATION: Ashtabula County Board of DD
2505 South Ridge Road East
Kingsville, Ohio

**DUTIES &
RESPONSIBILITIES:** Maximize revenue and oversee grant/contract compliance for all federal, state, and local programming.

**MINIMUM
QUALIFICATIONS:** Bachelor's degree in business, public administration, finance, and five (5) years of relevant experience preferred. Master's Degree preferred.

**REQUIREMENT FOR
SAFETY-SENSITIVE
POSITION:** Criminal background check/medical examination/drug screening

SALARY: \$25.02 - \$33.38 (*commensurate with education and experience*)

**APPLICATION
PROCEDURE:** Obtain an application online at www.ashtabuladd.org and return it to the Board Office at:

Ashtabula County Board of DD
2505 South Ridge Road East
Ashtabula, Ohio 44004
Or email: jade.artman@ashtabuladd.org

**APPLICATION
DEADLINE:** November 1, 2023 or until filled

2505 South Ridge Road East Ashtabula, Ohio 44004 www.ashtabuladd.org

Board Office: 440-224-2155

Fax: 440-224-0678

The Ashtabula County Board of Developmental Disabilities is an Equal Opportunity Employer
and Accredited by the Ohio Department of Developmental Disabilities

TITLE OF POSITION	Operations Manager
UNIT OR OFFICE	ADMINISTRATION
COUNTY OF EMPLOYMENT	ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR	DIRECTOR OF OPERATIONS/HR
NORMAL WORKING HOURS	8:00 A.M. – 4:00 P.M. Monday – Friday (Hours and days may vary)
PURPOSE OF POSITION	Maximize revenue and oversee grant/contract compliance for all federal, state, and local programming

JOB DESCRIPTION

Revenue:

- Oversees (TCM) billing process.
- Conducts reviews of TCM submissions monthly, ensuring quality outcome monitoring, compliance, and productivity requirements.
- Ensures accuracy and productivity standards are maximized.
- Acts as claims processor for Targeted Case Management, Rental Assistance Program, Exit Waivers, and other assigned revenue sources.
- Serves as Medicaid Administration Claiming (MAC) Coordinator including MAC Billing and Implementation Planning
- Oversee Title XX and Help Me Grow Grant Revenue
- Assist with DODD Cost Report statistics and revenue allocations

Staff Development and Training:

- Responsible for all aspects of performance management as outlined in ACBDD policy and procedure including routine monitoring and coaching of staff.
- Attend meetings, seminars, conferences, and other job-related training sessions, including state and local meetings as assigned.

Compliance:

- Performs all duties and functions related to Medicaid management including, but not limited to: waiver projections, match calculations, analysis, and reconciliation functions. (MSS/CPT, PAWS).
- Approves preliminary cost budgets for individuals served and reviews data in the DODD Cost Projection Tool (CPT); available to assist Service and Support Administration staff when appropriate.
- Administrative tasks related to Social Security and Medicaid Benefits, such as processing enrollment and renewal packets, verifications, and notifications for at risk benefits. Reviews Potential Loss of Medicaid (PLM) notifications and informs SSA.
- Analyzes monthly waiver utilization reports and prior authorization process referring matters to the Agency Review committee when appropriate.
- Makes yearly recommendations to the Superintendent/Director of Operations for waiver allocation.
- Manages and ensures completion of all Medicaid prior authorization requests and provides monthly reports.
- Monitors IDS accuracy for all individuals receiving services and oversight of the Brittco reporting system for accuracy.
- Prepares and participates in all hearings involving decisions made by ACBDD regarding waiver services.
- Collaborates with the Director of Service and Support Administration to implement program initiatives
- Administers the Family Support Services Program including costing, planning and oversight.
- Prepares the supported living budget. Reviews PAS documents and utilization reports for accuracy and compliance with supported living guidelines.
- Tracks and assist with the completion of cost share agreements.

- Oversees all Board contracts.
- Coordinates and assists in preparing and reviewing position descriptions, tables of organization, etc.
- Develops personnel policy and maintains personnel policy manual.
- Provides technical assistance to management and staff regarding personnel and employment matters, including but not limited to interpreting ADA, FLSA, FMLA, Civil Rights, Employee Handbook, Employee Benefits, and Standard Operating Procedures.
- County Board approver for DoDD accounts
- Serves as backup to the Fiscal Coordinator
- Performs other related duties as assigned by the Director of Operations

MINIMUM ACCEPTABLE CHARACTERISTICS

- Bachelor's degree in business, public administration, finance, or related area and five (5) years of relevant experience preferred. Master's Degree preferred.
- Critical thinking skills to think strategically, analytically, and operationally about the impact of initiatives on the agency.
- Working knowledge to all ORC, OAC, DODD, and ACBDD policies and procedures.
- Promotes positive culture in all areas of responsibility, including but not limited to the individuals served by the county board and their families, Board members, staff members, providers, and community partners.
- Ability to establish and maintain positive professional relationships; principles, practices, and techniques relating to social work; local, state, and federal laws, rules, and regulations; and "Rights of Ohioans with Developmental Disabilities".
- Communicate effectively and in a professional manner; maintain records according to established procedures; and, handle inquiries from vendors and co-workers.
- Possess excellent verbal and written communication skills.
- Develop and maintain effective working relationships; resolve complaints.
- Computer skills, computer applications, and the use of modern office equipment.
- Demonstrates ability to work independently with limited supervision.
- Demonstrates regular and predictable attendance.
- Must possess a State of Ohio Driver's License and acceptable driving record as stipulated by the Board's insurance carrier.
- BCI background clearance.
- Must be able to work independently and as part of a team process.
- Ability to sit, stand, reach, push/pull and bend.
- Ability to lift 25 pounds.

Signature of Employee and Date:

Signature of Agency Representative and Date: