

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

**Occ. Code 6662410**

<b>Resources &amp; Reimbursement Program Development Specialist 1, Grade 18</b>	<b>6662410</b>
<b>Resources &amp; Reimbursement Program Development Specialist 2, Grade 23</b>	<b>6662420</b>
<b>Resources &amp; Reimbursement Program Development Specialist 3, Grade 27</b>	<b>6662430</b>

Brief Description of Class Series

Resources & Reimbursement Program Development Specialists develop, evaluate, and monitor statewide revenue and reimbursement programs and systems. Incumbents review and analyze State and federal laws, rules, and regulations to determine the impact on agency programs, initiatives, and revenue projections; develop and revise policy, procedure, and process guidance materials; provide technical assistance to field agents and provider agencies; and monitor program operations to improve fiscal resources, maximize revenue, and ensure compliance with applicable laws, rules, and regulations.

Positions are classified in the Office of Mental Health and Office for People With Developmental Disabilities.

Distinguishing Characteristics

*Resources & Reimbursement Program Development Specialist 1:* full performance level; under the supervision of a higher-level Resources & Reimbursement Program Development Specialist, assists in the development, evaluation, and monitoring of resources and reimbursement programs and systems.

*Resources & Reimbursement Program Development Specialist 2:* supervisory level; develops, evaluates, and monitors resources and reimbursement program operations, policies, financing methodologies, and systems; and supervises Resources & Reimbursement Program Development Specialists 1 and other subordinate staff.

*Resources & Reimbursement Program Development Specialist 3:* second supervisory level; oversees, coordinates, and directs the operations of a statewide resources and reimbursement program; and supervises lower-level Resources & Reimbursement Program Development Specialists and other subordinate staff.

## Related Classes

Resources & Reimbursement Agents conduct financial reviews and evaluations, determine payment sources, and develop and submit claims for health care and treatment costs for individuals in State facilities and programs. Incumbents also maintain the financial assets and benefits of individuals receiving services.

## Illustrative Duties

### *Resources & Reimbursement Program Development Specialist 1*

Assists in the development, evaluation, and monitoring of revenue and reimbursement programs and systems, including reimbursement methodologies, service rates, systems documentation and requirements, and the resolution of reimbursement issues between individuals served, providers, and other State agencies.

- Researches reimbursement methodologies used by other states, and makes recommendations to improve fiscal resources and maximize revenue.
- Reviews and analyzes new or proposed State and federal laws, rules, regulations; assesses financial impact on agency programs, initiatives, and revenue projections; determines if agency programs qualify for reimbursement; and drafts position papers, reports, and/or presentations based on findings.
- Monitors and reviews financial program data from field agents, provider agencies, and contractors to ensure accuracy, use of appropriate rates of payment, and compliance with billing standards, rules, and regulations.
- Acts as liaison and coordinates with agency staff and other agencies; and provides information on revenue or funding sources
- Provides technical assistance to field agents and provider agencies; and interprets applicable laws, rules, and regulations.
- Resolves billing issues with field agents and provider agencies; identifies rate errors and reasons for reimbursement denials; and makes systems corrections.
- Monitors, tracks, and reports on allocation and spending accounts for programs and services; and assists in the resolution of discrepancies.
- May provide training to agency and provider staff related to resources and reimbursement program operations, changes, and processes.

### *Resources & Reimbursement Program Development Specialist 2*

Performs the duties of a Resources & Reimbursement Program Development Specialist 1; develops, evaluates, and monitors resources and reimbursement program operations, policies, financing methodologies, and systems; and performs the full range of supervisory duties over Resources & Reimbursement Program Development Specialists 1 and other subordinate staff.

### *Resources & Reimbursement Program Development Specialist 3*

Performs the duties of a Resources & Reimbursement Program Development Specialist 2; oversees, coordinates, and directs the operations of a statewide resources and reimbursement program; and performs the full range of supervisory duties over lower-level Resources & Reimbursement Program Development Specialists and other subordinate staff.

### Minimum Qualifications

#### *Resources & Reimbursement Program Development Specialist 1*

Open Competitive: Six years of experience in the research, development, or implementation of regulations or policies related to funding programs for healthcare, mental health, or developmental disabilities services; or four years of such experience and completion of a two-year traineeship.

Substitutions: An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree may substitute for five years of experience; and a J.D. or doctorate may substitute for six years of experience.

#### *Resources & Reimbursement Program Development Specialist 2*

Promotion: one year of service as a Resources & Reimbursement Program Development Specialist 1.

#### *Resources & Reimbursement Program Development Specialist 3*

Promotion: one year of service as a Resources & Reimbursement Program Development Specialist 2.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the

Division of Staffing Services for current information on minimum qualifications for appointment or examination.

Date: 3/2026

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