

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

Classification Standard

Occ. Code 8161515

Long Term Care Systems Specialist 1 (Health), Grade 18 8161515
Long Term Care Systems Specialist 2 (Health), Grade 23 8161525
Long Term Care Systems Specialist 3 (Health), Grade 25 8161535

Brief Description of Class Series

Long Term Care Systems Specialists (Health) provide technical assistance regarding long-term care, home health, managed long term care, Medicaid and Medicare dual eligibility, and the New York State Medicaid system. They work in conjunction with other State agencies to promote the redesign of Long Term Services and Supports (LTSS) and rebalance the delivery of LTSS towards community-based care; promote enhanced consumer choice; standardize information for eligibility determination and enrollment processes; improve access to and expanding community LTSS; and provide services in the least restrictive setting.

These positions are classified only at the Department of Health.

Distinguishing Characteristics

Long Term Care Systems Specialist 1 (Health): entry level; recommends policy, program development, and evaluation methods; analyzes data and charts, and maintains databases; and monitors contracts to State and local LTSS programs under the supervision of Long Term Care Systems Specialist 2 (Health) or higher-level staff.

Long Term Care Systems Specialist 2 (Health): first supervisory level; develops and evaluates programs; approves program payments; and analyzes policy and recommends long-term care reform under the supervision of Long Term Care Systems Specialist 3 (Health) or higher-level staff.

Long Term Care Systems Specialist 3 (Health): second supervisory level; provide guidance in the development, implementation, oversight, and monitoring of LTSS programs; and develop policies and procedures to improve access to LTSS programs under the general direction of higher-level staff.

Illustrative Duties

Long Term Care Systems Specialist 1 (Health)

Reviews proposed Federal laws and regulations; drafts State responses to Federal law and regulations.

Recommends long term care policies, programs and evaluation methodologies based upon data collection and surveys.

Monitors contracts with health plans to verify deliverables and compliance with long term care program standards.

Liaises with long term care business units to obtain input on programs and policies, and synthesizes information for higher-level staff.

Surveys health plans and disseminates information on long term care services costs and financing.

Drafts reports based on long term care program survey research.

Long Term Care Systems Specialist 2 (Health)

Researches and proposes policy options and recommendations for long term care services and financing, including managed care products to contain health care costs while ensuring access to quality health care services.

Analyzes data from cost reports, claims processing systems and quality assurance systems to evaluate long term care services.

Designs and develops qualitative and quantitative analysis measures to identify waiver services and participant trends to improve long term care services.

Implements new or refined systems and performs evaluation of long term care systems; makes recommendations for long term care reform; and develops managed long term care models.

Monitors contracts to verify deliverables and compliance with program standards associated with managed long term care programs.

Provides technical assistance to contractors regarding programmatic, fiscal, data and reporting requirements, and liaises with State agencies administering or delivering long term care programs such as the Office of Mental Health, Office for People with Developmental Disabilities, and the Office for the Aging.

Performs the full range of supervisory duties such as performance evaluations and time and attendance of Long Term Care Systems Specialist 1 (Health).

Long Term Care Systems Specialist 3 (Health)

Reviews long term care programs, and health and safety of program participants to ensure quality assurance and compliance with the federal government's Centers for Medicare and Medicaid Services (CMS).

Leads and develops programs to increase expenditures on community-based long term care services versus institutional and foster care.

Participates in work groups and liaises with Department of Health long term care units, and other State agencies, local social services districts, Medicaid providers, managed care plans, long term care providers and other health plan providers to improve availability, quality, and affordability of long term care services.

Reviews and recommends long term care legislation, programs, policy, regulations and procedures.

Makes determinations on the appropriateness and pricing and reimbursement of long term care services.

Recommends performance measures for home and community-based providers in NYS that are evidenced based and tested for NYS Medicaid waiver populations.

Reviews national best practices strategies and performance measures for potential incorporation into the NYS standards for home and community-based providers.

Manages Request for Proposals and Request for Application development, coordination of procurements, contract development and execution and subsequent monitoring of contractors to ensure efficient and effective implementation.

Supervises long term care systems team, and performs the full range of supervisory duties such as performance evaluations, and time and attendance of Long Term Care Systems Specialist 2 (Health).

Minimum Qualifications

Long Term Care Systems Specialist 1 (Health)

Open-Competitive: six years of experience* administering or analyzing disability, aging, health, or social service programs for older adults, three years of which must have been in the development, delivery, or monitoring of long term services and supports.

Long Term Care Systems Specialist 2 (Health)

Promotion: one year of permanent service as a Long Term Care Systems Specialist 1 (Health).

Open-Competitive: seven years of experience* administering or analyzing disability, aging, health, or social service programs for older adults, four years of which must have been in the development, delivery, or monitoring of long term services and supports.

Long Term Care Systems Specialist 3 (Health)

Promotion: one year of permanent service as a Long Term Care Systems Specialist 2 (Health).

Open-Competitive: eight years of experience* managing disability, aging, health, or social service programs for older adults, five years of which must have been in the development, delivery, or monitoring of long term services and supports, and one year of which must have been at a supervisory level.

*Substitutions: a bachelor's degree substitutes for four years of experience; associate's for two years; master's degree for an additional year of experience.

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 of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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