

May 27, 2025

Job Posting #8489.00

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS**

601 North E Street, San Bernardino, CA 92415-0020 • Ted Alejandre, Superintendent

**BILLING SPECIALIST  
(MEDI-CAL)**

SALARY: \$5,439.00 to \$6,629.00 Monthly (Range 78)  
LENGTH OF SERVICE: 260 Days/12 Months per Year  
APPLICATION DEADLINE: June 9, 2025 (4:00 PM PST)  
LOCATION: Student Services, Redlands

**POSITION DESCRIPTION**

The Billing Specialist-Medi-Cal Local Educational Agency (LEA) performs intermediate clerical, fiscal and program related functions in support of the Student Services department. This position also performs various assignments including interfacing with the health insurance portability and accountability act (HIPAA) approved database. The Billing Specialist-Medi-Cal LEA is responsible for establishing, organizing and maintaining information related to the SBCSS Student Services Branch and participant eligibility and billing. The Billing Specialist-Medi-Cal LEA will act as a team leader assisting support staff as they document service to program clients.

**ESSENTIAL JOB FUNCTIONS**

- Monitors operation of the Medi-Cal LEA Billing Program and other assigned Student Services programs including assisting in setting and meeting program objectives;
- Reviews and maintains participant files and other records;
- Audits payments, files and other documents for accuracy;
- Applies program guidelines to determine participant eligibility for Medi-Cal LEA components;
- Prepares training materials, correspondence, reports and other items;
- Assists parents, children's services staff, providers and others;
- Maintains relationships with state and local agencies, Medi-Cal participants and others;
- Coordinates and assists in presentations to invested partners to inform them of the program;
- Creates, updates and revises forms and materials;
- Trains Staff and support their ongoing efforts to successfully document services while following Medi-Cal LEA guidelines;
- Coordinates and attends meetings, workshops and other events;
- Performs related duties as required.

**JOB REQUIREMENTS**

**Experience** working in the Medi-Cal LEA billing system, planning and organizing program activities, performing complex clerical and fiscal work functions;

**Skill** in the use of computer programs including all Microsoft programs, preparation and maintenance of fiscal and other detailed records, operation of standard office equipment (telephone, calculator, fax, typewriter, copier, etc.);

**Knowledge** of licensing regulations and/or funding sources related to Medi-Cal programs, office management procedures, basic fiscal operations, English grammar and usage;

**Ability** to communicate effectively and work cooperatively with individuals of various cultural and socioeconomic backgrounds; read, interpret and explain policies, procedures, regulations; maintain accurate records; successfully work on multiple projects, troubleshoot problems as needed, work independently as well as in groups, meet required timelines, perform fiscal operations, follow oral and written instructions;

**Physical Abilities** include sitting for extended periods, reaching, fine manual dexterity, pulling, talking/hearing, and near and far visual acuity/depth perception/color vision/field of vision.

### **MINIMUM QUALIFICATIONS**

- Two (2) years experience performing complex clerical and/or fiscal work;
- Two (2) years experience in the medical billing and filing field;
- Possession of a high school diploma (or its equivalency) or higher or possession of a GED.

### **DESIRED QUALIFICATIONS**

- Experience in Medi-Cal charting;
- Possession of an Associate's degree in business or a related field;
- Bilingual English/Spanish.

### **NECESSARY MATERIALS FOR APPLICATION**

- Completed Ed-Join on-line Application (incomplete application will not be considered. All fields must be filled in);
- Current Résumé;
- One (1) Current (*signed and dated within 3 years*) Letter of Reference.
- **Applicants must meet minimum qualifications and provide all necessary materials prior to the stated deadline in order to qualify as a candidate.**

**APPLICATION PROCESS:** All applications must be submitted through Ed-Join. Go to the San Bernardino County Superintendent of Schools website at [www.sbcss.k12.ca.us](http://www.sbcss.k12.ca.us); click on Human Resources; scroll down then click on “[Click Here](#)” to access the EDJOIN website” and attach your online profile ***to this job posting #***. If you are disabled and need reasonable accommodations to complete the application process, please contact Human Resources at 760 East Brier Drive, San Bernardino, CA 92408 • (909) 386-9561. This facility is handicapped accessible.

*The Superintendent is committed to providing equal opportunity for all individuals in Superintendent programs and activities. Superintendent programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decision making; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Title IX Coordinator: Joe Sanchez, Director Risk Management, call (909) 386-9673 or email: [Joe.Sanchez@sbcss.net](mailto:Joe.Sanchez@sbcss.net)).*

State law requires all of our employees to be fingerprinted for the purpose of a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986, provide proof of work eligibility. If hired, please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S.

Created August 2016