

**Office of State Budget and Management**  
**Establish New, Receipt-Supported Positions**  
(G.S. 143-34.1)

Agency: DHHS Division: Medical Assistance

Budget Code: 14445 Center Title: DMA Budget Management Center  
Number: 1101112199

**\*\*\* Position Information \*\*\***

Proposed Classification: Business Officer III Proposed Salary Grade: 77

Salary Range: \$41,190 - \$68,431 Proposed Effective Date: 01/01/04

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 15,066,912	\$ 54,811
Receipts	<u>9,015,038</u>	<u>26,405</u>
Appropriation	\$ 6,051,874	\$ 26,406

**Funding Source(s):** The Business Officer III position is to be funded 50% by the Medicaid Administrative Federal Grant. The remaining 50% will be funded by program funds (fund 1310).

**Justification for Position (including description of duties and responsibilities):**

The Business Officer III position will reside in the Budget and Forecasting Section of DMA Budget Management and will function as the lead for budget issues. Duties include, but are not limited to:

- Oversees day-to-day administration of the DMA budgets.
- Develops fiscal notes and expansion / reduction budget items related to the administrative budget or special projects.
- Manages the division's critical needs process, including developing a funding plan to support DMA contracts.
- Develops management reports.
- Reviews contracts to determine appropriate FFP and funding.
- Oversees development of contract reports that allow managers to track expenditures and monitor trends.
- Ensures cost allocation is appropriately documented and records maintained.
- Oversees work of two Accountant IIs and Accountant I.
- Reviews PER and FPR to ensure that the reports are accurate.
- Develops policy and procedures as needed.

Statutory Reference for Request

Lanier M. Cansler  
Presentation to be made by

Lanier M. Cansler  
Agency Head Signature

Deputy Secretary, DHHS  
Title

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State Budget Officer Signature