



## West Virginia Health and Human Resources Specialist, Senior

<b>SALARY</b>	\$3,432.83 - \$5,982.42 Monthly \$41,194.00 - \$71,789.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	BMS2600004
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	08/11/2025
<b>CLOSING DATE</b>	8/20/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

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### Nature of Work

BMS2600004

Under the general supervision of the Director, this position performs work at the advanced level by providing administrative coordination and complex technical assistance in a component of a major statewide program, a statewide program in its entirety, or a major technical area specific to or characteristic of the West Virginia Department of Human Services (DoHS).

In this particular instance, the role focuses primarily on the major statewide Medicaid program within the Member Eligibility Policy Unit.

- Specific duties related to this position include:
- Program policy development
- Preparing policy clarifications and disseminating them to appropriate individuals
- Coordinating and providing technical assistance to field staff
- Collaborating with federal and state staff to develop program policies and procedures that maintain program compliance and integrity

The position acts as a liaison to facilitate problem resolution and ensure compliance with federal, state, and local regulations, laws, policies, and procedures governing the program or technical area.

Additional responsibilities include:

- Developing standards for major systems
- Monitoring and/or evaluating complex systems or multi-program operations
- Consulting on highly complex individual situations that may have significant impact on systems or involve sensitive legal issues

This role requires independent judgment in determining actions in both administrative and operational aspects of the assigned area. The incumbent exercises considerable latitude in varying methods and procedures to achieve desired

results.

Travel is required. Performs other duties as assigned.

Job Location: Kanawha County

Position Number: 0511P04548

## Minimum Qualifications

**Training:** Bachelor's Degree from a regionally accredited four-year college or university.

**Substitution:** Additional experience as described below may be substituted for the required training on a year-for-year basis.

**Experience:** Four years full-time, equivalent part-time paid or volunteer experience in a technical or program area that is related to the area of employment.

**Substitution:** Post-graduate education in a field related to the technical or program area may be substituted for the required experience on the basis of fifteen semester hours for one year of experience.

### Special Requirement for the Commission for the Deaf and Hard of Hearing:

In addition to the above minimum requirements, one year of basic sign language classes.

### Special Requirement for the West Virginia Cancer Registry:

**Certification:** For West Virginia Cancer Registry cancer surveillance, data quality, and registrar education positions, applicant must hold the Certified Tumor Registrar (CTR) credential, **OR** have five years of cancer registry work experience.

### Areas of Assignment:

Behavioral Health  
Community Health  
Emergency Medical Services  
Environmental Health  
Health  
Health Facilities Licensure and Certification  
Health Planning  
Health Promotion  
Interpreter for the Deaf and Hard of Hearing  
Investigation  
Legal  
Rural Health  
Social Services  
Volunteer Services  
Cancer Registry

## Other Information

**Substitution:** *Three years of full-time or equivalent part-time paid experience in the Health and Human Resources series may substitute for the required training and experience*

PG: 15 \$41,194 - \$71,789

Market Rate: \$63,870

Email applications to: [Bunny.L.Harper@wv.gov](mailto:Bunny.L.Harper@wv.gov)

Mail applications to: Bunny L. Harper, 350 Capitol Street, Room 251. Charleston, WV 25301

Please include posting number: BMS2600004 on application

Please note: ***Applications of covered state employees, mailed to DOP or completed via DOP's on-line method are not forwarded***

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**Employer**

West Virginia

**Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Phone**

(304) 558-3950

**Website**

<https://personnel.wv.gov/Pages/default.aspx>