



# West Virginia HHR Deputy Commissioner - Bureau for Medical Services - Kanawha Co.

<b>SALARY</b>	See Position Description	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	BMS2500010 PSA
<b>DEPARTMENT</b>	- Not in the Classified Service, See Posting	<b>OPENING DATE</b>	10/07/2024
<b>CLOSING DATE</b>	10/22/2024 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

## Nature of Work

\*\*\*\*Exempt Position\*\*\*\*

**\*\*\*This job opportunity is not in the classified service and is not covered under the Administrative Rule of the WV Division of Personnel. If you are interested in this position, you must apply directly to the hiring agency.\*\*\***

**Please send your completed application to:**

**Email applications to [Bunny.L.Harper@wv.gov](mailto:Bunny.L.Harper@wv.gov)  
Mail to Bunny L. Harper, at 350 Capitol Street, Room 251, Charleston, WV 25301.**

**Division of Personnel application can be found online [HERE](#) (Download PDF reader)  
(Download application and save to your computer)**

**Please include job posting number BMS2500010 on your application**

Under administrative direction, performs highly complex administrative work in assisting the Medical Services Bureau Commissioner in planning, organizing, and directing activities in program, operational and financial areas of the bureau. The work is considerably dynamic due to the extensive inter-relationship with other bureaus, departments, agencies and the legislature. Multi-disciplinary skills are required in planning, coordinating, and directing the various divisions within the bureau and their interface with state government in general. Oversees the development of administrative policies and procedures for the missions and functions in the area of assignment; assures the effective and efficient integration of these policies throughout the bureau. Monitors and evaluates policies, programs, and procedures throughout the bureau and recommends modifications to improve efficiency and effectiveness of program operations. Advises the bureau commissioner on administrative functions and program mission. Assists in the development of the bureau budget and continuous quality improvement (CQI) plan; assists with the presentation of the CQI; oversees the execution of the CQI throughout the fiscal year. Assists in the development and evaluation of legislative proposals, assists in maintaining effective liaison with legislative officials. Coordinates the development and implementation of new programs, policies and procedures. Advises the bureau commissioner on major initiatives in program and mission areas of the bureau. Performs related work as required.

## Minimum Qualifications

**Training:** Graduation from a regionally accredited college or university.

**Substitution:** Experience as described below may substitute for the training on a year-for-year basis.

**Experience:** Ten years of full-time or equivalent part-time professional administrative experience in public or business administration, budgeting, or program planning.

### SPECIAL REQUIREMENTS FOR THE BUREAU OF CHILD SUPPORT ENFORCEMENT, DEPUTY COMMISSIONER OF PROGRAMS:

**Training:** Admission to practice law in the State of West Virginia.

**Experience:** Eight years of full-time or equivalent part-time paid employment in the practice of law, including one year of trial work, two years of which must have been in a supervisory or lead worker capacity.

**Substitution:** One year of full-time paid employment as an attorney with the Bureau shall be considered the equivalent of two years experience, excluding the supervisory or lead worker requirement.

## Other Information

Please note, this is an Exempt position and is not covered under the merit system administered by the West Virginia Division of Personnel.

PG: 24 \$66,043 - \$117,760

Market Rate: \$104,374

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

Please include posting number BMS2500010 on Application.

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

***This job opportunity is not in the classified service and is not covered under the Administrative Rule of the WV Division of Personnel. Therefore, interested persons must apply directly to the hiring agency as indicated above.***

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### Agency

West Virginia

### Address

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

### Phone

(304) 558-3950

### Website

<http://www.personnel.wv.gov>