



**WEST VIRGINIA**  
 Division of Personnel  
 1900 Kanawha Blvd. East, Building 3 Suite 500  
 Charleston, WV 25305

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

**invites applications for the position of:  
 Budget Analyst 3**

*An Equal Opportunity Employer*

<b>SALARY:</b>	\$3,371.42 - \$6,237.08 Monthly \$40,457.00 - \$74,845.00 Annually
<b>DEPARTMENT:</b>	DHHR - BMS - BUREAU FOR MEDICAL SERVICES
<b>OPENING DATE:</b>	09/12/22
<b>CLOSING DATE:</b>	09/21/22 11:59 PM
<b>VARIOUS LOCATIONS:</b>	KANAWHA
<b>NATURE OF WORK:</b>	

BMS2300015

This Budget Analyst 3 is responsible for developing and managing the assigned operational component(s) of the Bureau's Medical Services (Medicaid) and administrative budgets, totaling \$4 billion and \$128 million. Preparation and/or coordination of highly complex revenue, expense, and reconciling reports for the following, but not limited to bureau, department, state government (legislature), and federal government. Oversee employees in the preparation of financial reports. Ensures compliance with all federal, state and department regulatory and policy requirements. Preparation of expenditure research and analysis activities with policy and rate setting staff to accurately forecast recommended budget and program changes. Preparation and/or overview of periodic and special reports for monitoring the Bureau's budgets and expenditures. Preparation of annual, interim and special legislative budget and expenditure reports. Develop and prepare reports reflecting the operational status of the Bureau. Monitoring of quarterly allotments and preparation of budget adjustments as needed. Preparation and/or overview of federal, state and department reporting including the waiver programs, programs expenditures and budget estimates. Preparation of fiscal responses to inquiries including surveys, freedom of information act requests, state plan amendments and legislative performance reviews. Preparation of comprehensive annual financial report (CAFR) and single audit reporting for the Bureau. Represents the director at various functions and meetings. Other related duties as assigned.

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:

<https://dhhr.wv.gov.vip.Pages/default.aspx>

#DHHRJOBS  
0511P03717

**EXAMPLES OF WORK:**

**MINIMUM QUALIFICATIONS:**

**Training:** Bachelor's degree from an accredited four-year college or university with a major in business administration, public administration, accounting, statistics, economics, finance, public policy analysis or related fields.

**Substitution:** Additional full-time or equivalent part-time paid experience as described below may be substituted for the training on a year-for-year basis.

**Experience:** Four years of full-time or equivalent part-time paid technical work in governmental budget preparation, monitoring and/or review.

**For DHHR Bureau for Medical Services only, four years of full-time or equivalent part-time paid experience in non-governmental budget preparation, monitoring and/or review may substitute for the required experience.**

**OTHER INFORMATION:**

**For DHHR Bureau for Medical Services only, four years of full-time or equivalent part-time paid experience in non-governmental budget preparation, monitoring and/or review may substitute for the required experience.**

PG: 17 \$40,457 - \$74,845  
Market Rate: \$65,944

Email applications to [kim.d.huffman@wv.gov](mailto:kim.d.huffman@wv.gov) or mail to Kim Huffman at 350 Capitol Street  
Charleston, WV 25301 Room 251

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

Please include posting number BMS2300015 on the application

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnel.wv.gov>

Position #BMS2300015  
BUDGET ANALYST 3  
JM

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, WV 25305  
(304) 558-3950

[DOP.applicantservices@wv.gov](mailto:DOP.applicantservices@wv.gov)

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