

**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:
 Health and Human Resources Program Manager 1**

An Equal Opportunity Employer

SALARY: \$3,574.83 - \$6,613.17 Monthly
 \$42,898.00 - \$79,358.00 Annually

DEPARTMENT: DHHR - BMS - BUREAU FOR MEDICAL SERVICES

OPENING DATE: 11/21/22

CLOSING DATE: 11/30/22 11:59 PM

LOCATION OF VACANCY: KANAWHA

NATURE OF WORK:

BMS2300020

Under general direction, the program manager performs complex administrative and professional work at the advanced level in managing a program. This individual is responsible to manage specific areas of assignment. Specific assignments include all behavioral health, clinic services, rehabilitation services, outpatient services, targeted case management services and school-based health services. Complex level of problem-solving health demands and decisions for the assigned areas is required. The incumbent of this position must be able to persuade or dissuade others on major health policy and program matters. Performs health related work and policy development as required. The program manager will report to the director. Duties include, but not limited to providing planning, policy development, direction, coordination and administration and management of the operation in areas of assignment. Program manager will enforce agency objectives, participate in staff development related to areas of assignment, specifically, they will be responsible for the policy and procedures for Medicaid programs that are responsible for behavioral health. Will be responsible for administering, implementing, and assessing the need for policy and/or procedure changes. Develop and maintain collaborative efforts among behavioral health services agencies. Performs research and analysis of legislative health issues related to areas of assignment. Research best practices to promote behavioral health policy that is nationally accepted. Must have ability to communicate with behavioral health personnel both verbally and in writing. Performs research and analysis of other states policies, other insurance policies, and current standards for areas of assignment. Will monitor and evaluate administering of behavioral health services. Ensure manuals of areas of assignment are maintained and current. Provide policy interpretation to staff, supervisor, public officials, and advocacy groups. Responds to requests from members, public officials, other departments, and agencies related to the areas of assignment within established time frames. Other duties as assigned.

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:

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

#DHHRJOBS

0511P03592

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Master's degree from an accredited college or university in the area of assignment.

Substitution: One year of full-time or equivalent part-time paid experience as described below may substitute for the Master's degree.

Experience: Three years of full-time or equivalent part-time paid professional experience in the area of assignment, one year of which must have been in a program administration capacity.

Substitution: Post-graduate training in the area of assignment may substitute through an established formula for the non-supervisory experience.

Promotional Purposes Only: Eight years of full-time or equivalent part-time paid experience in the area of assignment, one year of which must have been in a program administration capacity.

Areas of Assignment:

Behavioral Health
 Community Health
 Emergency Medical Services
 Environmental Health
 General Administration
 Health
 Health Facilities Licensure and Certification
 Health Planning
 Health Promotion
 Investigation
 Legal
 Rural Health
 Social Services
 Volunteer Services

OTHER INFORMATION:

PG: 18 \$42,898 - \$79,358

Market Rate: \$69,922

Special hiring rates:

- \$50,250 at Bureau for Medical Services

Email applications to 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 BMS2300020 on the application

APPLICATIONS MAY BE FILED ONLINE AT:

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

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

DOP.applicantservices@wv.gov

Position #BMS2300020
 HEALTH AND HUMAN RESOURCES PROGRAM
 MANAGER 1
 JM