



**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 Specialist**

*An Equal Opportunity Employer*

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<b>SALARY:</b>	\$2,449.67 - \$4,531.83 Monthly \$29,396.00 - \$54,382.00 Annually
<b>DEPARTMENT:</b>	DHHR - BMS - BUREAU FOR MEDICAL SERVICES
<b>OPENING DATE:</b>	06/27/22
<b>CLOSING DATE:</b>	07/06/22 11:59 PM

**NATURE OF WORK:**

BMS2200015

Under general supervision of the director of provider rate development, this position will assure that the buy-in programs are administered in accordance with federal and state regulations. Incumbent will perform work at the advanced level by providing administrative coordination of complex regulations and technical program specifications. Current buy-in programs include premium assistance for Medicare part A, B, and D plan coverage, private/commercial insurance plan, and program oversight of the Medicaid work incentive network (m-win), which enable qualified individuals with disabilities to purchase Medicaid insurance coverage while continuing to be employed. The position is responsible for the reconciliation and accurate reporting of premium payments, ensuring insurance coverage is accurately recorded in the claims system, and meeting all federal timelines to ensure benefit coverage. Position will maintain direct contact with the local West Virginia Social Security Administration office, local Department of Health and Human Resources area offices, Medicaid claims processing agent, TPL agent, and the centers for Medicare and Medicaid services. This position is essential to ensure the WV Medicaid member's eligibility records are accurate, current and in agreement with the member's, coverage status. Member's information/file data is provided and exchanged with recipient automated payment and information date systems (Rapids), the Centers for Medicare and Medicaid (CMS), and Medicaid claims processing agent to ensure proper premium payments and coverage for Medicaid members. This position will address procedural changes, clarify guidelines, and address written and verbal correspondences. Communicate directly in resolution of current eligibility and coverage issues with social security offices, US Railroad Retirement Board, Centers for Medicare, and Medicaid services (CMS), Medicaid providers, Client Services, local county DHHR offices, BMS staff members, third party liability (TPL) contractor, and attorneys. Maintain and ensure full responsibility for the application of current regulations to individual situations as they occur within the buy-in program. Will assist in the review and development of regulations, standards, and procedures and assist staff, members, and interested parties, as well as facilitate any presentations regarding the buy-in programs training and/or outreach the public. Other duties as assigned.

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:

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

#DHHRJOBS

0511P03700

**EXAMPLES OF WORK:**

**MINIMUM QUALIFICATIONS:**

**Training:** Bachelor's degree from a regionally accredited college or university.

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

**Experience:** Two (2) 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 area of employment may be substituted for the required experience on the basis of fifteen semester hours for one (1) year of experience.

**OR**

Master's degree in social work from a regionally accredited social work program from a regionally accredited college or university.

**Note:** Appointment above the entry rate may be made at 5% for each six (6) months of successfully completed work as an intern in a practicum placement with the Department of Health and Human Resources for the Master of Social Work degree.

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

**Training:** Bachelor's degree from a regionally accredited college or university in Interpreting/ASL Linguistics.

**OR**

**Experience:** Seven (7) years of full-time or equivalent part-time paid or volunteer interpreting experience on an ongoing basis in educational, legal, medical, vocational and other settings for Deaf, Hard of Hearing or Deaf Blind.

**Certification:**

- Certified as an interpreter by the Registry of Interpreters for the Deaf (current or valid) Certification of Interpretation (CI) and Certificate of Transliteration (CT).
- Comprehensive Skills Certificate (CSC), or Reverse Skills Certificate (RSC).
- Certified Deaf Interpreter (CDI) or Certified Deaf Interpreter-Provisional (CDI-P).
- Certified by the National Association of the Deaf (Level V only).

**OTHER INFORMATION:**

PG: 13 \$29,396 - \$54,382

Market Rate: \$47,915

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 BMS2200015 on the application

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

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