



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:	02/27/23
CLOSING DATE:	03/08/23 11:59 PM
LOCATION OF VACANCY:	KANAWHA
NATURE OF WORK:	

BMS2300034

Under administrative direction, this individual is responsible for assisting the Bureau for Medical Services' Medicaid Management Information System (MMIS) director with the design, development, and management of the Bureau's applications. Duties and responsibilities: Management of fiscal agent contract monitoring, MMIS operations, BMS HIPAA compliance, staff performing hardware/software inventory, MMIS provider and member enrollment and claim issues; Participation in BMS medical policy development and review; Oversee and coordinate BMS participation in national standard maintenance organizations; Other related duties as assigned.

**Medicaid experience and/or MLC certification preferred

**Preference will be given for experience with MMIS operational support of claims analysis and processing

Position Number: **0511P03692**

Job Location: Kanawha County

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:
[HTTP://WWW.DHHR.WV.GOV/VIP/PAGES/WELCOME.ASPX](http://www.dhhr.wv.gov/vip/pages/welcome.aspx) #DHHRJOBS

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:

Preference will be given for Medicaid experience and/or Medicaid Learning Center certification.

Preference will be given for experience with Medicaid Management Information System operational support of claims analysis and processing.

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**.

Mail to Kim D. Huffman, at 350 Capitol Street, Room 251, Charleston, WV 25301.

Please include posting number **BMS2300034** on application.

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

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

Position #BMS2300034
HEALTH AND HUMAN RESOURCES PROGRAM
MANAGER 1
SE

1900 Kanawha Blvd. East
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(304) 558-3950

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