



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, Senior**

An Equal Opportunity Employer

SALARY:	\$2,999.50 - \$5,549.08 Monthly \$35,994.00 - \$66,589.00 Annually
DEPARTMENT:	DHHR - BMS - BUREAU FOR MEDICAL SERVICES
OPENING DATE:	03/27/23
CLOSING DATE:	04/05/23 11:59 PM
LOCATION OF VACANCY:	KANAWHA
NATURE OF WORK:	

BMS2300037

HHR Specialist Senior

This HHR Spec. Sr. position will be the primary position responsible for activities and initiatives focused on the operations and Medicaid Information Technology Architecture (MITA) section for the Bureau. This includes the responsibility for the collaboration with other defined management groups within DHHR, other agencies and vendors with respect to initiatives for the Bureau. Coordinates the development and assists in the implementation of processes, procedures and initiatives related to MITA methodologies planning for the Bureau. Maintain contact and collaborates with appropriate federal, DHHR, Bureau, relative agency and/or vendor representatives in support of MITA initiatives. Develops and implements policies and/or procedures related to operations methodology planning initiatives. Coordinates the development of research, information, documentation, and/or training programs in support of defined work areas of assignment. Evaluates unit operations and recommends operational changes to facilitate efficient and effective accomplishment of goals or delivery of services. Informs supervisor of technical area, program, or service deficiencies and recommends improvements. Other related duties as assigned.

Position Number: 0511P04554

Job Location: Kanawha County

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:
 HTTP://WWW.DHHR.WV.GOV/VIP/PAGES/WELCOME.ASPX #DHHRJOBS
 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 **BMS2300037** on application.

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

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Bachelor's Degree from a regionally accredited four-year college or university.

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

Experience: Four 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 technical or program area may be substituted for the required experience on the basis of fifteen semester hours for one year of experience.

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

In addition to the above minimum requirements, one year of basic sign language classes.

Special Requirement for the West Virginia Cancer Registry:

Certification: For West Virginia Cancer Registry cancer surveillance, data quality, and registrar education positions, applicant must hold the Certified Tumor Registrar (CTR) credential, **OR** have five (5) years of cancer registry work experience.

Areas of Assignment:

Behavioral Health
Community Health
Emergency Medical Services
Environmental Health
Health
Health Facilities Licensure and Certification
Health Planning
Health Promotion
Interpreter for the Deaf and Hard of Hearing
Investigation
Legal
Rural Health
Social Services
Volunteer Services
Cancer Registry

OTHER INFORMATION:

PG: 15 \$35,994 - \$66,589

Market Rate: \$58,670

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 **BMS2300037** 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>

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

DOP.applicantservices@wv.gov

Position #BMS2300037
HEALTH AND HUMAN RESOURCES SPECIALIST,
SENIOR
SE