



West Virginia

Health and Human Resources Specialist, Senior

SALARY	\$2,999.50 - \$5,549.08 Monthly \$35,994.00 - \$66,589.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	BMS2400011	DEPARTMENT	DHHR - BMS - BUREAU FOR MEDICAL SERVICES
OPENING DATE	09/20/2023	CLOSING DATE	9/29/2023 11:59 PM Eastern
LOCATION OF VACANCY	KANAWHA		

Nature of Work

BMS2400011

Department of Health and Human Resources (DHHR)/ Bureau for Medical Services (BMS)/ Kanawha Co - This position is to assume coordination and administration, through a vendor contract of the claims processing system managing the pharmacy benefit according to West Virginia Medicaid policy. The position would be responsible for overseeing, with the vendor, system capability with regard to provider enrollment, member eligibility, drug file review, pricing accuracy, and coordination across the MMIS components. This major program is the most highly utilized benefit within the Medicaid program and requires complex problem solving and decision-making skills in addition to diplomacy and leadership in managing pharmacy services for 350,000 beneficiaries and 700 pharmacy providers, with expenditures in excess of \$355 million. This person will act as a liaison with the Medicaid fiscal agent to configure pharmacy policies and evaluate system performance. Will also act as a liaison with the Medicaid fiscal agent and other vendors to facilitate transfer of data and managing deliverables as required under contractual agreements. Direct monitoring activities to ensure that existing medicaid policies are enforced and mandated services are accessible to Medicaid and state supported program beneficiaries. Provide leadership and training to other pharmacy and support staff relating to the claims processing system. Ensure that all approved pharmacy benefit policies are accurately configured and enforced through the automated pharmacy claims processing system in order to meet existing and respond to future federal and state regulatory requirements. Other related duties as assigned.

***Note: This position may be eligible for a FLEXIBLE/HYBRID schedule, pending all requirements are met per the telework policy 2122 section VII B ***

Position Number: 0511P03713

Job Location: Kanawha County

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:

[HTTP://WWW.DHHR.WV.GOV/VIP/PAGES/WELCOME.ASPX #DHHRJOBS](http://WWW.DHHR.WV.GOV/VIP/PAGES/WELCOME.ASPX #DHHRJOBS)

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

Promotional Only: Three (3) years of full-time or equivalent part-time paid experience in the Health and Human Resources series may substitute for the required training and experience.

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 BMS2400011 on application.

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

Agency

West Virginia

Phone

(304) 558-3950

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Website

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