



## West Virginia

# Health and Human Resources Office Director 3 - Bureau for Medical Services - Kanawha Co.

<b>SALARY</b>	\$5,171.50 - \$9,198.83 Monthly \$62,058.00 - \$110,386.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	BMS2500015 PSA
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	12/26/2024
<b>CLOSING DATE</b>	1/10/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

## Nature of Work

The Office Director, under the limited direction of the Deputy Commissioner, is responsible for providing leadership, coordination, and strategic vision for two complex and major divisions within the Bureau for Medical Services - Home & Community Based Services (HCBS) and Money Follows the Person (MFP). The Office Director is responsible for developing and overseeing program growth and services to Medicaid members in the HCBS/MFP programs.

Responsibilities include, but are not limited to:

- Planning, developing, and overseeing implementation of program policies and procedures within state and federal regulations and guidelines
- Providing technical consultation, and interpreting and applying statutes, regulations and policies related to the units under their direction
- Coordinating with BMS' Finance Department to develop annual cost projections for the HCBS and MFP units
- Directing the work of managerial and professional staff
- Planning operations, and establishing priorities, processes, and procedures for the units under their direction
- Reviewing the work of subordinate staff, evaluating employee performance, and identifying staff training needs
- Coordinating and prioritizing resources, and providing guidance and support through research, supervision and liaison activities
- Monitoring and evaluating the effectiveness and efficiency of programs and units
- Overseeing the preparation of special or periodic reports related to assigned units, and analyzing data and reports to identify and determine causes of problems
- Monitoring and evaluating contract deliverables for the government sub-agent fiscal employer agent, the utilization management company, the Bureau of Senior Services, the medical eligibility contracted agent, etc.
- Researching a variety of sources related to programs under their purview and policies and procedures to remain informed of issues and to plan, develop and implement improvements
- Participating in and representing the Bureau at state and national conferences and meetings
- Serving as a subject matter expert
- Monitoring compliance to assure consistency with legal requirements

Other duties as assigned

**Click The APPLY Link To Apply Online.**

**IMPORTANT:** Your eligibility will be based on information provided in your application; therefore, make sure your application is detailed and complete. You **MUST** complete ALL parts of the application, including the Work Experience section.

**ATTENTION:** Applicant must verify post high school education by submitting an official transcript or diploma, training or licensure earned pertaining to this position by the closing date of the posting, if not previously verified. If you are claiming Veterans preference, please submit "MEMBER 4" form and/or your VA Letter. Protecting your personal information is our highest priority. If your official transcript, training/licensure, or Veterans documentation contains your Social Security Number and/or birthdate, please redact that information before submitting it to the Division of Personnel.

Please attach documents to the online application before submitting it. Or, you may email it to: [applicantsservices@wv.gov](mailto:applicantsservices@wv.gov) or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

Be sure to submit your application for each position of interest. To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a [Job Interest Card](#) from the slide-out menu located at the top left of our *Job Opportunities* page.

## Minimum Qualifications

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

**OR**

**Substitution:** Bachelor's degree from a regionally accredited college or university and two (2) additional years full-time or equivalent part-time paid experience as described below may substitute for the required training.

**OR**

**Substitution:** Six (6) additional years of full-time or equivalent part-time paid professional experience as described below may substitute for the required training.

**AND**

**Experience:** Seven (7) years of full-time or equivalent part-time paid professional experience, four (4) years of which must have been in a program administration capacity.

**OR**

**Substitution:** Post-graduate coursework may substitute for the required experience at the rate of fifteen (15) semester hours of education for one (1) year of experience.

**\*\*\*The Division of Personnel uses your complete work history to qualify you for positions. Please be as detailed as possible and list all of your past employment.\*\*\***

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**Agency**

West Virginia

**Address**

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

**Phone**  
(304) 558-3950

**Website**

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

## Health and Human Resources Office Director 3 - Bureau for Medical Services - Kanawha Co. Supplemental Questionnaire

**\*QUESTION 1**

The minimum qualifications for this job title are: **Training:** Master's degree from an accredited college or university. **OR Substitution:** Bachelor's degree from a regionally accredited college or university and two (2) additional years full-time or equivalent part-time paid experience as described below may substitute for the required training. **OR Substitution:** Six (6) additional years of full-time or equivalent part-time paid professional experience as described below may substitute for the required training. **AND Experience:** Seven (7) years of full-time or equivalent part-time paid professional experience, four (4) years of which must have been in a program administration capacity. **OR Substitution:** Post-graduate coursework may substitute for the required experience at the rate of fifteen (15) semester hours of education for one (1) year of experience. **Please note:** All college, university or vocational school education, licensure or certification must be verified by attaching a copy of an official transcript, license, or certificate to your online application or by emailing it to the West Virginia Division of Personnel at: [applicantsservices@wv.gov](mailto:applicantsservices@wv.gov) **Job duty descriptions of all experience MUST be included in the Work History section of your online application in order for them to be considered as qualifying experience toward the minimum qualifications. Resumes are not accepted in place of job duty descriptions. Please include details of daily job duties on your online application. Before answering the following question, please note the official Division of Personnel definition for the following: Professional Level - Work which requires the application of theories, principles and methods typically acquired through completion of a Bachelor's degree or higher or comparable experience; requires the consistent exercise of discretion and judgment in**

- I have zero to less than three (3) years of full-time or equivalent part-time paid professional work experience.
- I have three (3) years to less than six (6) years of full-time or equivalent part-time paid professional work experience.
- I have six (6) years to less than nine (9) years of full-time or equivalent part-time paid professional work experience.
- I have nine (9) years to less than twelve (12) years of full-time or equivalent part-time paid professional work experience.
- I have twelve (12) or more years of full-time or equivalent part-time paid professional work experience.

**\*QUESTION 2**

Before answering the following question, please note the official Division of Personnel definitions for the following: **Program -** A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the agency is responsible. A unit can be a division, a section or a workgroup. **Administrative -** Work activities relating to a principal mission or program of an agency or subcomponent thereof that supports that agency's mission or program. This involves analyzing, evaluating, modifying, and/or developing programs, policies, and procedures that facilitate the work of agencies' objectives while applying relevant analysis, theory, and principles. How many years of full-time or equivalent part-time paid program administration experience do you have? **Please remember that job duty descriptions of all experience MUST be included in the Work History section of your online application in order for them to be considered as qualifying experience toward the minimum qualifications. Resumes are not accepted in place of job duty descriptions. Please include details of daily job duties on your online application.**

- I have zero (0) to less than two (2) years of full-time or equivalent part-time paid program administration experience.
- I have two (2) to less than four (4) years of full-time or equivalent part-time paid program administration experience.
- I have four (4) to less than six (6) years of full-time or equivalent part-time paid program administration experience.
- I have six (6) to less than eight (8) years of full-time or equivalent part-time paid program administration experience.
- I have eight (8) to less than ten (10) years of full-time or equivalent part-time paid program administration experience.
- I have ten (10) or more years of full-time or equivalent part-time paid program administration experience.

**\*QUESTION 3**

If you have a degree from an accredited college or university, please enter the following information: the degree you earned, the major/field of study, the date on which you graduated, and the school you graduated from. For example: Bachelor of Science in Business Administration (Concentration in Accounting) 12/09/2023 West Virginia State University If you have successfully completed semester/quarter hours from an accredited college or university, please enter the following information: the number of semester/quarter hours you have earned, the date(s) you attended, and the school(s) you attended. For example: 36 semester hours Spring 2021 through Fall 2021 Marshall University If you have vocational school training or similar, please enter the following information: the number of clock hours or credits earned and/or the certificate(s) or diploma(s) you have earned (including your major/field of study), the date(s) you graduated, and the school(s) you attended. For example: 580 Clock Hours in Arc Welding from Ben Franklin Career Center May 2023 If you have other training, education, certification, and/or licensure that you would like to document (including but not limited to: West Virginia Professional Engineering License, Certified Public Accountant, Comp TIA A+ or Network+ certification, Certified Nursing Assistant, etc.) please enter that information here. If you do not have any of the above training or education, please type "NONE" here.

**\*QUESTION 4**

Were all of the jobs listed in your application paid?

- Yes
- No

**\*QUESTION 5**

If you answered NO to the above question, please list below the names of the employers for which you did not receive compensation. Compensation may not only be salary or wages. It may be room and board, gas mileage, etc. If you answered YES to the above question, please put NONE.

**\*QUESTION 6**

We do not accept any of the following documentation. These will not be utilized during the application process. This documentation will not be reviewed or accepted. Resumes will not be accepted in place of a completed application. 1) Unofficial transcripts 2) High School Diplomas/transcripts 3) Unrelated documents not pertaining to the position for which you are applying 4) Any international degree that has not been evaluated by a N.A.C.E.S. (National Association of Credential Evaluation Services) approved organization. For more information, please visit: <https://www.naces.org/members> 5) Resumes (this information must be included in the Work History section of your application) Please do not attach any of the above documentation to your application, nor send it to the Division of Personnel via email or regular mail. I have read and understand this statement pertaining to my application.

- Yes
- No

**\*QUESTION 7**

**Confirmation.** By submitting my application I confirm and agree that all application statements are correct. I further understand that all my information is subject to verification and any misrepresentation is grounds for permanent disqualification.

I confirm the above statement.

\* Required Question