



West Virginia

Health and Human Resources Program Manager 1 - Bureau for Medical Services - Kanawha Co.

SALARY	\$4,008.17 - \$7,046.50 Monthly \$48,098.00 - \$84,558.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	BMS2500016 PSA
DEPARTMENT	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	OPENING DATE	12/27/2024
CLOSING DATE	1/11/2025 11:59 PM Eastern	LOCATION OF VACANCY	KANAWHA

Nature of Work

The Policy and Compliance Manager within the Office of Program Integrity (OPI) coordinates and directly supervises the activities of staff within the office, manages compliance and oversight programs within the office, represents the office as needed to support compliance and oversight efforts, manages the processing of cases maintained by the office and reviews cases upon closure, recommends changes to agency policies based on identified compliance concerns or changes to relevant state or federal regulations, and maintains the internal policies and procedures of the office.

Responsibilities include but are not limited to:

- Managing compliance and oversight programs within the Office of Program Integrity including payment error rate measurement, audit vendor oversight, provider review, and other programs as needed. Supervising a team of specialists responsible for the administration of assigned programs.
- Acting as a senior representative of the office as needed at administrative hearings, committee meetings, workgroups, conferences, vendor engagements, staff meetings, inter-office meetings, and in other contexts as they arise.
- Managing the processing of cases maintained by the office to ensure timely and appropriate handling through oversight efforts including reviewing all closed cases for compliance with office policies and procedures
- Managing staff training efforts within the office.
- Developing and maintaining internal office policies and procedures.
- Participating in the development of agency policy by researching and analyzing current and draft policies for compliance with all applicable state and federal regulations and recommending changes to address any concerns identified.
- Maintaining awareness of changes to state and federal laws applicable to the Medicaid program and recommending action to the Director when changes arise which may have a substantial impact on the program.

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 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 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.

*****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.*****

Other Information

Special hiring rates:

- \$50,250 at Bureau for Medical Services

Substitution: "CTR (Certified Tumor Registrar) Certification and eight years experience in Central or facility-based Cancer registry, including experience in case finding, abstracting, and/or quality assurance reviews, may substitute for Bachelor's degree."

Agency

West Virginia

Address1900 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 Program Manager 1 - Bureau for Medical Services - Kanawha Co.
Supplemental Questionnaire*****QUESTION 1**

The minimum qualifications for this job title are: A Master's degree from an accredited college or university in the area of assignment plus three (3) years of full-time or equivalent part-time paid professional experience in the area of assignment, one (1) year of which must have been in a program administration capacity *OR* a Bachelor's degree plus four (4) years of full-time or equivalent part-time paid professional experience in the area of assignment, one (1) 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. **Please note:** All college/university education must be verified by attaching a copy of an official transcript to your online application or by emailing it to the West Virginia Division of Personnel at applicantsservices@wv.gov **Please note:** Job duty descriptions of all experience **MUST** be included in the Work History section of your online application in order for them to count as qualifying towards the minimum qualifications. Before answering the following questions, please familiarize yourself with the official Division of Personnel definitions for "professional" level experience, and the terms "program" and "administration" to help guide your response in determining whether or not you have the required one (1) year of program administration experience: **"Professional"** - 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 the research, analysis, interpretation and application of acquired theories, principles and methods to work product. **"Program"** - A group of related activities performed by one or more organizational units for the purpose of accomplishing a f

- I have a Bachelor's degree from an accredited college or university.
- I have a Master's degree from an accredited college or university.
- I have a JD, PhD, or other Doctorate.
- I do not have a doctorate degree, but I do have successful completion of post-graduate semester hours beyond a Master's degree.
- I do not have a Bachelor's degree or higher. PLEASE DO NOT APPLY.

***QUESTION 2**

If you have a Bachelor's degree or higher, please state your degree & field of study here (for example: Master's in Social Work). If you have post-graduate semester hours, please enter the number of semester hours you have completed. If you do not have any information to enter, please type "NONE".

***QUESTION 3**

Please refer back to the West Virginia Division of Personnel definitions of "Program" and "Administration" in question #1 above when answering the following question. In order to qualify for this position, you must have at least one (1) year of full-time or equivalent part-time paid program administration experience. How much program administration experience do you have?

- I do not have any program administration experience. PLEASE DO NOT APPLY.
- I have less than one (1) year of program administration experience. PLEASE DO NOT APPLY.
- I have at least one (1) but less than three (3) years of program administration experience.
- I have three (3) but less than five (5) years of program administration experience.
- I have five (5) but less than seven (7) years of program administration experience.
- I have seven (7) or more years of program administration experience.

***QUESTION 4**

SPECIAL SUBSTITUTION: CTR (Certified Tumor Registrar) Certification and eight years experience in Central or facility-based Cancer registry, including experience in case finding, abstracting, and/or quality assurance reviews, may substitute for Bachelor's degree. How do you qualify?

- I have CTR (Certified Tumor Registrar) Certification and eight years experience in Central or facility-based Cancer registry, including experience in case finding, abstracting, and/or quality assurance review.
- I do not have CTR (Certified Tumor Registrar) Certification or eight years experience in Central or facility-based Cancer registry, including experience in case finding, abstracting, and/or quality assurance reviews.

***QUESTION 5**

Were all of the jobs listed in your application paid?

- Yes
- No

***QUESTION 6**

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 7**

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 8**

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