



West Virginia

## Health and Human Resources Program Manager 1

<b>SALARY</b>	\$4,008.17 - \$7,046.50 Monthly \$48,098.00 - \$84,558.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	BMS2500026 PSA 1
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	07/16/2025
<b>CLOSING DATE</b>	7/30/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

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### Nature of Work

BMS2500026 PSA 1

Under general direction, the program manager performs complex administrative and professional work at the advanced level in managing a unit in the West Virginia Department of Human Services, the Bureau for Medical Services, Office of Home and Community Based Services. This individual is responsible to manage specific areas of assignment in the area of the Intellectual/Developmental Disabilities and the Children with Disabilities Community Services programs. A complex level of problem-solving health demands and decisions for the assigned areas is required. The individual's ability to listen, understand and appropriately respond to program members' and stakeholders' questions and concerns regarding policy and program issues is required. This position performs health related work as required. The program manager is to complete other duties as assigned.

Job Location: Kanawha County  
Position Number: 0511P03694

### 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**

Paygrade: 18 \$48,098 - \$84,558  
Market Rate: \$75,122  
Special Hiring Rate: \$50,250 at Bureau for Medical Services

**This job posting is ONLY for current and former eligible state employees to apply.** If you are NOT a current or former state employee, please visit our website, <https://personnel.wv.gov/Pages/default.aspx> to view and apply online for job titles opened to receive applications from the public.

Do you qualify to apply internally? Please copy and paste this link into your browser, [https://personnel.wv.gov/job\\_seekers/Pages/default.aspx](https://personnel.wv.gov/job_seekers/Pages/default.aspx) view the guidelines to confirm your eligibility. You will also find links to the fillable PDF internal application (for use by internal applicants ONLY), instructions on printing your online account application (if you have one, it is not needed), and the internal job posting page.

Internal applications MUST be submitted directly to the contact person listed below by email or standard U.S. mail.

Email applications to: [Bunny.L.Harper@wv.gov](mailto:Bunny.L.Harper@wv.gov)

Mail to: Bunny L Harper at 350 Capitol St, Room 251, Charleston, WV 25301

Please include posting number BMS2500026 PSA 1 on the application.

Please note: Applications of covered state employees mailed to the West Virginia Department of Personnel or completed via Department of Personal's online method are not forwarded to the Bureau for Medical Services.

**Employer**

State of West Virginia

**Address**

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

**Website:** <https://personnel.wv.gov/Pages/default.aspx>

**Phone:** (304) 558-3950