



West Virginia

## Health and Human Resources Specialist, Senior - Bureau for Medical Services - Kanawha Co.

<b>SALARY</b>	\$3,432.83 - \$5,982.42 Monthly \$41,194.00 - \$71,789.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	BMS2500013 PSA
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	12/06/2024
<b>CLOSING DATE</b>	12/21/2024 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

### Nature of Work

The purpose of this position is to oversee, facilitate, and manage the daily operations of the Medicaid Management information System (MMIS) Change Management Unit, as well as the Buy-In Program. This includes maintaining the contract obligations, goals and initiatives set forth by the contract holder, the Bureau for Medical Services. This position also facilitates the use of the contract for WVCHIP, and the Cabinet Secretary's Office. The daily operations for the MMIS includes managing the member eligibility and Medicaid coverage for over 500,000 members a year, and claims processing for over 90,000 medical, dental, and pharmacy providers. The daily operations for the Buy-In program includes allowing certain individuals to enroll in Medicare and the state facilitates payment of their premiums.

This position:

- Requires gathering information, analysis, facilitation of meetings, testing, review and approval of change requests needed for the MMIS.
- Is responsible for performing research and calculations to solve complex member payment issues.
- Acts as System Validation Program Lead and is responsible for SIT (System Integration Testing) and UAT (user Acceptance Testing) and production monitoring, as well as distributing testing results to Change Request Owner to review and approve/deny the results.
- Has final approval/denial for all requested changes to the system or to resolve any issues.
- Is responsible for monitoring and evaluating the service provided by the vendors to BMS/DoHS staff.
- Is responsible for reviewing WV Medicaid member claims affected by date of death (DOD) and downloads the weekly DOD report from Cypress for verification of correct DOD and corrects as necessary; tracks corrected member records and notifies MMIS vendor of corrected claims to be reprocessed.
- Is responsible for maintaining the BMS Data Use Agreement (DUA) with the Center for Medicare and Medicaid Services.

\*Other duties as required

**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: applicantservices@wv.gov or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

This announcement is for one (1) or more specific vacancies and only applies to the location(s) indicated. Your application will remain active for this job for fifteen (15) days or until the job is filled. Application for this job does not automatically qualify you for other positions. 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:** 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.

**\*\*\*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

**SUBSTITUTION:** 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.

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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 Specialist, Senior - Bureau for Medical Services - Kanawha Co.  
Supplemental Questionnaire****\*QUESTION 1**

The minimum qualifications for this job title are: **Training:** Bachelor's Degree from an 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 (4) years full-time or 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 (15) semester hours for one (1) year of experience. **Special Substitution:** 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. **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 questions about your qualifications, please note the following about qualifying experience for this job title: Any health or medical related experience is qualifying for this job title. Qualifying health or medical related experience includes but is not limited to: public health, health education, medical fields (nursing, doctors, direct patient care, etc.), mental health and counseling, social work/social services, emergency services and emergency response planning, pharmaceutical experience (pharmaceutical sales representatives, pharmacists, pharmacy technicians), and legal/paralegal experience that includes health and medical cases. Computer programming, information technology, and information systems experience is only counted as qualifying if it is requested in the job posting or if done for a health or medical related company or government agency. Human resources and related experience is only counted as qualifying if it is requested in the job posting or if working for a health or medical related company or government agency. How do you qualify for this job title?**

- I have a Bachelor's degree from an accredited college or university plus at least four (4) years of qualifying experience.
- I have an Associate's degree from an accredited college or university and at least six (6) years of qualifying experience.
- I have a Bachelor's degree and a Master's degree (both from accredited colleges or universities) and at least two (2) years of qualifying experience.
- I do not have a degree, but I have at least eight (8) years of qualifying experience.
- I have a combination of completed undergraduate semester hours and qualifying experience to equal a total of at least eight (8) years.
- I have three (3) years of full-time or equivalent part-time paid experience in the Health and Human Resources series.
- I do not meet any of the above education and experience requirements. PLEASE DO NOT APPLY.

**\*QUESTION 2**

The next question asks how many total years of education and/or full-time or equivalent part-time paid or volunteer health-related experience you have. To help you answer this question, please use the following equivalency chart to convert any post-high school education you have completed in to the appropriate amount of experience: Every thirty (30) undergraduate semester hours = One (1) year of experience Associate Degree = Two (2) years of experience Bachelor's Degree = Four (4) years of experience Every fifteen (15) graduate semester hours = One (1) year of experience Master's Degree = Two (2) years of experience Juris Doctor = Three (3) years of experience Doctorate/PhD = Four (4) years of experience \*Please note: if your college/university used quarter hours, or if you need assistance converting your post high-school education to years of experience, please call Staffing and Recruitment for assistance at (304)-414-1852. After converting your college semester hours and/or degrees into years of experience using the chart above, please add them to any qualifying health and/or medical related experience you have in order to answer the following question. Here are some examples: If you have a Bachelor's degree and five (5) years of full-time paid nursing experience, you would count the Bachelor's degree as four (4) years of experience as per the chart above to add to your five (5) years of nursing experience to give you a total of nine (9) years of combined education and qualifying experience. Therefore, you would select: "I have nine (9) to less than eleven (11) years of qualifying experience and education combined." from the choices below. Here is another example: if you have a Bachelor's degree and a Master's degree and eight (8) years of paid social work experience, you would give yourself four (4) years for the Bachelor's degree, and another two (2) years for the Master's degree, and add that to your eight (8) years of Social Work experience for a total of fourteen (14) years of combined education and qualifying experience. Therefore, you would select: "I have fourteen (14) or more years of qualifying experience and education combined." from the choices below. How many total years of combined education and full-time or equivalent part-time paid or volunteer qualifying experience as described in question #1 above do you have?

- I have eight (8) to less than nine (9) years of qualifying experience and education combined.
- I have nine (9) to less than eleven (11) years of qualifying experience and education combined.
- I have eleven (11) to less than fourteen (14) years of qualifying experience and education combined.
- I have fourteen (14) or more years of qualifying experience and education combined.

### \*QUESTION 3

If you have college coursework or degrees from an accredited college or university, please enter the following information: the number of semester hours completed and any degrees you earned (including the major/field of study), the date(s) you graduated, and the school(s) you attended. For example: Bachelor of Social Work 4/24/2021 West Virginia State University and Master of Public Health Marshall University 12/09/2023 If you do not have any college coursework or degrees, please enter "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