



West Virginia

Health and Human Resources Office Director 2

SALARY	\$4,570.17 - \$8,086.42 Monthly \$54,842.00 - \$97,037.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	BMS2500018
DEPARTMENT	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	OPENING DATE	03/10/2025
CLOSING DATE	3/19/2025 11:59 PM Eastern	LOCATION OF VACANCY	KANAWHA

Nature of Work

BMS2500018

Department of Human Services (DoHS)/ Bureau for Medical Services (BMS)/ Kanawha County-

Under the general direction of the Deputy Commissioner, the Director, Center for Managed Care (CMC) provides leadership, administration, oversight, and strategic planning for the Bureau for Medical Services (BMS).

The CMC oversees highly complex state and federal programs and manages \$1.3 billion in contractual agreements. The office consists of:

- One Director
- One Office of Child Welfare Program Manager
- One Office of Managed Care Program Manager
- Six staff overseeing operations
- Three on-site contractors

The CMC is responsible for directing and managing programs that coordinate and provide medical benefits to over 450,000 West Virginia Medicaid members, overseeing the delivery of 80% of BMS programs.

The Mountain Health Trust operates under 1915(b) waiver authority, requiring statutory compliance and federal oversight.

The Director is directly responsible for:

- Planning and directing daily operations of CMC programs.
- Managing and evaluating staff performance, identifying training needs, and overseeing professional development.
- Negotiating and administering provider contracts and agreements.
- Ensuring compliance with federal and state regulations, including 1915(c) waiver deliverables.
- Reviewing and approving program policies, fiscal audits, and regulatory reports.
- Overseeing procurement processes for technical services through RFP/RFQ development and bid analysis.
- Directing fiscal oversight by verifying expenditures, actuarial services, and program budgets.

The Director serves as a primary liaison to the Centers for Medicare and Medicaid Services (CMS), state and national agencies, advocacy groups, service providers, and policymakers. The foster care and Children's Health Insurance Program (CHIP) are also under the CMC, requiring significant stakeholder collaboration.

Position Number: 0511P05773

Job Location: Kanawha County

Minimum Qualifications

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

OR

Substitution: Additional experience as described below may substitute for the required training at a rate of one (1) year of experience for every thirty (30) semester hours of training.

AND

Experience: Five (5) years of full-time or equivalent part-time paid professional experience, two (2) years of which must have been in a program administration capacity.

OR

Substitution: Graduate course work from a regionally accredited college or university may substitute at the rate of fifteen (15) semester hours of training for one (1) year of experience.

Other Information

PG: 21 \$54,842 - \$97,037

Market Rate: \$86,116

Email applications to Bunny.L.Harper@wv.gov

Mail to Bunny L. Harper, at 350 Capitol Street, Room 251, Charleston, WV 25301. Please include posting number

BMS2500018 on application.

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

Employer

West Virginia

Phone

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Address

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Building 3 Suite 500
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Website

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