



West Virginia

## Health and Human Resources Specialist, Senior

<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>	BMS2500025
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	04/16/2025
<b>CLOSING DATE</b>	4/25/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

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### Nature of Work

BMS2500025

Administers programs within the Office of Program Integrity focused on the identification and recovery of overpayments through vendors contracted to conduct audits on behalf of the agency. Serves as subject matter expert to team members reviewing records of billings, client treatment records, and narrative recordings to determine if utilization of Medicaid services conforms to proper billing practices and program guidelines and identify audit opportunities. Perform on-site reviews of Medicaid providers from a programmatic standpoint to determine accuracy of claims submitted, documentation requirements being met, medical necessity criteria and adherence to Medicaid policy. Review new and modified federal and state Medicaid regulations and make recommendations regarding audit activities that may be needed as a result of regulatory changes. Review Medicaid policies and reimbursement methodology in order to make recommendations for

improving the clarity, consistency or enforceability of agency policy. Communicate both orally and in writing with representatives of the medical provider community; administrative, medical professional staff in state government agencies and private organizations regarding Medicaid policies and audits. Other related duties as assigned.

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Kanawha County

## 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.

### Special Requirement for the Commission for the Deaf and Hard of Hearing:

In addition to the above minimum requirements, one year of basic sign language classes.

### Special Requirement for the West Virginia Cancer Registry:

**Certification:** For West Virginia Cancer Registry cancer surveillance, data quality, and registrar education positions, applicant must hold the Certified Tumor Registrar (CTR) credential, **OR** have five (5) years of cancer registry work experience.

### Areas of Assignment:

Behavioral Health

Community Health

Emergency Medical Services

Environmental Health

Health

Health Facilities Licensure and Certification

Health Planning

Health Promotion

Interpreter for the Deaf and Hard of Hearing

Investigation  
Legal  
Rural Health  
Social Services  
Volunteer Services  
Cancer Registry

## Other Information

PG: 15 \$41,194 - \$71,789

Market Rate: \$63,870

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. "

**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/vacancies.aspx](https://personnel.wv.gov/job_seekers/Pages/vacancies.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 BMS2500025 on the application.

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

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**Employer**

West Virginia

**Phone**

(304) 558-3950

**Address**

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Building 3 Suite 500  
Charleston, West Virginia, 25305

**Website**

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