



West Virginia

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

<b>SALARY</b>	\$2,999.50 - \$5,549.08 Monthly \$35,994.00 - \$66,589.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	BMS2400022 PSA
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	05/31/2024
<b>CLOSING DATE</b>	6/14/2024 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

## Nature of Work

**Department of Human Services (DoHS)/ Bureau for Medical Services (BMS)/ Kanawha Co** - This position is to assume coordination and administration, through a vendor contract of the claims processing system managing the pharmacy benefit according to West Virginia Medicaid policy. The position would be responsible for overseeing, with the vendor, system capability with regard to provider enrollment, member eligibility, drug file review, pricing accuracy, and coordination across the MMIS components. This major program is the most highly utilized benefit within the Medicaid program and requires complex problem solving and decision-making skills in addition to diplomacy and leadership in managing pharmacy services for 350,000 beneficiaries and 700 pharmacy providers, with expenditures in excess of \$355 million. This person will act as a liaison with the Medicaid fiscal agent to configure pharmacy policies and evaluate system performance. Will also act as a liaison with the Medicaid fiscal agent and other vendors to facilitate transfer of data and managing deliverables as required under contractual agreements. Direct monitoring activities to ensure that existing Medicaid policies are enforced and mandated services are accessible to Medicaid and state supported program beneficiaries. Provide leadership and training to other pharmacy and support staff relating to the claims processing system. Ensure that all approved pharmacy benefit policies are accurately configured and enforced through the automated pharmacy claims processing system in order to meet existing and respond to future federal and state regulatory requirements. Perform other duties as assigned.

**Click The APPLY Link To Apply Online.**

**IMPORTANT:** Your eligible score 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](mailto:applicantsservices@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 one-hundred eighty (180) 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.

**\*\*\*DETAILS OF RELATED EXPERIENCE MUST BE SHOWN IN THE WORK EXPERIENCE SECTION OF YOUR ONLINE APPLICATION\*\*\***

## Other Information

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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 County 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. **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)**

- 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 do not meet any of the above education and experience requirements. PLEASE DO NOT APPLY.

### \*QUESTION 2

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 3

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 exp

- 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 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**

**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**