



West Virginia

Health and Human Resources Program Manager 1

SALARY	\$4,008.17 - \$7,046.50 Monthly \$48,098.00 - \$84,558.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	BMS2500026
DEPARTMENT	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	OPENING DATE	04/28/2025
CLOSING DATE	5/7/2025 11:59 PM Eastern	LOCATION OF VACANCY	KANAWHA

Nature of Work

BMS2500026

Under general direction, the Program Manager performs complex administrative and professional work at the advanced level in managing a unit in the 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 Disability and CDCSP. 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.

Kanawha County

Position: 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

PG: 18 \$48,098 - \$84,558

Market Rate: \$75,122

Special hiring rates:

- \$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/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

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

Please include posting number BMS2500026 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.

4/28/25, 9:13 AM

West Virginia

Phone

(304) 558-3950

Job Bulletin

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Charleston, West Virginia, 25305

Website

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