



West Virginia

Health and Human Resources Specialist, Senior

SALARY	\$2,999.50 - \$5,549.08 Monthly \$35,994.00 - \$66,589.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	BMS2400010	DEPARTMENT	DHHR - BMS - BUREAU FOR MEDICAL SERVICES
OPENING DATE	09/15/2023	CLOSING DATE	9/24/2023 11:59 PM Eastern
LOCATION OF VACANCY	KANAWHA		

Nature of Work

BMS2400010

Department of Health and Human Resources (DHHR)/ Bureau for Medical Services (BMS)/ Kanawha Co - Under general supervision, performs work at the advanced level by providing administrative coordination of and complex technical assistance in a component of a major statewide program, a statewide program in its entirety, or a major technical area specific to or characteristic of DHHR. In this instance, it is primarily in the major statewide programs of Medicaid within the area of member eligibility. Specific duties related to this position include program policy development, preparing policy clarifications and dissemination to appropriate individuals; coordinating and providing technical assistance to field staff; collaborating with federal and state staff to develop program policies and procedures to maintain program compliance and integrity. Acts as liaison to facilitate problem resolution and assure compliance with federal, state, and local regulations, laws, policies, and procedures governing the program or technical area. Has primary responsibility for developing standards for major systems and for monitoring and or evaluation of major complex systems or multi program operations. May consult on highly complex individual situations that potentially have significant impact on systems or involve sensitive legal issues. Has responsibility for development issuance of comprehensive training programs to ensure basic competency and continued development of skills, knowledge, and abilities relevant to the systems for which she/he is assigned responsibility. Uses independent judgement in determining action taken in both the administrative and operational aspects of the area of assignment. Exercises considerable latitude in varying methods and procedures to achieve desired results. May supervise or act as lead worker for other professional staff. Performs related work as required.

***Note: This position may be eligible for a FLEXIBLE/HYBRID schedule, pending all requirements are met per the telework policy 2122 section VII B ***

Position Number: 0511P05226

Job Location: Kanawha County

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:
[HTTP://WWW.DHHR.WV.GOV/VIP/PAGES/WELCOME.ASPX](http://www.dhhr.wv.gov/vip/pages/welcome.aspx) #DHHRJOBS

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 \$35,994 - \$66,589

Market Rate: \$58,670

Preference will be given to candidates with Medicaid experience.

Promotional Only: 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.

Email applications to Kim.D.Huffman@wv.gov.

Mail to Kim D. Huffman, at 350 Capitol Street, Room 251, Charleston, WV 25301.

Please include posting number BMS2400010 on application.

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

Agency

West Virginia

Phone

(304) 558-3950

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Website

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