



**WEST VIRGINIA**

Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

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

**invites applications for the position of:  
Health and Human Resources Program Manager 1**

*An Equal Opportunity Employer*

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<b>SALARY:</b>	\$3,574.83 - \$6,613.17 Monthly \$42,898.00 - \$79,358.00 Annually
<b>DEPARTMENT:</b>	DHHR - BMS - BUREAU FOR MEDICAL SERVICES
<b>OPENING DATE:</b>	09/30/22
<b>CLOSING DATE:</b>	10/09/22 11:59 PM
<b>VARIOUS LOCATIONS:</b>	KANAWHA
<b>NATURE OF WORK:</b>	

BMS2300002

This position is responsible for program administration and operational functions necessary to ensure compliance with state and federal policies and regulations in an efficient and cost-effective manner. Responsible for monitoring all aspects of the grant monies awarded by the American Rescue Plan Act (ARPA) of September 2021 to any Home and Community Based Services (HCBS) program of the West Virginia Bureau of Medical Services. Will have oversight of the monies awarded, final products developed, and work staff that monitors all aspects of contracts and grants, including federal reporting to the Centers for Medicare and Medicaid Services, data policy clarification and guidance for the Medicaid Managed Care Organizations (MCO), and approval of all educational materials provided to the Waiver Program Managers for educating their providers of the product and services available through vendors. Provides directions and education to all HCBS providers and any MCOs to ensure the data they receive is also reviewed and trends are identified and reported. Develops quality measures and report requests for each program that is shared internally and externally. Monitors the Electronic Visit Verification (EVV) contract and vendor to ensure that providers are using the system properly, reviews reports to identify trends and compliance with the system, and to discover possible Medicaid fraud, and reports suspicions to the proper authorities. Monitors the WV Incident Management System (WVIMS) contract to ensure that service delivery, state regulations, and contract deliverables are met. Represents the agency at various local, state, and federal venues

as an agency expert on the ARPA funds, Electronic Visit Verification, and WVIMS. Supervises two Health and Human Resources Specialists and will develop a policy manual for the future online HCBS case management system. Other duties as assigned.

0511P06363

Kanawha County

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:

<https://dhhr.wv.gov.vip.Pages/default.aspx #DHHRJOBS>

## **EXAMPLES OF WORK:**

## **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 \$42,898 - \$79,358  
Market Rate: \$69,922

Special hiring rates:

- \$50,250 at Bureau for Medical Services

Email applications to [kim.d.huffman@wv.gov](mailto:kim.d.huffman@wv.gov) or mail to Kim Huffman at 350 Capitol Street  
Charleston, WV 25301 Room 251

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

Please include posting number BMS2300002 on the application

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnel.wv.gov>

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, WV 25305  
(304) 558-3950

[DOP.applicantservices@wv.gov](mailto:DOP.applicantservices@wv.gov)

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Position #BMS2300002  
HEALTH AND HUMAN RESOURCES PROGRAM  
MANAGER 1  
JM