



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 Specialist**

An Equal Opportunity Employer

- SALARY:** \$2,694.67 - \$4,985.00 Monthly
\$32,336.00 - \$59,820.00 Annually
- DEPARTMENT:** DHHR - BMS - BUREAU FOR MEDICAL SERVICES
- OPENING DATE:** 08/20/22
- CLOSING DATE:** 08/29/22 11:59 PM
- NATURE OF WORK:**

BMS2300008

This HHR Specialist position is the day-to-day operations lead for the Medicaid Management Information system (MMIS) change management section. This position is responsible for the planning, direction, and supervision of this section and their activities. This includes the oversight, responsibility activities and initiatives. These activities are initiated at the request of the Bureau for Medical Services and performed by the claims processing vendor. This includes the responsibility for the collaboration with other groups within the Bureau, DHHR, and the claims processing vendor. Other related duties as assigned.

Job Location: Kanawha County
Position Number: 0511P03764

DHHR's EEOP UTILIZATION REPORT MAY BE FOUND AT:
[HTTPS://DHHR.WV.GOV/VIP/PAGES/DEFAULT.ASPX](https://DHHR.WV.GOV/VIP/PAGES/DEFAULT.ASPX)
#DHHRJOBS

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Bachelor's degree from a regionally accredited college or university.
Substitution: Additional experience as described below may be substituted for the required training on a year-for-year basis.

Experience: Two (2) 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 area of employment may be substituted for the required experience on the basis of fifteen semester hours for one (1) year of experience.

OR

Master's degree in social work from a regionally accredited social work program from a regionally accredited college or university.

Note: Appointment above the entry rate may be made at 5% for each six (6) months of successfully completed work as an intern in a practicum placement with the Department of Health and Human Resources for the Master of Social Work degree.

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

Training: Bachelor's degree from a regionally accredited college or university in Interpreting/ASL Linguistics.

OR

Experience: Seven (7) years of full-time or equivalent part-time paid or volunteer interpreting experience on an ongoing basis in educational, legal, medical, vocational and other settings for Deaf, Hard of Hearing or Deaf Blind.

Certification:

- Certified as an interpreter by the Registry of Interpreters for the Deaf (current or valid) Certification of Interpretation (CI) and Certificate of Transliteration (CT).
- Comprehensive Skills Certificate (CSC), or Reverse Skills Certificate (RSC).
- Certified Deaf Interpreter (CDI) or Certified Deaf Interpreter-Provisional (CDI-P).
- Certified by the National Association of the Deaf (Level V only).

OTHER INFORMATION:

PG: 13 \$32,336 - \$59,820

Market Rate: \$52,707

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 BMS2300008 on the application.

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

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

Position #BMS2300008
HEALTH AND HUMAN RESOURCES
SPECIALIST
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