



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:
 Attorney 1**

An Equal Opportunity Employer

SALARY: \$3,753.50 - \$6,943.83 Monthly
 \$45,042.00 - \$83,326.00 Annually

DEPARTMENT: DHHR - BMS - BUREAU FOR MEDICAL SERVICES

OPENING DATE: 02/24/23

CLOSING DATE: 03/05/23 11:59 PM

LOCATION OF VACANCY: KANAWHA

NATURE OF WORK:

BMS2300033

Classified-Exempt Position

Under direct supervision of the general counsel, serve as lead attorney for the WV Bureau for Medical Services (BMS) Managed Care Organizations (MCO) Program. This includes drafting and updating large MCO contract/agreement; being very familiar with all federal MCO statutes, regulations and guidance; providing legal research and advice on an Ad Hoc basis for BMS leadership and other staff related to Managed Care; engaging in written and telephonic correspondence with BMS's federal partner, the Center for Medicare and Medicaid Services (CMS) related to WV's MCO Program; engaging in written and telephonic communication with representatives from WV related to the MCO program; attending regular conference calls and meetings with WV's Medicaid MCO's and WV MCO's consulting and actuarial vendor and MCO broker; assisting WV BMS staff with all contract enforcement related actions against MCO's such as corrective action plans; also serve as lead attorney for WV CHIP. Perform legal research and advise as needed by BMS/CHIP leadership and other employees, including interpretation of federal and state statutes and regulations, court cases and other guidance. Most research would be related to Managed Care but could extend to into other Medicaid or CHIP related areas. Work with leadership on creating an annual legislative agenda and draft; review and communicate with legislative staff in support to the legislative agenda, mostly related to Managed Care. Perform other duties as required for legal support of BMS and CHIP; May include drafting and filing State Plan Amendments (SPA) for WV Medicaid Plan; responding to Freedom of Information Act (FOIA) Requests; overseeing litigation in which BMS is involved; working on issues related to providers for BMS Medicaid; reviewing and advising on policy manual provisions; reviewing and approving procurement documents; working on Medicaid Waiver related documents. Other related duties as assigned.

Position Number: 0511P05781

Job Location: Kanawha County

DHHR'S EEOP UTILIZATION REPORT MAY BE FOUND AT:
HTTP://WWW.DHHR.WV.GOV/VIP/PAGES/WELCOME.ASPX #DHHRJOBS

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Graduation from a regionally accredited or American Bar Association accredited law school.

Special requirement for the Department of Tax and Revenue: Admission to the West Virginia State Bar before the end of a probationary period which may not exceed twelve (12) months.

OTHER INFORMATION:

PG: 19 \$45,042 - \$83,326
Market Rate: \$73,417

For Tax Department only - 6 month probationary period or until passes WV Bar, not to exceed 12 months

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 BMS2300033 on 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>

Position #BMS2300033
ATTORNEY 1
SE

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

DOP.applicantservices@wv.gov
