

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

BUSINESS AND OPERATIONS ANALYST

Role Title: Program Administration Manager III

Position: #00148

Pay Band 5, Level II, Hiring Range: \$55,672 - \$95,000

Closing Date: April 11, 2016

Unique opportunity to provide business, and policy analysis, and operational support to the Deputy Director of Programs and Operations in the carrying out management responsibilities in accordance with the policies and procedures of the state Medicaid agency. This position works with Deputy's management team and essential DMAS staff to ensure that assigned programs and operations are planned, executed and completed. Applicants must have considerable experience in a health care delivery system or operation, health care consulting, or health plan operations. Requires proven ability to plan, organize, implement, and monitor large scale/time sensitive projects; and to complete multiple assignments within short time frames with minimal direction. Proven ability to participate and lead teams and communicate effectively, orally and in writing, as well as the ability to serve as liaison as an agent of the Deputy. Must be proficient using several office productivity software applications including project management, spreadsheet, presentation, and word processing. Graduation from an accredited college/university preferred; advanced degree in business or health administration, law or public administration strongly preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

[Web Sites for Vacancy Listings](#)

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA