

**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.

**SENIOR BUY-IN ANALYST**

Role Title: Program Administration Specialist I

Position #00139

Pay Band 4 Level II Hiring Range: \$32,619 - \$47,000

**Closing Date: November 16, 2015**

The Program Operations Division seeks a motivated candidate to serve as the primary contact and trainer for the Buy-In enrollment process. Incumbent is responsible for preparation of presentation materials, updating web-based documents, researching eligibility issues, identifying systems issues, and coordinating quarterly WebEx training. Requires considerable knowledge of Medicaid eligibility and enrollment policies, procedures, and practices. Must have working knowledge of auditing techniques, payment systems, and medical terminology. Requires demonstrated ability to research, interpret, and analyze complex statutes and regulations. Must have working knowledge of medical terminology, enrollment automated systems, and payment systems. Requires demonstrated ability to prepare technical instructional guides. Must be able to make sound recommendations and communicate effectively with diverse populations both orally and in writing. Must have demonstrated ability to develop and conduct training. Experience with Medicaid Management Information System (MMIS) and VaCMS required. College degree with major coursework in public, business or health administration preferred or equivalent training/experience.

**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: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: [http://www.dmas.virginia.gov/Content\\_pgs/ab-emp.aspx](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**