

**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.

COMMONWEALTH COORDINATED CARE PROGRAM ANALYST

Role Title: Policy and Planning Specialist I

Position #W0201

HOURLY POSITION – NO STATE BENEFITS

Pay Band 4, Level II Hiring Range: \$15.68 - \$21.00 per hour

Closing Date: August 24, 2015

Excellent opportunity to support all areas of quality reporting and monitoring for the Commonwealth Coordinated Care (CCC) program within the Integrated Care Division. This position works closely with CCC Quality staff to perform data entry, conduct reviews of quality reports submitted by the Medicare-Medicaid Plans (MMPs), track compliance actions and assist with analysis of the data. The incumbent also designs, conducts, and reviews research projects related to CCC quality reports relying on quantitative methods and trend analysis, including a focus on statistical analysis using MS Excel and SAS statistical software package. Interested applicants must have considerable knowledge of system applications including Excel, Access, databases, project management, and word processing. Requires excellent organizational skills and the ability to work in a fast-paced environment. Must have demonstrated ability to solve problems and to work collaboratively with others. Requires some experience working with report data, compliance reports, and analyzing information for reporting. Requires excellent analytical skills with experience entering data, providing statistical data, and using statistical software packages such as SAS. Experience with MMIS a plus; prefer knowledge of Medicaid member and managed care information systems. Bachelor's degree with major coursework in policy administration, business administration, or information systems preferred; education/ training/experience may substitute. **This hourly position is limited to 29 hours per week/ 1500 per year.**

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

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA