

**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.

**HEALTH CARE CONTRACT COMPLIANCE ANALYST**

Role Title: Program Administration Specialist II

Position #:01039

Pay Band 5, Level II - Hiring Range: \$42,614 - \$68,000

Closing Date: April 4, 2016

Seeking an experienced compliance professional to join a new Managed Care Compliance team within the Division of Health Care Services (HCS). This new position will be responsible for ensuring that Medicaid managed care organizations (MCOs) and other HCS program vendors comply with federal and State regulations as well as specific contractual requirements. In addition, the incumbent will perform investigations and respond to compliance violations, as well as provide technical and training assistance to contractors and other parties. Interested candidates must have working knowledge in one or more of the following business areas: compliance, corporate investigations, governmental oversight, commercial health plan performance, Medicaid or other public entitlement programs. Requires a strong foundation in compliance and contract management principles. Must be able to organize work, interpret policies, analyze and interpret data and prepare reports drawing logical conclusions. Must have professional experience with project tracking, desk-top and onsite-reviews, and risk management. Requires demonstrated ability to create office documents, create and manage spreadsheets, utilize project planning applications, and communicate in a clear, concise and effective manner. Graduate of accredited college or university with major course work in business/public administration, health services administration, political science, law or other compliance-related field preferred; education, training, and experience interchangeable.

**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](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**