

**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 # 00589

Pay Band 5, Level II - Hiring Range: \$41,778 - \$68,000

Closing Date: Open until filled

Seeking an experienced compliance professional to join a new Managed Care Compliance function within the Division of Health Care Services. This new position will be responsible for ensuring that Medicaid managed care organizations (MCOs) comply with federal and State regulations as well as MCO Contract 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 Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

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/ab-position_vacancies.htm

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

EEO/AA/ADA