

**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.

LONG TERM CARE DATA ANALYST

Role Title: Information Technology Specialist II

Position # W0154

HOURLY POSITION – NO STATE BENEFITS

Pay Band 5 Level II – Hiring Range: \$20.09 - \$30.00 per hour

Closing Date: July 21, 2014

Exciting opportunity to join the Long Term Care Team as a data analyst to manage and maintain the technical and data aspects of the Quality Management Review (QMR) automated tool. This position provides support to the division by performing data analysis that track QMR results, quality improvement trends, and general data related to the waivers, as well as perform analysis and summarization of data for internal and external reporting. This position is also responsible for the production and management of data compilation processes including periodic (weekly, monthly, quarterly and annual) reports for the Long Term Care Division. Applicants must have significant knowledge of Microsoft Excel and demonstrated ability to utilize tracking databases, conduct data analysis, and write reports for a variety of audiences. Prefer ability in database management software applications specifically Microsoft Access. Prior experience developing performance metric and/or dashboard reporting is desirable. Requires demonstrated ability to work accurately and efficiently, both independently and as part of a multi-disciplinary team. Must be able to interpret complex technical documentation and provide data in customer-driven formats. Prefer degree in Information Systems or related discipline; education/ training/ experience interchangeable. THIS POSITION IS LIMITED TO 1500 HOURS PER YEAR/ 29 HOURS PER WEEK.

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