

**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.

MANAGED CARE INFORMATION ANALYST

Role Title: Program Administration Specialist II

Position #00042

Pay Band 5, Level II, Hiring Range: \$41,778 - \$72,000

Closing Date: September 15, 2014

Seeking a motivated self-starter to provide analytical support for Medicaid Managed Care operations. The incumbent will perform comprehensive provider network analyses to support ongoing operation and expansion of managed care programs. This position also provides support for other critical Division projects, working closely with various internal and external stakeholders. Ideal candidate must have working knowledge in one or more of the following business areas: managed care, Medicaid, and/or health insurance data processing. Ability to multi-task and work in a fast-paced environment is required, and should be able to work independently and as part of a multi-disciplinary team. Experience with reporting, SAS, SQL, and/or geo-coding is desirable. Candidates must possess technical skills necessary to develop and execute processes that will ensure consistency, accuracy, and completeness of managed care provider network data submissions. Must have demonstrated ability to create reports and metrics that effectively evaluate provider networks for compliance with all contract standards. Must have prior experience as a business or data analyst working with complex systems and data relationships. Requires excellent communication, customer service, and project management skills. Prefer degree in Information Systems or related discipline; education/ training/ 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