

**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.

OPEN TO CURRENT STATE EMPLOYEES ONLY

POLICY AND PLANNING MANAGER

Role Title: Policy and Planning Manager II

Position #00780

Pay Band 6, Level I, Hiring Range: \$54,580 - \$83,000

Closing Date: November 17, 2014

Exciting opportunity to supervise staff involved in planning, creating, and coordinating all regulatory actions, State Plans amendments, Provider Manual updates, and Medicaid Memoranda. Also responsible for the review of all interagency agreements and agency contracts, including Business Associate Agreements required under HIPAA. Qualified applicants must have ability to manage multiple on-going complex projects and possess excellent organization and time management skills. Requires working knowledge of the Medicaid and FAMIS programs, the Administrative Process Act, and federal requirements for state plan amendments for the Title XIX and Title XXI programs. Must demonstrate excellent analytical skills as well as excellent writing and editing skills with a strong emphasis on attention to detail. Requires experience reviewing and drafting contracts with the ability to draft contractual provisions that are clear, concise and effective. Proficiency with Microsoft Word and demonstrated ability to communicate effectively orally and in writing is required. Knowledge of state and federal procurement requirements is preferred. A law degree and active membership in the Virginia Bar preferred.

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