

**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.

PROJECT ANALYST

Role Title: Policy and Planning Specialist II
Pay Band 5, Level II Hiring Range: \$42,614 - \$75,000
Position #: 00163

Closing Date: May 9, 2016

Program Operations Division has unique opportunity for self-starter to assist with procuring the Medicaid Enterprise Systems (MES) RFPs, Information Service Request (ISR) Tracking and Impacts, Contract Tracking, and the division's Positions and Process Analysis. This position conducts in-depth analysis of the division in order to implement process improvements, provides technical assistance to internal and external customers, and monitors performance feedback to ensure performance standards are met. Qualified applicants must have comprehensive knowledge of Medicaid regulations and procedures. Must have working knowledge of Project Management Body of Knowledge (PMBOK). Experience interpreting federal /state law and regulations preferred. Requires proven ability to successfully manage multiple priorities, problem solve, and identify solutions and recommend appropriate actions. Working knowledge of administration, management, and administrative controls a plus. Must be proficient using word processing, spreadsheet, and database management software in addition to basic knowledge of statistical and mainframe computer applications. Must have demonstrated ability to write comprehensive reports and communicate effectively with diverse audiences. Prefer certification as a Project Management Professional (or working toward certification). Bachelor's degree in business administration, public administration, or information systems preferred.

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

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA