

**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.

REGULATORY COORDINATOR

Role Title: Policy and Planning Specialist II

Position #: 01004

Pay Band 5, Level II Hiring Range: \$42,614 – \$69,000

Closing Date: December 7, 2015

Unique opportunity to facilitate the development of proposed policies, regulations, Title XIX and Title XXI State Plan amendments for the State Medicaid Agency. This position is responsible for coordination of the Agency's regulatory activity with direction from appropriate operational or policy staff, including development, coordination, and filing of proposed policies, regulations and State Plan amendments. Qualified applicants will have knowledge of Virginia APA and rulemaking process. Requires demonstrated experience interpreting and applying federal statutes and regulations, such as the Social Security Act and the Code of Federal Regulations. Must have experience interpreting complex program documents and determining the regulatory language is required to implement those programs. Requires experience planning and managing development of complex regulatory or policy documents with input from multiple parties. Must have demonstrated experience working with multiple parties to overcome obstacles presented by governing statutory/regulatory framework and the needs of new programs. Requires proven experience obtaining multiple levels of review and approval on a deadline schedule, tracking past and upcoming review steps and changes made at each step of review, and providing technical assistance. Excellent writing and editing skills; a strong attention to detail; demonstrated ability to communicate effectively, both orally and in writing, and the ability to establish and maintain good working relationships. Bachelor's degree from an accredited college/university is preferred. JD, Master's Degree, or Ph.D. or relevant, equivalent experience is strongly 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: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

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