

**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.

**INFORMATION SECURITY ANALYST**

Role Title: Program Administration Specialist II

Position #00888

Pay Band 5, Level II Hiring Range: \$41,778 - \$64,000

**Closing Date: August 10, 2015**

Exciting opportunity in the Office of Compliance and Security to provide support for various Agency, platforms including the Virginia Medicaid Management Information System (VAMMIS) and LAN. This position is responsible for monitoring and responding to ticket requests, documenting security parameters, assist with audio-visual requests, and installation of DMAS-unique software not supported by DMAS service provider. The incumbent also provides telephone assistance and backup where requested, and assists with HIPAA, Security Advisory Committee (SAC), and Continuity of Operations (COOP) activities. Applicants must have demonstrated experience identifying and resolving technical issues. Requires demonstrated ability to organize and prioritize work assignments, and to work independently. Requires some experience with security access control and reporting or equivalent experience in administrative tasks. Familiarity with Health Insurance Portability and Accountability Act of 1996 (HIPAA) is preferred. Must be proficient using Microsoft Office suite, especially PowerPoint, Word and Excel. Must demonstrate excellent customer service skills, and the ability to communicate effectively with all levels of an organization. College graduate with major coursework in computer science, business administration, or a closely related field preferred; equivalent experience in related area may substitute.

**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](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

**Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.**

**EEO/AA/ADA**