

Return

Department of DSCS State Civil Service	Job Vacancy Web Requisition
-----------------------------------------------------	------------------------------------

Work Place: Baton Rouge	Agency: Health/Hospitals-Medical Vendor Admin
Job Title (Click to see Job Specifications): MEDICAID DEPUTY DIRECTOR	Closing Date: 08/06/2005 08/06/2005 08/06/2005
Location: Parish (Region Code - AVCode) EAST BATON ROUGE (R8 - AV17)	Requisition Number: Announcement Number: NTSR-6E2JBB
Min Monthly: \$4765 Max Monthly: \$8698	GS Level / Monthly Salary Range: AS625
Selection Procedure: This register uses either an experience and training rating or an unranked eligibility list. Click to see Procedure Details (if available)	Certifiable Score: Score Not Available
Series / Card: 8889/47	Occupational Group: GENERAL ADMINISTRATIVE

Type of Vacancy:		
Probational/Original		Closing Date: 08/06/2005
Promotion-All Classified Permanent Employees		Closing Date: 08/06/2005
Promotion-Department/Agency-wide		Closing Date: 08/06/2005

CS Code: LE

<p>Contact/Instructions: [DSCS Rated - probational + all-State + agency promotional (NTSR-57BT5N)] This position may be filled as a new hire into a permanent position, by promotion of any permanent classified State employee, or by promotion of a permanent classified employee of the agency named in the posting. Anyone is eligible to apply.</p> <p>-----</p> <p>Application must be made on the official form (SF-10), which may be obtained from the Department of Civil Service in Baton Rouge or New Orleans. Candidates outside of these areas may obtain applications from any Job Service Office. It may also be downloaded from our website at http://www.civilservice.louisiana.gov/. A SEPARATE APPLICATION IS NEEDED FOR EACH JOB. Civil Service will issue a list of qualified applicants to the hiring agency after the Closing Date. The names of people who already have scores for the job in this parish will be included in this list.</p> <p>-----</p> <p>Scores for this position are based on information in your application. Applications must be submitted for rating to the Department of Civil Service, P. O. Box 94111, Capitol Station, Baton Rouge, LA 70804-9111, or by FAX to (225) 342-2386. Applications MUST be received by Civil Service by the Closing Date of this posting. We cannot be responsible for the delivery of mail. We CANNOT accept applications via email.</p>

Special Notes:

Acts as the Director of the Department of Health and Hospitals/Long Term Care Unit

administering all programs providing long-term care services to the elderly and people with adult onset disabilities, including: nursing facility services, and home and community-based waiver services.

Preferred Experience, Knowledge and Skills

Seeking candidates that have:

- strong administrative skills,
- a knowledge of services for the elderly and people with adult onset disabilities,
- the ability and desire to strictly manage costs,
- at least five years experience administering health and/or social service programs for the elderly and/or people with disabilities,
- a knowledge of the Centers for Medicare and Medicaid Services regulations and processes for state plan, institutional and home and community-based services waiver programs for nursing facility level-of-care programs, and
- experience in leading a system change effort to provide individualized, person-centered, quality services to meet people's needs in the most cost-effective way possible.

If you currently have an active Civil Service score for this job, you need not re-apply. If you have not received notification from Civil Service on the status of your application within two weeks of the closing date of the announcement, please contact the Staffing Division at 225-342-8536.

State of Louisiana

State of Louisiana

Department of Civil Service

C2 OA

04/15/00

154290

Last Effective Date 10/15/98

MEDICAID DEPUTY DIRECTOR

FUNCTION OF WORK:

To serve as one of two assistant administrators of the Medical Vendor Administration which sets the policy for health care reimbursement for federally mandated and other services; to assist in the management of all related activities including needs review; inspection and licensure of facilities; certification of participants; quality control and policy enforcement rate setting.

LEVEL OF WORK:

Administrator.

SUPERVISION RECEIVED:

Broad direction from Medicaid Director.

SUPERVISION EXERCISED:

Direct line over Section Chiefs within the Medical Vendor Administration.

LOCATION OF WORK:

Department of Health and Hospitals, Medical Vendor Administration.

JOB DISTINCTIONS:

Differs from other administrative positions in DHH by its unique responsibility for day to day management of several operating sections involved in Medical Vendor Administration and related programs.

EXAMPLES OF WORK:

Directs the activities of several program managers involved in the Medical Vendor Administration in DHH.

Analyzes assigned program objectives and directs staff activities to accomplish desired results; meets with government officials, medical professionals and others to explain the agency's position; presents testimony at hearings and drafts needed legislation.

Coordinates program efforts with other agency sections/units to assure agency compliance with federal and state regulations.

Interviews and makes recommendations for hiring staff; oversees their training and development; monitors their performance to ensure that programmatic goals are achieved.

Keeps in touch with development of trends and practices in Medical Vendor Administration on a national scale so that plans may be developed to improve the medical program and enable the Medical Vendor Administration to meet its goals.

Determines the need for new programs or changes in existing programs; presents recommendations, outlines methods of meeting these needs and directs subordinates in development of policies and procedures for the Medical Vendor Administration.

Undertakes numerous special studies and projects; prepares report(s) of findings; develops proposals for legislation; testifies before public bodies, including the legislature.

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus nine years of professional experience in public health or social services programs or in hospital, institution, or business management, five years of which must have been as a supervisor of two or more professionals.

SUBSTITUTIONS:

Additional qualifying experience may be substituted for the degree on the basis of one year of experience for thirty semester hours.

Graduate training in public health; social services; human service counseling; business, hospital, or public administration may be substituted for the general experience on the basis of thirty semester hours for one year of experience.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Association of Colleges and Secondary Schools; the New England Association of Schools and Colleges, Incorporated; the North Central Association of Colleges and Secondary

Schools; the Northwest Association of Secondary and Higher Schools; the Southern Association of Colleges and Secondary Schools; the Western Association of Schools and Colleges.