



State of Hawai'i Non-Civil Service Job Opportunity

**Health Coverage Management Branch Administrator
State of Hawaii Executive Branch
Salary: See Position Description**

An Equal Opportunity Employer

Opening Date: 07/15/13

Closing Date: Continuous

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of Human Services, Med-QUEST Division.

The position is located in Kapolei, Oahu.

Salary: Salary to be commensurate with education and experience.

If you have any questions regarding this non-civil service exempt position, please contact Leslie K. Tawata at (808) 692-8052 (Monday - Friday, 7:45 a.m. - 4:30 p.m. (HST)), or via email at LTawata@medicaid.dhs.state.hi.us

The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Human Services.

DUTIES SUMMARY

The primary function of this position is to direct and coordinate the activities of the Clinical Standards Office including development of clinical policy, oversight of clinical consultants, and providing consultative medical services. This position plans, coordinates and directs staff in developing standards to monitor, assess and improve the quality of care.

MINIMUM QUALIFICATION REQUIREMENTS

Legal Authorization To Work Requirement: The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

Education: Graduation from an accredited school or university with a degree in a clinical field (e.g. medicine, nursing). An additional degree in public health, health policy, public health or related degree is preferred.

General Experience: At least three (3) years of responsible work experience in a management capacity in the health care industry which required applying rules and regulations, and developing procedures to serve clients or members. Work experience should have involved working with medical personnel (physicians, nurses, pharmacists, dentists, etc.) in delivering care. Experience in public health, health policy, and/or managed care preferred.

Specialized Experience: At least two (2) years experience in supervising others which included planning and directing the work of others; assigning and reviewing their work; advising them on difficult problems; training and scheduling their work and training and developing new employees. Experience should include establishing project work plans, establishing target completion dates and identifying resource requirements, monitoring progress, identifying and resolving issues and providing status reports.

Knowledge: Principles and practices of management, administration, supervision and decision-making; administrative policies and procedures; understanding of the healthcare delivery system including health plans and providers, health plan functions including quality improvement initiatives, prior authorization of services and post reviews, case management/care coordination, complaints/grievances/appeals procedures, medical policies, and health care issues. Familiarity with Medicaid program law and regulations. Knowledge of the healthcare industry, managed care, utilization review, and claims processing systems/procedures.

Skills and Abilities: Ability to apply the required clinical knowledge to policy recommendations and decisions, interpret and explain best-practice findings to stakeholders; provide clinical consultation to staff, providers, health plan medical directors; problem-solve and set goals and objectives; time and project management skills; communicate effectively, both orally and in writing; prepare clear and concise reports and correspondences; establish and maintain effective working relationships with others; able to lead staff and partner with the general public. Additionally, should be computer literate being competent with MS Office software, internet, and electronic mail.

OTHER INFORMATION

This position is exempt from civil service. Therefore, if you are appointed to the position, your employment will be considered to be "at will."

Submit resumes to:

Med-QUEST Division
Administration
P.O. Box 700190
Kapolei, HI 96709-0190

Direct all inquiries regarding this position to:

Leslie K. Tawata at (808) 692-8052
Monday through Friday 7:45 a.m. to 4:30 p.m. (HST)
or via email at LTawata@medicaid.dhs.state.hi.us

NOTE: The State Recruiting Office will refer you to the Department of Human Services Med-QUEST Division Med-QUEST Division Assistant Administrator regarding this exempt position.

Recruitment # EX103026
HEALTH COVERAGE MANAGEMENT BRANCH ADMINISTRATOR
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