



State of Hawai'i Non-Civil Service Job Opportunity

HEALTH CARE SERVICES BRANCH ADMINISTRATOR
State of Hawaii Executive Branch

An Equal Opportunity Employer

Opening Date: 01/06/16

Closing Date: 01/12/16

RECRUITMENT INFORMATION

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

The position is located in **Kapolei** on the Island of Oahu.

Salary: Commensurate with education and experience.

If you have any questions regarding this non-civil service exempt position, please contact Judy Mohr Peterson, Administrator, Med-QUEST Division **via email at JMohrPeterson@medicaid.dhs.state.hi.us**.

The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Human Services, Med-QUEST Division.

DUTIES SUMMARY

The primary purpose of this position is to direct and coordinate Medicaid QUEST Integration and other medical assistance programs that involve contracting with health plans and providers.

MINIMUM QUALIFICATION REQUIREMENTS

LEGAL AUTHORIZATION TO WORK REQUIREMENT: The State of Hawaii requires 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.

Knowledge: Principles and practices of management, administration, supervision and decision making; general understanding of accounting and finance; research principles, statistics; benefits and other resources available through other public and private agencies; administrative policies and procedures; understanding of health care, health plans, providers, and other related issues.

Skills/Abilities to: Make logical and objective decisions; exercise judgment and engage in inductive and deductive reasoning; read/comprehend/apply policies, instructions, etc.; resolve conflicts fairly and consistently; analyze and evaluate facts on a large scale; gain the confidence and cooperation of others; make sound administrative policy decisions; assure adherence to contract requirements based on federal and state statutory base and Centers for Medicare & Medicaid specifications; communicate effectively both orally and in writing; train and develop staff.

Education: College graduate. Courses taken in economics, statistics, mathematics, business, administration, and accounting are preferable and helpful for accomplishing objective of the QUEST Integration and other medical assistance programs. Preferably possess a Master's degree from an accredited college or university in a health care or health administration field though this requirement may be waived based upon work experience.

Experience: Five (5) years of professional responsible work which involved health care related administration, utilization of economics, statistics, cost-benefit analysis of operations research concepts and methods to conduct evaluations of on-going programs and related issues of all kinds and to understand the economic, social and physical relationships involved. Two (2) years of supervisory experience in supervising others; such experience should have included: planning and directing the work of others; assigning and reviewing their work; advising them on difficult and complex problem areas, and timing and scheduling their work.

Tools, Equipment and Machines: Use of computer. Work may occasionally require some travel; visits to contractor and performance sites to do site visits at the health plans, hospitals, and related facilities. Must be willing to travel within or outside of the state.

OTHER INFORMATION

This position is exempt from the civil service and considered temporary in nature. Therefore, if you are appointed to the position, your employment will be considered to be "at will," which means that you may be discharged from your employment at the prerogative of your department head or designee at any time.

Submit resumes via email only to the:

Department of Human Services, Med-QUEST Division

Attention: Judy Mohr Peterson, Administrator at: **JMohrPeterson@medicaid.dhs.state.hi.us**

Direct all inquiries regarding this position to:

JMohrPeterson@medicaid.dhs.state.hi.us

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

Recruitment # EX108908
HEALTH CARE SERVICES BRANCH ADMINISTRATOR
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