



State of Hawai'i Non-Civil Service Job Opportunity

ELIGIBILITY SYSTEM ASSISTANT PROJECT MANAGER
State of Hawaii Executive Branch
Salary: Depends on Qualifications

An Equal Opportunity Employer

Opening Date: 11/14/16

Closing Date: Continuous

RECRUITMENT INFORMATION

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

The position is located on the island of Oahu (Kapolei).

Salary: Commensurate with education and experience.

If you have any questions regarding this non-civil service exempt position, please contact Emerald Adams at EAdams@dhs.hawaii.gov

The State Recruiting Office will refer all inquiries regarding this exempt recruitment to the Department of Human Services, Personnel Office, Recruitment and Examination Staff, (808) 586-4966.

DUTIES SUMMARY

This position serves as the Assistant Project Manager for the maintenance of the Med-QUEST Division's Eligibility System. The project supports a comprehensive, integrated information and data processing system to efficiently and expeditiously determine eligibility for the various medical assistance programs within required federal and state regulations.

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.

EDUCATION:

Bachelor's degree from an accredited college or university.

EXPERIENCE:

Three (3) years of professional work experience which demonstrated knowledge of the principles, practices, philosophies and goals for public and private health care programs is required. This includes experience participating in a recent systems development and

implementation project. Experience which included involvement with various medical insurance programs, medical utilization guidelines, cost containment measures, and other measures necessary for efficient and effective delivery of health care services, is highly preferable. Experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs; planning, organizing and coordinating program activities, and actively participating in policy determination is extremely desirable.

One (1) year of professional work experience demonstrating project management experience is required. Qualifying experience includes establishing project work plans, establishing target completion dates, and identifying resource requirements, monitoring progress, identifying and resolving issues, and providing status reports.

RECOMMENDED QUALIFICATIONS:

Knowledge of principles, practices and goals of health care management and managed care systems; knowledge of information technology principles, practices, and goals of private and public health or insurance programs; and principles and practices of supervision, budgeting, planning, and human and organizational behavior.

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 AND/OR DIRECT ALL INQUIRIES REGARDING THIS POSITION TO:

Emerald Adams, Eligibility System Project Manager
Email address: EAdams@dhs.hawaii.gov

NOTE: The State Recruiting Office will refer you to the Department of Human Services, Personnel Office, Recruitment and Examination Staff regarding the recruitment for this exempt position vacancy. Contact staff at (808) 586-4966. Office hours are from Monday through Friday, 7:45 a.m.. to 4:30 p.m.. HST, or you may email general questions regarding this recruitment process to ASueoka@dhs.hawaii.gov

Recruitment # EX120463
ELIGIBILITY SYSTEM ASSISTANT PROJECT MANAGER
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