



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Acting Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

ANNOUNCEMENT OF JOB VACANCY

TITLE	Project Coordinator
SALARY/ SALARY GRADE	\$83,493 - \$102,838 G-27
NEGOTIATING UNIT	Professional, Scientific and Technical/05
LOCATION	Office of Health Insurance Programs Division of Systems Riverview Center Menands, NY 12204
MINIMUM QUALIFICATIONS	A Bachelor's degree and 5 years' experience in information technology, or in a healthcare administration role that required interaction with healthcare information technology systems and oversight of system change; OR an Associate's degree and 7 years of such experience; OR 9 years of such experience. A Master's degree may substitute for one additional year of experience.
PREFERRED QUALIFICATIONS	Thorough knowledge and familiarity, including at least five years of experience, with the Title XIX Medicaid Program and must have a thorough knowledge and familiarity, including at least five years of experience, with large-scale claims processing systems, such as Medicaid Management Information Systems. At least four years of experience, with claims processing processes and procedures, including multiple-project integration; ability to develop and maintain working relationships with local districts, the Medicaid provider community, other bureaus within OHIP, other departments and federal agencies; excellent communications skills, including the ability to effectively communicate, both orally and in writing, with others in explaining systems issues and Department initiatives and at least three years' experience supervising staff.
RESPONSIBILITIES	Under the direction of a Manager of Information Technology Services 2, the incumbent will serve as an integral part of the design, development, and implementation of OHIP's replacement Medicaid Management Information System (MMIS). This position will require the ability to conduct some hands-on business and systems analysis work, while also providing direction and guidance to teams of business analysts led by direct reports and other staff. In addition, the incumbent will be responsible to: Gather and synthesize data into reports and presentations for senior staff. Facilitate Program Policy input related to eligibility and enrollment functions to create system requirements that meet program needs. Work closely with director-level staff to analyze the impact of systems and business process changes. Independently review and assess impact of system, business process, and policy changes. Assess and manage priorities and workloads, rebalancing work as required to meet deadlines and objectives. Act as a liaison between technical, program area, and other stakeholders in order to elicit, analyze, communicate, and validate requirements for changes to business processes, policies, and health information systems. Coordinate system planning efforts. Identify and document scope of changes or enhancements to automated health information systems. Serve on the Change Control Board and have voting rights for non-technical business requirements changes with associated cost impact of \$500,000 (or less) and schedule impact of 2 weeks (or less), with double voting rights for Technical Architecture Changes. Work with project management team, selected vendors, and program staff, to establish timetables for completion of projects. Explain business and functional requirements for specific program areas to applications programmers and contractors. Review and approve system design documentation and specifications. Develop and oversee testing of system changes or enhancements to ensure user and program requirements are met. Update management on status of system changes and enhancements. Troubleshoot system deficiencies by reviewing and analyzing data findings. Serve, as a Subject Matter Expert or team lead, on one or more MITA-aligned DDI teams. Understand HIPAA Privacy rules and follow established rules to protect Phase I and Phase II.
CONDITIONS OF EMPLOYMENT	Temporary, full-time. Grant funded.
APPLICATION PROCEDURE	Submit resume to Human Resources Management Group, CB/PC/77460 Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237-0012, or by email to resume@health.ny.gov , or by fax to (518) 473-3395 with a subject line CB/PC/77460 . Resumes will be accepted until position is filled.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY**

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