



# 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

<b>TITLE</b>	Project Coordinator- 77469
<b>SALARY/GRADE</b>	\$85,163 - \$104,895/G-27
<b>NEGOTIATING UNIT</b>	Professional, Scientific and Technical/05
<b>LOCATION</b>	Office of Health Insurance Programs Division of Systems Riverview Center Menands, NY 12204
<b>MINIMUM QUALIFICATIONS</b>	A Bachelor's degree and five (5) years of 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 seven (7) years of such experience; OR nine (9) years of such experience. A Master's degree may substitute for one (1) additional year of experience.
<b>PREFERRED QUALIFICATIONS</b>	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.
<b>RESPONSIBILITIES</b>	Reporting to the Director of the Bureau of eMedNY, this position will provide oversight and direction of the operation and evolution of the Claims Subsystem of the NYS MMIS, eMedNY, including developing systems requirements for budget initiatives, MRT and other projects in the queue, until the position is ended in conjunction with the retirement of the eMedNY system. The Claims Unit manages the information and decision support systems needed to make appropriate Medicaid payments for covered services, maintain reference files, and create financial reports as required by law and DOH policy as it relates to the NYS Medicaid system; the unit also supports the enrollment and eligibility determination of providers. Duties include acting as ongoing liaison with the contractor, other state agencies, local districts, providers and federal representatives, and providing organizational coordination and assistance as required to facilitate the implementation of Medicaid initiatives. In addition, this incumbent will serve as a Subject Matter Expert (SME) for the Planning and Design, Development and Implementation (DDI) phases of the new Medicaid Administrative Services contractor's replacement MMIS system (MAS), and support the transition of operations from eMedNY to the new system. Specific responsibilities and duties will include: Oversee, direct and coordinate work efforts of the eMedNY claims team and contractor staff to support ongoing operational and evolution requirements within eMedNY; establish priorities and timetables for multiple systems initiatives; work collaboratively to identify and resolve claims subsystem problems and issues; assure that ongoing eMedNY operations and evolution functions are performing efficiently; Provide expert support as needed for eMedNY claims evolution initiatives including those affecting the replacement MAS system, NYSoH (NYS's health exchange), and WMS. Support must include analysis and evaluation of claims subsystem processes and interfaces, identification of impacts, and appropriate remediation enhancements.
<b>CONDITIONS OF EMPLOYMENT</b>	Temporary, full-time. Grant funded.
<b>APPLICATION PROCEDURE</b>	Submit resume, preferably in PDF format, to Human Resources Management Group, <b>SP/PC/77469</b> , Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237- 0012, or by fax to (518) 473-3395 or by email to <a href="mailto:resume@health.ny.gov">resume@health.ny.gov</a> , with Reference Code <b>SP/PC/74469 included in the subject line</b> . <u>Failure to include the required information in the subject line of your email or fax may result in your resume not being considered for this position.</u> Resumes 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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