



# Department of Health

**ANDREW M. CUOMO**  
Governor

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

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

## **ANNOUNCEMENT OF TRANSFER OPPORTUNITY** **DEPARTMENT OF SOCIAL SERVICES OR HUMAN RESOURCES ADMINISTRATION EMPLOYEES ONLY**

|                                 |   |
|---------------------------------|---|
| <b>TITLE</b>                    | Medical Assistance Specialist 2 - 79395   |
| <b>SALARY/GRADE</b>             | \$67,703/SG-23  |
| <b>NEGOTIATING UNIT</b>         | Public Employees Federation (PEF)/05  |
| <b>LOCATION</b>                 | Office of Health Insurance Programs (OHIP)<br>Division of Eligibility and Marketplace Integration<br>Bureau of Quality Assurance (QA) for Eligibility, Enrollment and Notices<br>Albany, New York   |
| <b>MINIMUM QUALIFICATIONS</b>   | Candidates must be a current NYS County Department of Social Services or Human Resources Administration employee with permanent competitive status and be eligible for transfer in accordance with Civil Service Law. Candidates must have seven (7) years or more service in a position where the work involves responsibility for determining enrollment of persons in public health insurance programs, based on pertinent eligibility laws, rules and regulations; making recommendations on administering public health insurance programs; reviewing, signing and/or authorizing eligibility determinations. Additional responsibilities should include communicating program changes to subordinates and ensuring the changes are incorporated in a timely manner. Responsibilities must have included an expanded scope, complexity, level of responsibility and higher degree of accountability.   |
| <b>PREFERRED QUALIFICATIONS</b> | Experience with administering or supervising day-to-day program operations with ongoing responsibility for staffing, planning, or ensuring compliance with laws, rules, regulations, and policies; knowledge of the eligibility requirements for New York's Medicaid and CHPlus programs; strong written, verbal, interpersonal and organizational skills; experience prioritizing goals, implementing programs and allocating resources; and the ability to create a supportive working relationship and climate for motivation.   |
| <b>RESPONSIBILITIES</b>         | Working in the Bureau of Quality Assurance (QA) for Eligibility, Enrollment and Notices the incumbent will oversee a team that conducts case reviews to ensure that eligibility is correctly determined for programs (Medicaid, CHPlus, Essential Plan and Qualified Health Plans) administered by the New York State of Health (NYSOH) Marketplace including the associated enrollment transactions and consumer notice generation; manage a small unit of QA reviewers; direct supervision of staff; manage and coordinate daily work assignments; and monitor staff productivity. Additional responsibilities will include assisting with the oversight and coordination of the testing of new NYSOH system functionality related to eligibility, enrollment and notice generation; and working collaboratively with DOH policy areas to assist in the development of system business requirements and the system integrator and other outside entities to identify, track and resolve system defects. Assist with special projects as needed. |
| <b>CONDITIONS OF EMPLOYMENT</b> | Permanent, full-time.   |
| <b>APPLICATION PROCEDURE</b>    | Submit resume, preferably in PDF format, to Human Resources Management Group, <b>SP/MAS2/79395</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> <b>with Reference Code SP/MAS2/79395 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 April 1, 2016.   |

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

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