



# 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** **NEW YORK STATE EMPLOYEES ONLY**

<b>TITLE</b>	Program Research Specialist 3 (Medical Assistance) - 88390
<b>SALARY/ SALARY GRADE</b>	\$67,703 - \$85,635 G-23
<b>NEGOTIATING UNIT</b>	Professional, Scientific and Technical (05)
<b>LOCATION</b>	Office of Health Insurance Programs (OHIP) Division of Health Plan Contracting & Oversight Bureau of Managed Care Fiscal Oversight Albany, NY 12237
<b>MINIMUM QUALIFICATIONS</b>	Current Department of Health employee with permanent or contingent-permanent status as a Program Research Specialist 3 (MA) OR current New York State employee with one year of permanent or contingent-permanent service as a Program Research Specialist 3 or in a position allocated to a G-21 or higher and eligible for transfer under Section 52.6 of the Civil Service Law.
<b>PREFERRED QUALIFICATIONS</b>	Strong attention to details; proficient with Standard Query Language (SQL) and Statistical Analysis System (SAS) data analysis software; experience querying Medicaid Data Warehouse (MDW) and/or OHIP DataMart. Strong written and verbal communication, interpersonal and analytical skills.
<b>RESPONSIBILITIES</b>	The Program Research Specialist 3 (MA) (PRS 3 (MA)), G-23 will play a vital role in the administration of Medicaid Encounter Data reporting, compliance and outreach activities to ensure Managed Care Organizations (MCO's) meet mandated program and compliance standards. Primary responsibilities of the positions include: Maintain and develop SAS and SQL coding to extract data from MDW and OHIP DataMart that will be used as the basis for the creation, dissemination and posting of monthly validation, completeness and adequacy reports related to the Provider Network/MEDS Compliance Unit. Review of the validation and compliance reports to determine adherence to data accuracy, completeness and timely submission guidelines. Communicate report findings and work with managed care plans in order to improve compliance in all areas of encounter data and provider network data submission. Use plan financial, encounter and claims databases as analytical sources for ad hoc query tasks. Prepare statistical reports, policy briefs, letters, memoranda and other written materials on specific provider network and MEDS issues.
<b>CONDITIONS OF EMPLOYMENT</b>	Permanent, full-time.
<b>APPLICATION PROCEDURE</b>	Submit resume, preferably in PDF format, to Human Resources Management Group, <b>LE/PRS3MA/88390</b> , Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237- 0012, or fax to (518)473-3395, or by email to <a href="mailto:resume@health.ny.gov">resume@health.ny.gov</a> , with <b>Reference Code LE/PRS3MA/88390</b> included in the subject line. <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 will be accepted until July 22, 2016.

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

Issued: June 17, 2016