



## JOB ANNOUNCEMENT

### Management Analysis Specialist II

July 20, 2018

The **MO HealthNet Division (MHD)** is seeking applications for the position of **Management Analysis Specialist II** located in Cole County. This position will be in the Managed Care Rate Setting Unit of the MO HealthNet Division.

**JOB DUTIES:** This position supports the operations of the Managed Care Rate Setting Unit in all aspects of Managed Care 1915b waiver along with the 1115 Waivers (i.e. Gateway to Better Health (Gateway), Children's Health Insurance Program (CHIP), and Show-Me Healthy Babies (SMHB)) and Non-Emergency Medical Transportation (NEMT) to recommend and make operations more efficient. Duties include gathering, analyzing, interpreting, and extracting claims, expenditure, and member month data into reports for process and trend tracking, budget projections, and recommendations for operational and reporting improvements. This position is also responsible for directing and designing the implementation of reports and determining when new reports are necessary. This position will work with the contracted Actuarial firm and will plan, coordinate, and review activities of the contracted Actuarial firm in the rate setting process. The successful candidate will assist with the development of the Managed Care capitation rate and evaluate fee-for-service history reported to the contracted Actuarial firm for rate setting by ensuring all fiscal data and program information is provided to the contracted Actuarial firm in a timely manner through coordination and direct involvement. Researches and analyzes claims information regarding discrepancy questions brought to us by the Managed Care Health Providers and any regarding the Gateway program. Reviews financial data on a quarterly and annual basis for the Managed Care, NEMT and Gateway providers and reports this information to budget, DFAS, CMS and other agencies as needed. This position will manage and maintain large databases and spreadsheets, handle multiple priority tasks, report development using multiple sources, and maintain effective working relationships with the contracted Actuarial firm. The successful candidate must be able to exercise independent judgment in reviewing, interpreting, and researching information to ensure compliance with federal and state rules and regulations governing Medicaid reimbursement. This position will be responsible for the quarterly tracking, verifying and reporting of the 1915b Waiver and the 1115 Waivers. This position will track and verify monthly payments capitation, delivery and NICU payments. This position will manage large databases and spreadsheets, handle multiple priority tasks, report development using multiple sources, and maintain effective working relationships with the contracted Actuarial firm. The successful candidate must be able to exercise independent judgment in reviewing, interpreting, and researching information to ensure compliance with federal and state rules and regulations governing Medicaid reimbursement.

**QUALIFICATIONS:** One or more years of experience as a Management Analysis Specialist I with the Missouri Uniform Classification and Pay System. OR A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in one or a combination of the following: Business or Public Administration, Economics, Finance, Industrial Engineering, Engineering Management, or a closely related field; and, Two or more years of professional experience in management analysis, fiscal or financial analysis, operations research, or industrial engineering. (24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the required experience.) (A Master's degree from an accredited college or university in the specified areas may substitute for the required experience.) (Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)

**SALARY RANGE:** \$1782.50 - \$2606.50 (For current DSS employees, current salary will increase at least one step if receiving a promotional appointment.)

**TO APPLY:** Submit a [DSS application](#), cover letter, resume, and transcripts to [d051wc@dss.mo.gov](mailto:d051wc@dss.mo.gov).

**RECRUITMENT AREA:** External applicants will be expected to have applied for and obtained status on the register via the EASe website, located at <http://www.ease.mo.gov/>.

**APPLICATION DEADLINE:** August 3, 2018

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