

NEW YORK
state department of
HEALTH

Nirav R. Shah, M.D., M.P.H.
Commissioner

Sue Kelly
Executive Deputy Commissioner

REVISED
ANNOUNCEMENT OF TRANSFER OPPORTUNITY
CURRENT NYS COUNTY DEPARTMENT OF SOCIAL SERVICES EMPLOYEES ONLY

TITLE Medicaid Eligibility Examiner 3

SALARY/GRADE \$49,488
Grade 17

NEGOTIATING UNIT PEF/05

LOCATION NYS Department of Health, Office of Health Insurance Programs
Division of Eligibility and Marketplace Integration
Albany, New York

MINIMUM QUALIFICATIONS Candidates **must** be a current NYS County Department of Social Services employee with permanent competitive status and eligible for transfer in accordance with Civil Service Law. Candidates must have one (1) year or more permanent service as a Supervising Eligibility Examiner; Principal Social Welfare Examiner; Eligibility Examiner 3, or in a position where the work involves responsibility for planning, coordinating, supervising, and managing the performance and activities of income maintenance functions of the agency (Food Stamps, Temporary Assistance, Medicaid, and Screening Units);

OR

Five (5) years of professional experience **[one (1) year of which must have included supervision of staff]** performing one or more of the following six activities*, in a program that:

- Reimburses for health care services;
- Works with social services program areas;
- Determines eligibility for a consumer assisted program;
- Provides health care services;
- Provides health care regulatory oversight; or
- Performs quality assurance and interpretation/application of standards of health care.

***Activities:**

1. Determining eligibility for a health care program or consumer assisted program in which financial eligibility criteria must be met;
2. Performing utilization review, including pre-payment or post-payment review of requested health care services, prior approval or authorization activities, adjudication or pricing of claims for payment; or analysis of patterns of health care;
3. Developing mechanisms for the reimbursement and financing of health care services, including rate-setting or approval, capitation reimbursement methodologies, fee schedule development, coding constructs for medical goods and services, or application/processing or reimbursement methodologies;
4. Administering or supervising day-to-day program operations with ongoing responsibility for budgeting, staffing, planning, or ensuring compliance with laws, rules, regulations, and policies;
5. Inspecting, assessing, or monitoring health care programs or facilities for certification, licensure or adherence to laws, rules, regulations, and policies; and
6. Planning, designing, developing, researching, or evaluating proposals to establish or refine programs, with ongoing responsibility for interpreting legislation or regulations, defining/describing target populations and local demographics, grant/proposal writing, or developing, reviewing, and evaluating contracts.

College study may be substituted for up to two (2) years of the required general experience, at the rate of 30 semester credit hours equaling one (1) year of the required experience. **The remaining three (3) years of experience must have included one (1) year of supervision of staff.**

NOTE: Examples of non-qualifying experience include, but are not limited to: patient advocates, case managers, direct care experience (i.e., nurse, social worker, and physical therapist), clerical and data entry duties, experience in a private physician's office, or as a billing clerk

PREFERRED QUALIFICATIONS

Expertise with New York's Medicaid, CHPlus, and FHPlus eligibility and coverage policy issues; experience with Medicaid policy and procedures related to the Medicare Savings Program, Family Planning Benefit Program and Third Party Health Insurance; strong written and verbal communication, interpersonal and organizational skills; expertise in public health insurance programs; especially with eligibility and coverage policy issues; ability to function independently and as part of a team; and ability to work well under pressure and meet deadlines.

RESPONSIBILITIES

The Division of Eligibility and Marketplace Integration is looking to fill multiple positions that will focus on assuming some of the functions currently performed by the Local Departments of Social Services (LDSS) for the Medicaid program. These positions will help ensure that the process of determining Medicaid, Family Health Plus (FHPPlus) and Child Health Plus (CHPlus) eligibility is efficiently and effectively transitioned from the LDSS and the participating CHPlus health plans to a centralized processing unit. Within the Division and under general supervision of higher level staff, the incumbent will serve as supervisor of a small group of paraprofessional and/or support staff that performs a variety of duties related to accepting and processing applications for public health insurance. The incumbents will provide support for activities related to expansion and eligibility initiatives implemented through the Enrollment Center; technical assistance on eligibility policy for Medicaid; and perform functions necessary to assume the responsibilities of the LDSS. Specific duties include but are not limited to: maintain cooperative working relationships with other units, division, departments, and agencies to facilitate the delivery of public health insurance; interpret and communicate a variety of Federal and State laws and codes to implement policies, procedures and maintain compliance in the delivery of public health insurance benefits; review, sign or authorize eligibility determinations; monitor the quantity and quality of work completed by staff to ensure accuracy and adherence to procedures and instructions; identify and resolve inaccuracies; prepare, compile and organize data for various reports; may appear at judicial or administrative proceedings when required to interpret decisions; and develop and review eligibility scenarios to test new computer applications and systems.

CONDITIONS OF EMPLOYMENT

Permanent appointment, full-time.

APPLICATION PROCEDURE

Submit resume to Human Resources Management Group, RD/MEE3/LDSS, Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237-0012, or by email to resume@health.state.ny.us, or by fax to (518)473-3395 with a subject line RD/MEE3/LDSS. Resume must clearly state how you meet the minimum qualifications as stated above. Vague or missing information could result in your being disqualified for consideration for these positions. Human Resource Administration employees are asked to supply a copy of their Civil Service history, which can be obtained from your Personnel/Payroll Office. Applications will be accepted until the positions are filled.

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

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