To view the full posting and apply, visit www.oregonjobs.org, search for "OHA14-0757", and complete the Oregon employment application online. All application materials must be received by the closing date and time posted on the announcement.

http://agency.governmentjobs.com/oregon/default.cfm?action=viewJob&jobID=1013372

OHA14-0757

Operations & Policy Analyst 3 (Senior Financial Business Systems Analyst)

CLOSING DATE: 12/31/2014

SALARY: $4569 - $6691 MONTHLY

This employment opportunity is with the Medical Assistance Programs, which is part of the Oregon Health Authority (OHA). **There is one full-time, permanent position located in Salem (500 Summer Street NE)**. This position is represented by a union.

DUTIES AND RESPONSIBILITIES

This position is responsible for managing the changes to the MMIS/OHA business functions related to Medicaid financial functions, including change request management and service requests. As a senior member of the Business Support Unit (BSU) this position will be leading efforts with contractors and stakeholders to ensure the MMIS meets both business needs and systems requirements. This position will lead the OHA decision making process for the detailed requirements, design, testing, data conversion, training and production operations for the MMIS financially related functions and subsystems.

This position is responsible for managing and coordinating a team in the identification of business processes and needs for the MMIS and supporting the development and implementation activities related to specific MMIS subsystems. This position is also involved in the issues related to Health Insurance Portability and Accountability Act (HIPAA) as it relates to the MMIS. The functions of this position require extensive knowledge and experience with federal, state, and Oregon Health Authority rules, regulations and procedures and related Title XIX areas.

Other duties as assigned.

WORKING CONDITIONS

Occasional in-state and out-of-state travel required.

Occasional evening and weekend work required.

You must have a valid driver's license with an acceptable driving record. If not, you must be able to provide an alternate method of transportation.

MINIMUM QUALIFICATIONS

The work experience section of your application must include a clear description of your experience in order to determine if you meet the required skills (minimum and special qualifications) and at what level you meet the requested skills (desired attributes). Your answers to supplemental questions about your specific experience must also be supported in the work experience statements in your application form or, if requested, your resume. Supplemental materials such as cover letters and/or a resume will NOT be reviewed or used to determine candidates' qualifications unless the posting specifically states those materials are required from applicants.

A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree demonstrating the capacity for the knowledge and skills; and four years professional-level evaluative, analytical and planning work.

OR;

Any combination of experience and education equivalent to seven years' experience that typically supports the knowledge and skills for the classification.

Note: *Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications. Transcripts must be from an accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.*

DESIRED ATTRIBUTES

- This is a multi-faceted position demanding research, analytical and writing skills; a detailed knowledge of Agency rules, policies, procedures and the ability to carry out multiple assignments with little direction and meet deadlines. This position requires the ability to communicate clearly and concisely.

- Knowledge of Medicaid Management Information System (MMIS) relevant functions, processes and interfaces

- Knowledge of the Medical Assistance program policies and procedures.

- Personal computer skills (Standard Office Software such as: Microsoft Word; Excel, Microsoft Project, etc.)

- Knowledge of business process reengineering

- Knowledge of Cultural Change Management

- Ability to read, comprehend and interpret complicated rules, regulations, policies, and procedures

- Ability to analyze systems, identify problems and recommend solutions

- Knowledge of information systems development, concepts and practices such as requirements gathering and analysis, business needs and objectives analysis, design documentation, test plan development, test results analysis and quality assurance/control.

Applicants that meet the minimum qualifications and most closely match the desired attributes will be invited for an interview.

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PLEASE CONSIDER JOINING US!

The Oregon Health Authority is committed to affirmative action, equal employment opportunity and workplace diversity.