

Joe Lombardo
Governor



Richard Whitley, MS
Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF HEALTH CARE FINANCING AND POLICY

Helping people. It's who we are and what we do.



Stacie Weeks,
JD MPH
Administrator

AGENCY MANAGER

Division of Health Care Financing and Policy

Salary: up to \$136,133 (Employee/Employer Paid Retirement Schedule).

The Nevada Division of Health Care Financing and Policy (DHCFP) is seeking to fill the position of Agency Manager. This is a full-time unclassified position and will be housed in Carson City, Nevada. Statewide/out of state travel will be required.

The mission of DHCFP is to purchase and provide quality health care services to low-income Nevadans in the most efficient manner; promote equal access to health care at an affordable cost to the taxpayers of Nevada; restrain the growth of health care costs; and review Medicaid and other state health care programs to maximize potential federal revenue.

THE POSITION: This position is within the Division of Health Care Financing and Policy, commonly known as Nevada Medicaid. This position reports directly to and serves at the pleasure of the Division Administrator.

The Agency Manager will serve as administrative lead for program integrity and compliance efforts for the division with the goal of improving program integrity and compliance activities, ensuring the proper expenditure of Medicaid program funds, and aligning business practices with the DHCFP mission and strategic plan. The following program integrity and compliance teams will report to this position: Surveillance and Utilization Review (SUR), Audit, Provider Enrollment, Recoveries, Hearing and Document Control.

Responsibilities include, but are not limited to:

- Support DHCFP in vision and strategy development in the areas of responsibility. Help leadership succeed through idea development, strategic planning, problem resolution, and leading innovation as requested.
- Effectively network with other state and federal entities regarding DHCFP and national program integrity rules, regulations, guidelines, vulnerabilities and trends.
- Serve as division lead for procurement, administration, and oversight of program integrity contracts and contractual performance.
- Develop and monitor indicators to ensure division objectives are accomplished. Develop and implement corrective action when performance falls below acceptable levels.
- Develop and/or participate in the development of program and operating budgets; provide estimates of costs associated with implementing new or revised federal regulations and program options.
- Oversee the development of program integrity and compliance policies, regulations, and ensure adherence with State and Federal laws governing programs and funding.
- Assist with the development of automated systems or process to maximize recoupment and recovery efficiencies.

QUALIFICATIONS:

Bachelor's Degree in public health, public policy, public administration, business, organizational management, health equity, or a related field. (Qualifying experience in executive leadership or senior organizational development roles may be substituted for the educational requirements).

- Demonstrated experience in strategic project development and management.
- Exceptional project management skills, including the ability to prioritize and manage multiple projects and stakeholders simultaneously and meet tight deadlines in a fast-paced environment.
- Ability to establish and maintain partnerships with staff and representatives from governmental and community organizations, and foster collaboration among diverse stakeholders.
- Demonstrated ability to facilitate group processes, project team development and management, and training staff.
- Strong leadership skills.
- Ability to design research studies, organize, analyze, and present data with accuracy, thoroughness, and attention to detail.
- Demonstrated ability to work both collaboratively and independently.
- Excellent written and oral communication skills, including superior writing and editing skills.
- Ability to research, quickly understand, and synthesize new information on a wide range of public health topics and distill complex topics into easy-to-understand terms for lay audiences.
- Reliable, highly organized, and able to adapt to changing priorities and new initiatives.
- Quality-oriented with a passion for excellence and keen attention to detail.

WHY APPLY?

Nevada offers sunshine and recreational opportunities including golfing, biking, off-roading, hiking, skiing, and fishing. Nevada's landscape and activities are a few reasons to join the Silver State workforce! DHCFP is committed to developing a team that embraces our mission and core values throughout our local community. We offer an exceptional benefits package, a robust defined benefit retirement plan, and ample opportunities for growth. Additional benefits include:

- Health, dental, vision, and life insurance
- Three weeks of annual (vacation) leave, and three weeks of sick leave annually
- Twelve (12) paid holidays
- Positive, friendly work environment focused on balancing work and home life

SPECIAL NOTES: Fingerprinting and a background investigation through the FBI and DPS are required. The employee is responsible for all background check fees upon hiring, plus additional fees for rolling fingerprints.

TO APPLY: Please submit your Curriculum Vitae which details your experience, responsibilities, the nature and size of the organization/programs you worked for, salary history, reasons for leaving prior employment, and professional references to:

Logan Kuhlman
Division of Health Care Financing and Policy
1100 E William St, Suite 101, Carson City, Nevada 89701
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SELECTION PROCESS: Application material will be screened based on the qualifications; those candidates deemed most qualified will be invited to interview. Announcement will remain open until recruitment needs are satisfied.