

Senior Project Manager/ iTECH Budget Coordinator

DOM is seeking a senior level person with a strong background which includes technical, management and accounting/financial experience. This person must be willing to be onsite at Medicaid's facilities in Jackson Mississippi 95% of the time. The term of the contract shall be one (1) year (October 1, 2017 - September 30, 2018) with four (4) optional renewals. The rate of pay shall be \$80 an hour (not including travel) not to exceed 2080 hours annually.

Responsibilities include:

- Serving as iTECH's liaison with Finance and Accounting to ensure proper coding of IT services/equipment for federal match rate draw;
- Developing and regularly updating Advanced Planning Documents (APDs) and the State Medicaid Health Information Technology Plan (SMHP) for submission to the Centers for Medicare and Medicaid Services (CMS);
- Establishing strong relationships and working with CMS partners to achieve approval of funding requests;
- Managing/facilitating large complex procurements and implementations;
- Successfully managing vendors/vendor contracts to achieve DOM's goals and objectives;
- Successfully negotiation complex information technology contracts to obtain the maximum protection for the state;
- Assisting in the development/refinement of IT Disaster Recovery/Business Continuity Plans for critical technology assets to minimize impact resulting from an unexpected outage;
- Producing Cost Benefit analyses, Return on Investment and other relevant financial documentation as required to justify a technology strategy or achieve approval of funding requests;

The successful applicant must have:

- Excellent oral and written communications skills;
- Critical thinking/problem solving skills;
- Strong self-motivation / self-management and time management skills;
- Sound business analysis and project management skills;
- Ability and experience leading and facilitating meetings with diverse audiences;
- Ability and experience working successfully to manage diverse groups of people from all backgrounds and education levels;
- Ability and experience developing and delivering presentations for diverse audiences;
- In depth understanding of CMS' rules/regulations and desired outcomes for the Medicaid program;
- Experience working with CMS to achieve funding approval;
- 10+ years' experience working in state government (on behalf of the state);
- Working knowledge of Mississippi IT procurement rules and regulations;
- 10+ years' experience successfully managing multiple diverse, complex, mission critical projects;

- Direct experience (not as part of a team) developing and achieving federal approval of Advanced Planning Documents (APDs), strategic roadmaps, Requests for Proposals (RFPs), etc.;
- Ability to successfully use MS Office tools such as MS Word, MS Excel, MS PowerPoint, and MS Project;

The following skillsets/experience are considered valuable and may warrant additional consideration, (desired but not required):

- Experience working in the private sector (outside of state and federal government);
- Experience working with MAGIC, Mississippi's statewide accounting system;
- Disaster recovery/business continuity experience and certification
- Ability to successfully work with other state agencies to achieve consensus where there may be cross-purpose goals to establish successful governance structure
- In depth understanding of the Medicaid program
- Project Management Certification
- Strong understanding of the healthcare marketplace
- Understanding of and experience evaluating vendor responses to RFPs with a working knowledge of vendor and state perspectives
- Working knowledge of the Medicaid Enterprise System (MES) and its components
- Experience developing large scale, complex RFPs and facilitating the RFP/procurement process