



**STATE OF WYOMING**  
*AN EQUAL OPPORTUNITY EMPLOYER*  
**POSITION VACANCY**



**Benefit Specialist 3**

(Class Code:BN03-11651)

**CLOSING DATE:** 03/22/2007

**FULL HIRING RANGE:** \$3191.00 - \$4480.00 Per Month

**TARGET HIRING RANGE:** \$3,191.00 - \$3,896.00 Per Month

**DEPARTMENT:** Department of Family Services, Economic Assistance

**LOCATION:** Cheyenne

**GENERAL DESCRIPTION OF WORK:** Reviews and interprets federal and state regulations, federal rules, legislative intent, agency mission and goals and gubernatorial and administrative requirements. Designs and maintains a statewide system for program delivery. Collaborates with DFS program consultants to assure program similarity and to simplify the cross-over as much as possible within the federal and state regulations. Assures program policy conforms with federal and State law and federal program requirements. Coordinates policy implementation and policy revisions with assigned IT staff to ensure computer software correctly processes policy and changes to policy. Assures program implementation flows smoothly and as simply as possible while being cognizant of the program requirements and the urgency of a time-limited program. Ensures program and contractor compliance with federal laws, regulations, policies and performance based contracts. Determines data collection requirements and needs. Analyzes data and other information. Serves as a liaison to other vendors, organizations, agencies and departments to assure cooperation and coordination and to eliminate duplication. Prepares and implements program and projects budget needs, secures funds, authorizes expenditures and allocates costs. Develops, coordinates and implements quality initiatives with other program consultants, supervisors and contract managers. Identifies training needs. Plans, organizes, designs and provides training.

**ESSENTIAL FUNCTIONS:** Provides technical assistance and program and policy training including researching information and cases for field, State office staff, vendors and co-staff, contract staff, Governor' office, State legislative officials, federal legislative officials. Audits case files, audits program, develop program training modules and delivery methods and recommendations for program training and/or improvement. Coordinate with other agencies relative to program requirements and when conflicts arise. Communicates with and prepare presentations to the Governor's office, legislators, state, and local advocacy groups, general public, press and other interested entities. Writes and maintains program State Plan, administrative rules, policies, procedures and standards following the established procedural review and approval processes. When required, writes request for proposals and initiates competitive bidding proces assuring compliance with established procedures. Understands and develops program budgets and recommends funding decisions and program operation policies and procedures. Developes, writes and negotiates Memorandum of Understandings (MOU's). Coordinates and collaborates with all interested and involved persons. Coordinates, oversees, and conducts audits to ensure program compliance and file quality. Monitors program activities for conformity and program requirements and monitors budgets pertaining to grants and contracts. Participates in management reviews. Researches and presents evidence in formal hearings on the agency's behalf. Writes federal waivers as needed following established review and submission processes. Writes corrective action plans for federal program audit exceptions. Collaborates with other department programs, the Wyoming Tribes, and other agencies to assure coordination and cooperation across the programs and assigned duties of staff. Confers and consults with agency managers and supervisors in order to agree on decisions, clarify information and resolve common problems. Conducts management evaluations and aids with the coordination of quality initiatives. Establishes guidelines for communication among central office, field office and contract staff. Assures integrity of program computer systems and reports. Analyzes data, prepares reports and make recommendations based on analysis of data compiled. Writes reports for federal and State legislature as required.

**KNOWLEDGE AND SKILLS:** Knowledge of human services delivery systems development and management including the interrelationships of the parts of the system and the effects of change within the system. Knowledge of federal and state rules and regulations pertaining to the assigned program areas including legislative and administrative processes, bureaucracies and how to obtain results within a bureaucratic structure including the Governor, legislators and political appointees. Skill in supervising and training staff to program requirements and philosophies, reviewing and analyzing and interpreting rules and regulations and translating the legal requirements into state plans, administrative rules, policy and practices. Visualizing, designing and implementing human services delivery systems in compliance with agency mission and goals and with the federal and state rule and regulations. Skills in developing, implementing, monitoring and maintaining quality programs. Communication orally and in writing, to include public speaking. To develop and maintain effective interpersonal relationships with co-workers, clients, administrative and supervisory personnel and contract staff. Skills in investigating, researching and analyzing program data, coordinating and recommending program changes. Ability to plan, schedule and accomplish work with little supervision, be effective in time management practices. Ability to manage numerous job assignments including impact analysis requests under tight schedules with minimal information. Ability to coordinate and collaborate within the division, with other division and field staff, with contract staff, with vendors and with other departments, organizations and agencies including federal representatives. Ability to be an effective and efficient team member. Ability to accept responsibility and perform tasks timely. Ability to adapt to change, to identify and analyze problems and recommend solutions. Understand and uses various training techniques and methods.

**MINIMUM QUALIFICATIONS:** Any combination of training and experience equivalent to a bachelor's degree in nursing, public health, psychology, social work, sociology, business administration, public administration or related field, **PLUS** two years of professional work experience in a medical, health insurance, public health field, or in an economic assistance or social service program, or closely related area.

**APPLICATIONS:** For more information or to apply online go to <http://statejobs.state.wy.us/JobSearchDetail.aspx?ID=11651> or submit a State of Wyoming Employment Application to the Human Resource Division, Emerson Building, 2001 Capitol Avenue, Cheyenne, WY 82002-0060, Phone: (307)777-7188, Fax: (307)777-6562, along with transcripts of any relevant course work.

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

**DATE RELEASED:** 03/08/2007

**RECRUITMENT ID:** 11651