

**Auto req ID** 8867BR

**Job Title :** 7733 INTERNAL POLICY ANALYST III

**Title Code :** 9429

**Minimum Requirement - Primary Education :** Graduate of a college or university with a bachelor's degree.

**Minimum Requirement - Primary Experience :** Must have four years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field.

**Education Substitution :** A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience.

**Experience Substitution :** Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis. OR (MEDICAID OPTION) Professional experience in managed health care, Medicaid, Medicare, health insurance claims/systems, health care research, health care planning, health care policy development or health care administration will substitute for the required college on a year-for-year basis.

**Special Requirements :** None

**Agency :** 53 - Cabinet for Health and Family Serv.

**Department/Division/Branch/Address :** Department for Public Health  
Division of Epidemiology and Health Planning  
HIV/AIDS Branch  
HIV/AIDS Services Section

**Location :** Franklin

**Agency Contact :** kay.loftus@ky.gov

**# of Vacancies :** 1

**Position Type :** Full-time Merit (18A)

**Selective Type :** 1st Shift

**Vacancy Type :** Competitive - Open To All Candidates

**Work Week :** 37.5 hr/wk

**Pay Grade :** 15

**Salary Range:** Pay Grade 15 (MIN-MID) \$38,770.08 - \$51,361.20 yearly at 37.5 hour work week

**Special Entrance Rate :** No

**Description of Vacancy's Duties :** Manages, oversees and supervises all Kentucky AIDS Drug Assistance Program (KADAP) elements and functions, including processing of applications, monitoring internal & contractor program and fiscal accountability, setting eligibility criteria and assuring client eligibility. Develops and implements program goals, objectives, policies and procedures. Coordinates KADAP related tasks for the KADAP Coordinator, the Kentucky Health Insurance Continuation Program (KHICP) Coordinator, and regional case management staff.

Manages and maintains the client level data system, the financial database and related records. Conducts trend

analyses for priority populations and prepares data to meet state and federal reporting requirements. Develops and submits routine programmatic and fiscal reports, including quarterly reports and annual progress reports to the Health Resources and Services Administration (HRSA). Develops written reports of KADAP goals, objectives, and prepares pertinent information and data for the annual grant application to HRSA. Maintains relevant data and submits timely drug rebate requests to pharmaceutical companies. Develops and implements client satisfaction surveys, service needs assessments, and other data collection tools.

Formulates and establishes policies and procedures for the KADAP in compliance with federal and state laws and policies. Tracks changes in legislation, regulations, recommendations and policies affecting KADAP and other public payor sources, such as Medicaid and Medicare. Determines the impact of such change and implements timely, effective, response strategies as needed. Ensures payer of last resort and coordinates client benefits with other payor sources.

Develops, manages and monitors annual program budget. Develops timely prediction methodologies for future program demands that are responsive to changes in the client population, health insurance and state and federal policies. Develops strategies for the provision of accurate cost, utilization, and other program-related analyses and projections. Performs accurate monthly cost forecasting, including statistical projections of drug pricing changes, insurance premium shifts and client numbers. Implements the most cost-effective strategies for AIDS drug assistance.

Provides technical assistance, training and information on HIV and related medications, treatments, and service delivery systems to staff, other professionals and the general public. Coordinates and collaborates with the drug formulary committee, the pharmacy services, Medicaid/Medicare administration, HRSA funded programs, and other internal and external partners. Coordinates with and supports general Ryan White Part B program goals and overall branch goals. Develops and oversees pharmaceutical industry standard agreements, specifying pricing, service and contract requirements.

Evaluates program effectiveness and service delivery systems, implements improvements where needed. Develops and implements quality assurance measures, including performance measures, data quality assurance protocols, collecting relevant data and performance indicators, and initiatives to improve client adherence to medications. Develops and monitors a tracking system to evaluate the KADAP medication delivery process and reviews monthly pharmacy reports for compliance. Reports program performance to funding sources, staff and relevant partners. Makes recommendations to the Kentucky HIV/AIDS Care Coordinator Program (KHCCP) Administrator and the Quality Management Task Force on quality

improvement initiatives.

Other duties as assigned.

**Selection Method :**

Qualifying: All candidates who apply and meet the minimum requirements are eligible for placement on the register for hiring consideration.

**Group :**

BUDGET AND FINANCIAL MANAGEMENT

**Characteristics of the Class :**

Coordinates the work of professional staff and performs analysis and makes recommendations regarding policy and/or budget issues; OR, performs functional supervision over technical policy or budget activities of an agency; and performs other duties as required.

**Typical Working Conditions and Unique Physical Requirements :**

Work is primarily performed in an office setting.

**Additional Requirements :**

Applicants and employees in this classification may be required to submit to a drug screening test and background check.

**Post Date :**

06/25/2009

**Post Ending Date :**

07/31/2009

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