

Executive Administrative Assistant 2

(Working Title: Policy Analyst)

Positions to be filled (2)

The Bureau of TennCare is seeking an Executive Administrative Assistant 2 (working title: Policy Analyst) for its Member Services Division. The Member Services Division is responsible for administering the eligibility determination process for the Bureau. The Policy Analyst will focus on Medicaid eligibility policy, and will be responsible for monitoring developments in federal and state policy, conducting complex policy analyses, preparing written policy materials, and communicating complex policy to various stakeholders. The Policy Analyst will work with a team to create and maintain eligibility policy created for Member Services, ensuring the policy is accurate, current, and aligned with the Bureau's Mission. The Policy Analyst will also provide guidance to Member Services staff as needed regarding eligibility policy.

Qualifications:

Candidates for consideration must have experience in health policy and possess the following:

- A Bachelor's degree from an accredited college or university in public policy, health policy, public administration, or a health-related field;
- A minimum of 3 years of full-time professional experience doing policy work in federal or state government, an academic institution, or a state-level health-related agency;
- Strong research skills, including the ability to locate and analyze documents and synthesize information from multiple sources in order to respond to policy issues and questions;
- Strong organizational skills, including the ability to prioritize, multi-task, and manage workload to meet specific timeframes and deadlines;
- Excellent communication skills, both oral and written; and
- Ability to work as part of a team in a fast-paced environment. A master's degree in a related field, legal experience and/or familiarity with the Affordable Care Act will be considered a plus. Writing sample required.

Organization Description:

The Bureau of TennCare within the Tennessee Department of Finance and Administration is the agency charged with responsibility for administering the TennCare program. TennCare is the State of Tennessee's Medicaid program that provides health care for 1.3 million Tennesseans and operates with an annual budget of approximately 10 billion dollars. The TennCare program operates under a Section 1115 waiver from the Centers for Medicare and Medicaid Services (CMS) in the United States Department of Health and Human Services. It is a demonstration program. The principle being demonstrated by TennCare is that a state can organize its Medicaid program under a managed care model and generate sufficient savings to extend coverage to additional populations who would not otherwise be Medicaid eligible, without compromising quality of care.

*****PLEASE NOTE**

These positions are Executive Service. If hired as an Executive Administrative Assistant 2 (Working Title: Policy Analyst), the appointment period for these positions may only be up to a max of one (1) year. Also, as an Executive Service appointment, positions will not be considered to be in the preferred service and if conditions arise justifying the termination of employment such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, will have no right of appeal and the standards for the application of disciplinary procedures that apply to regularly appointed employees that have preferred status do not apply.

Qualified candidates should send their resumes and writing sample to Natasha.Flener@tn.gov