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Lieutenant Governor



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AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: Division Head II		Posting Date: May 09, 2022	Serial No.: 130-22
Department/Division: Office of the Governor/Medicaid Office (Director's Office)		Closing Date: May 20, 2022	Announcement No.: 059-22
Type of Position: Permanent	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS – 15 \$21,715-\$62,235p.a.	

General Description:

The Division Head II is a senior technical expert and managerial professional responsible for directing and controlling the critical IT Enhancement Projects and Medicaid Enhancement implementations. The position has responsibility for project management of American Samoa Medicaid Enterprise System's upcoming MMIS/T-MMIS applications, schedule and status reports, vendor payment deliverable review or acceptance issue resolution, risk identification and mitigating process and project close-out and transitions to operations. Also, this position operates in a complex authorizing and governance environment with a very diverse set of Project Stakeholders interests. As a result, this position must be able to initiate, direct, lead, facilitate, and coordinate work among a variety of internal and external project stakeholders and must be able to direct the resolution of technical and business issues between AS Medicaid Director, staff, agency partners, and medical providers.

Key Duties and Responsibilities:

- Be the subject matter expert in IT policy and systems to advise and plan for the short-term and long-term IT needs of the Medicaid State Agency to best serve the needs of Medicaid beneficiaries
- Build capacity in the Medicaid IT Division
- Draft and establish division policies and procedures related to ongoing and future IT projects and programs
- Provide expert technical leadership and work cooperatively with division heads and other stakeholders internal and external to American Samoa Medicaid to develop technical solutions and enhancements
- Coordinate closeout activities with the Territory's Health Information Technology (HIT) program
- Draft Planning Advanced Planning Document (PAPD) for Medicaid Management Information System (MMIS)
- Develop AS annual or quarterly reports related to IT Health landscape updates and project plans

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
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- Coordinate monthly or bi-monthly meetings with CMS MES team
- Organize training and workshops between Medicaid divisions related to promoting and ensure HIPPA standards are upheld and educate staff in new technologies implemented in the agency
- Perform other job related duties as assigned

Knowledge, Skills and Ability:

- Knowledge of current federal trends in Medicaid Enterprise System and Information Technology solutions
- Managing healthcare or strategic projects through full project lifecycle while adhering to challenging and schedule constraints
- Knowledge in computer programming, query design, and databases
- HIPPA Certified
- HL7 Certified
- Proficiency in Microsoft Office Suite

Academic and Experience Requirements:

- Applicant must have a Master degree in Information Technology, Computer Science, Communication or in related field from an accredited university plus four (4) years of work related experience, two (2) years of which at a supervisory capacity OR
- Bachelor degree in Information Technology, Computer Science, Communication or in related field from an accredited university plus five (5) years of work related experience, three (3) years of which at a supervisory capacity
- Years of progressively responsible working experience may be substituted for portion of the academic requirement
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources