



Job Title: **Project Manager (Stakeholder Management)**

Grade: CS-0301-13

Salary: \$90,288 – 116,343

Requirements: Must successfully pass a criminal background and consumer check as a condition of employment.

Qualifications: Applicants must possess one (1) year of specialized experience equivalent to the CS-12 grade level, or its non-District equivalent experience in the private or public sector.

Job Description:

The position is established to serve as an Management Analyst (Magi Medicaid SME) within the Functional Unit of the DCAS Project at the Department of Health Care Finance, the District’s state Medicaid agency. DC Access System is the District’s state-of-the-art health and human services solution, which once fully integrated will serve as the platform to provide the District with a modern integrated eligibility system for Medicaid, Supplemental Assistance Nutrition Program (SNAP), Temporary Assistance to Needy Families (TANF) and other programs with case management capabilities.

The incumbent is primarily responsible and will serve as Project Manager (Stakeholder Management) as it pertains to creating, managing and monitoring stakeholder engagement plan, managing communication to and from stakeholders, writing and coordinating briefings and PowerPoint presentations for the Director and Assistant Director, and coordinating, and drafting, responses to consultations and calls for evidence. The incumbent must have excellent interpersonal skills, an ability to think strategically, excellent oral and written communication skills, planning and organizational skills, creating systems that enable stakeholder knowledge to be effectively disseminated and shared within the DHCF and the DCAS Project.