



Job Title: **Management Assistant**

Grade: CS-343-08

Salary: \$56,027-\$72,839

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-07 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 Assistant within the Project Management Administration 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 for assisting or other analysts in the review and reporting of complex data related to administration activities, function and procedures crossing organizational lines in administrative, professional and technical fields for the DCAS Project. Other duties include but limited to: Assist in the development of organizational plans and milestones; Collate data and present finding to senior analysts and managements for analysis; Assist in multiple administrative and operational tasks necessary for program success (Document review; Meeting minutes; Management and collation of executive decks).