

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: DHHS Division: Medical Assistance

Budget Code: 14445 Center Title: DMA Budget Management Center
Number: 1101112199

***** Position Information *****

Proposed Classification: Administrative Officer III Proposed Salary Grade: 72

Salary Range: \$33,050 - \$54,434 Proposed Effective Date: 01/01/04

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 15,066,912	\$ 43,742
Receipts	<u>9,015,038</u>	<u>21,871</u>
Appropriation	\$ 6,051,874	\$ 21,871

Funding Source(s): The Administrative Officer III position is to be funded 50% by the Medicaid Administrative Federal Grant. The remaining 50% will be funded by program funds (fund 1310).

Justification for Position (including description of duties and responsibilities):

The Administrative Officer III position shall reside in the Contracts and Purchasing Section of DMA Budget Management. The position will develop measurable deliverables and evaluation criteria for RFPs, negotiate contract terms, and review and modify MOUs with other state agencies annually. The Division of Medical Assistance contracts are among the most complex issued by any agency in North Carolina. All of the contracts are for complex services with hard to define deliverables that directly affect the core business of the Division. Requests for Proposals for DMA are complex to produce due to the professional nature of the business needs and volume of tax dollars involved. The Administrative Officer III position will be responsible for all phases of the contracting process, amendments, renewals and Requests for Proposals.

Statutory Reference for Request

Lanier M. Cansler
Presentation to be made by

Deputy Secretary, DHHS
Title

Lanier M. Cansler
Agency Head Signature

State Budget Officer Signature