

Department of Health and Social Services Commissioner's Office Structure

<u>Title</u>	<u>Working Title</u>	<u>Duties</u>
Commissioner		Oversight for the Department of Health and Social Services
Executive Secretary III		Responsible for Anchorage and Juneau offices and the assistants in each office. Maintain Commissioner's schedule, meetings and events.
Admin Asst II		Direct administrative support to Anchorage staff
Admin Assist I		Front Desk , phones, mail. Booking travel for Anchorage and Juneau staff. Scheduling conference rooms.
Office Assistant II		Front Desk, phones, mail. Scheduling conference rooms
DP Manager IV	Chief Data Officer	Head of Health Information Technology Office which oversees IT and Data Governance for department, manages Health Information Exchange contract, coordinates IT funding requests to the Centers for Medicare and Medicaid Services, ensures business and IT priorities are aligned and resourced for effective service delivery, and supervises two staff
Medicaid Pgm Specialist III	Electronic Health Record Payment program Specialist	Responsible for the statewide Alaska Medicaid Electronic Health Record Incentive Program, liaison between the department and stakeholders, prepares reports, works with research staff to compile demographic and other data, supports other Health Information Technology projects and activities
Program Coord I	IT Governance Coordinator	Supports IT Governance and Health Information Technology priorities and process, responsible for the planning, developing, coordinating, and overseeing the activities, functions, and major components and projects under the department-wide IT Governance and Health Information Technology programs
Deputy Director	Health Care Policy Advisor	Direct advisor to Commissioner, liaison between division directors and Commissioner on policy items, responsible for regular engagement with stakeholders on policy changes in Medicaid and other health programs, assist in developing budget and legislative requests, other special projects as assigned including working with consultants.
Program Coordinator II	Regulations & Policy Analyst	Regulation Reform Lead for Department and POC for Governor's Regulation Review Team (RRT); Department Liaison for the State of Alaska NGA/PEW Policy Team; facilitates Public Records Requests (temporary); meets with stakeholders and/or attends stake holder meetings; supervises the Project Coordinator I (Regulations); Engages with constituents to address questions, concerns, and suggestions; drafts correspondence for constituents, stakeholders, and other government agencies, both state and federal; and other special projects as assigned.
Project Coordinator		Reviews and assists divisions in preparation of regulation packages, facilitates regulations through the process of public comment and finalization to the Lt Governor for approval and signature
Special Assistant II	Legislative Liaison	Responsible for coordinating, monitoring, and planning all communication and workflow between the Department and Alaska legislature.
Deputy Commissioner		Supervises Office of Children's Services, Alaska Pioneer Homes, Alaska Psychiatric Institute, and Division of Juvenile Justice
Special Assistant II	Policy Advisor to DC Lasley	Special Assistant to DC Lasley to support policy items in OCS, DJJ and AKPH; Parent navigator liaison for OCS
Medicaid Program Specialist IV	Medicaid State Plan Coordinator	Duties including monitoring state and federal statute and regulations for impacts on the State Plan; soliciting and evaluating information about programmatic and operational changes within the Alaska Medicaid program to determine if they require conforming State Plan amendments; developing and submitting state plan amendments to CMS and responding on behalf of the state to federal Requests for Additional Information; training state Medicaid staff on State Plan structure, requirements, amendment process, and tribal consultation.

Deputy Commissioner	Deputy Commissioner for Medicaid & Health Care Policy	Supervises Health Care Services, Division of Behavioral Health, Division of Senior and Disabilities Services, and Medicaid program
Program Coord II	Policy Advisor	Short term policy advisor to offer technical and policy support on Medicaid items including interactions with our federal partners CMS.
Project Analyst		Responsible for a variety of CO tasks including coordination of public records requests, review of administrative hearing appeals and background check variance requests, and management of the Comprehensive Mental Health Plan. During the legislative session is lead person on assembly and transmission of bill-related documents, including fiscal notes.
Project Coordinator	Policy Advisor & DES/DET Coordination	Policy Advisor to support various tasks in the Commissioner's offices including drafting various annual and federal reports, standing up the DES/DET response requirements per the DLC case, other duties as assigned
Project Coordinator	Policy Advisor to DC Wall	Policy Advisor to support Medicaid divisions, BH and crisis psychiatric response policy; back up for OAH cases, API support
College Intern III		Intern from the legal studies program at UAF. Placed at API to study under and support API's paralegal who handles court administrative work for civil and forensic commitments.
College Intern IV		Worked on a variety of projects with the goal of broad exposure to DHSS policy. Has provided research on issues such as SHARP. Interned at API in Quality Assurance Performance Improvement, learning about data management and providing assistance with CMS compliance pieces.
College Intern IV		
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New Deputy Commissioner		This position will serve as Deputy Commissioner of Family and Protective Services, which includes the Office of Children's Services and the Division of Juvenile Justice.
New Project Coordinator		This position will serve as tribal liaison/ICWA specialist and coordinate tribal affairs for DJJ and child welfare.
New Special Assistant		This position will serve as the policy advisor under the Deputy Commissioner on OCS and DJJ issues.
New Program Coordinator		This position will serve as an innovative position to explore and analyze new ideas which partner groups or stakeholders bring forward and how to implement those functional changes.