

Important Recruitment Information for this vacancy

- **Job Posting closes:** Open until filled
 - **Required documents uploaded by:** Open until filled
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Kansas Department of Health and Environment:

Our agency is led by Secretary Janet Stanek, who was appointed by Gov. Kelly in Dec 2021. KDHE is comprised of three divisions: Public Health, Environment, and Health Care Finance (which includes the State's Medicaid program, KanCare). We are the only agency in the nation to have these three entities under one roof which allows us to take a holistic approach to improving and protecting the health and well-being of all Kansans.

<http://www.kdhe.ks.gov/>

About the Position

- **Who can apply:** Anyone (External)
 - **Classified/Unclassified Service:** Unclassified
 - **Full-Time/Part-Time:** Full-Time
 - **Regular/Temporary:** Regular
 - **Work Schedule:** Monday-Friday, 8am-5pm (Flexible schedules available)
 - **Eligible to Receive Benefits:** Yes
 - **Veterans' Preference Eligible:** Yes
 - **Search Keywords:**
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Employment Benefits

- **Comprehensive medical, mental, dental, vision, and additional coverage**
- **Sick & Vacation leave**
- **Work-Life Balance programs:** parental leave, military leave, jury leave, funeral leave
- **Paid State Holidays (designated by the Governor annually)**
- **Fitness Centers in select locations**
- **Employee discounts with the [STAR Program](#)**
- **Retirement and deferred compensation programs**

[Visit the Employee Benefits page for more information...](#)

Position Summary & Responsibilities

Position Summary:

The position (K0221729) The Kansas Department of Health & Environment (KDHE) is seeking an experienced and enthusiastic leader to serve as the Deputy Secretary of Agency Integration. This new position will report directly to the Secretary of KDHE and will have primary responsibility for integration and alignment of health-focused activities throughout the KDHE enterprise and will oversee all aspects of the State's Medicaid Program (KanCare), and the Children's Health Insurance Program (CHIP). This position will play a critical role in advancing health improvement initiatives for the State consistent with the Healthy Kansans 2030 goals and will work in partnership with agency and other state leaders/stakeholders in improvement activities related to the State Health Rankings.

Qualifications

- **Education:**
 - Bachelor's degree with related experience
 - **Licensing & Certification:**
 - Valid Driver's License - Incumbent is required to have and maintain a valid driver's license when operating a state vehicle, a private vehicle, or a rental vehicle for the benefit of the State.
 - **Minimum Qualifications:**
 - 5 years in a business or executive management role
 - **Preferred Qualifications:**
 - Master's degree in Business Administration or similar field and related experience preferred
 - Word, Excel, PowerPoint, Access
 - Proofreading, editing, attention to detail
 - Communication skills both oral and written
 - Ability to gather relevant information to compile reports and develop presentations
 - Analytical skills
 - Problem solving
 - Experience planning and leading strategic initiatives
 - Proven experience organizing and directing multiple teams and departments
 - Nimble business mind with a focus on developing creative solutions
 - Strong project reporting skills, with a focus on interdepartmental communication
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Recruiter Contact Information

- **Name:** Lamar Leon
 - **Email:** Lamar.Leon@ks.gov
 - **Mailing Address:** 1000 SW Jackson St. Suite 580 Topeka, KS 66612
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Job Application Process

- First Sign in or register as a New User.
- Complete or update your contact information on the Careers> My Contact Information page. *This information is included on all your job applications.
- Upload required documents listed below for the Careers> My Job Applications page. *This information is included on all your job applications.
- Start your draft job application, upload other required documents, and Submit when it is complete.
 - Manage your draft and submitted applications on the Careers> My Job Applications page.
- Check your email and My Job Notifications for written communications from the Recruiter.
 - Email – sent to the Preferred email on the My Contact Information page
 - Notifications – view the Careers> My Job Notifications page

Helpful Resources at jobs.ks.gov: “How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions”

Required Documents for this Application to be Complete

Upload these on the Careers - My Job Applications page

- Transcripts
- DD214 (if you are claiming Veteran’s Preference)

Upload these on the Attachments step in your Job Application

- Resume
- Cover Letter

Helpful Resources at jobs.ks.gov: “How, What, & Where do I Upload Documents”

How to Claim Veterans Preference

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the hiring manager.

[Learn more about claiming Veteran's Preference](#)

Equal Employment Opportunity

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.