

DEPARTMENT OF PUBLIC HEALTH
RE-POSTING OF VACANCY

License and Applications Analyst

Health Care Quality & Safety – Practitioner Licensing & Investigations

POSTING DATE: April 10, 2014

CLOSING DATE: April 17, 2014 *

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

OPEN TO: STATE EMPLOYEES who are on the current certification list

POSITION CONTROL NUMBER: 079165, 106677PD NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: AR 20 \$55,273 - \$70,024

NOTE: Candidates must have applied for and passed the License and Applications Analyst exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. CANDIDATES WHO PREVIOUSLY APPLIED MUST APPLY TO THIS POSTING, IF INTERESTED.**

Preferred Skills:

- Experience in establishing, maintaining and training staff to use an electronic filing system;
- Experience administering and/or assisting in the administration of licensing examinations;
- Experience providing customer service via email and verbally;
- Experience in reading, comprehending and applying laws, regulations, and procedural guidelines;
- Experience in examining documents for accuracy and completeness;
- Experience in composing correspondence and forms;
- Experience organizing and coordinating workflow;
- Experience in presenting information verbally to professional groups, for example regulatory boards, professional societies or organization management;
- Experience in creating and maintaining information posted on a website;
- Experience in querying external databases to assist in determining eligibility for licensure.

CANDIDATES INVITED TO INTERVIEW MAY BE REQUIRED TO SUBMIT TWO RECENT EMPLOYER PERFORMANCE EVALUATIONS.

Knowledge, Skill and Ability:

Knowledge of relevant licensure, certification or permit functions of regulated entities; knowledge of relevant regulated industry operations, practices and procedures; basic knowledge of statistics; interpersonal skills; oral and written communication skills; ability to understand, interpret and apply laws, regulations and other written materials pertaining to entities regulated by department; ability to research, analyze and evaluate data and prepare comprehensive written reports; ability to utilize computer software.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years of experience performing technical or complex clerical duties involving the review or processing of licenses, certifications or permits for a governmental regulatory agency or in a regulated industry.

Note: For State Employees, this is interpreted at the level of Office Assistant.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184 (if faxing, only one application is necessary)
EMAIL:dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.