

DEPARTMENT OF DEVELOPMENTAL SERVICES JOB OPPORTUNITY
CENTRAL OFFICE – DIVISION OF AUTISM SERVICES
JOB OPPORTUNITY
SOCIAL SERVICES MEDICAL ADMINISTRATION MANAGER

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

Open To: Candidates on the current examination list

Location: 460 Capitol Ave., Hartford

Job Posting No: 100183

Hours: 40 hours/week - Mon-Fri 8:00am-4:30pm

Salary: \$88,505 – \$113,525 (MP-67)

Closing Date: February 21, 2012

Eligibility Requirement:

Candidates must have applied for and passed the **Social Services Medical Administration Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status 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.**

Examples of Duties:

Manages the staff and operations of the Waiver Policy and Enrollment Division; coordinates, plans and manages unit activities; formulates program goals and objectives; develops or assists in the development of related policy; interprets and administers pertinent laws; coordinates research, data analysis and program planning efforts; monitors, analyzes and evaluates policies and/or programs to determine cost-effectiveness and quality of service; evaluates staff; prepares or assists in budget preparation; maintains contacts with individuals both within and outside of the agency who might impact on program activities; act as agency contact with and represents the agency before Federal and other State agencies, other operating units, agencies and outside officials; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of policy, regulations and laws applicable to medical care administration; considerable knowledge of public health programs and administration; considerable knowledge of federal and state medical care programs; considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills.

General Experience: Nine (9) years of experience in the health services field involving the administration, planning or coordination of health care programs.

Special Experience: One (1) year of the General Experience must have been in a managerial, supervisory or consultative capacity with programmatic and administrative responsibility for a statewide health care program.

NOTE: For State Employees this is interpreted at the level of Developmental Services Program Manager or Developmental Services Supervisor of Case Management.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam including the job Posting Number. Current State employees must also provide a copy of his/her last two performance appraisals. All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send Applications To:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.