

DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
ASSOCIATE HEALTH CARE ANALYST

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

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford

Job Posting No: 105319

Hours: 40 hours/week – Monday - Friday (First Shift)

Salary: \$66,608 – \$ 85,851 (AR-25)

Closing Date: July 8, 2013

Eligibility Requirement:

Candidates must have passed the **Associate Health Care Analyst** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the 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:

This position is within the DDS Operations Center and will coordinate the private provider qualification process. Will provide oversight and maintenance of quality improvement billing issues database. Will compile information for provider performance review reports and fiscal meetings. Will manage consumer and provider issues.

Will be directly involved in critical waiver assurance activities. These activities are required to comply with HCBS waiver requirements. As part of its waiver compliance, the department requires providers to be qualified in order to provide services subject to federal reimbursement. This position coordinates the qualification process for which currently contains 235 qualified providers statewide. Providers must be qualified by the Department in order to bid for or provide services based on OPM Procurement Standards and CMS waiver requirements. Each Waiver Service identifies the standard qualifications that the employee(s) must meet prior to employment and prior to being alone with the individual for whom the service is being provided. Based on Waiver Assurance III and Sub-Assurance IIIai and IIIaii, the state verifies that providers initially and continually meet required licensure and/or certification standards and adhere to other standards prior to furnishing waiver services. Additionally, one of the tenets of our CMS waivers is to provide individual choice and by maintaining this qualification process, the department provides a fair, open and transparent process to broaden the pool of providers for individuals and families to choose from.

Duties include:

- Review submitted application packet for content, including coordination of policy reviews with DDS subject matter specialists
- Tracking of various licenses and certification renewals.
- Check various statewide databases and other departments to confirm business status
- Coordinate applicant provider presentations for Interview Committee and participate as a member of Committee
- Create and update RDID for new providers in CAMRIS
- Create and maintain provider Profiles on DDS Website
- Update IP6 and Qualified Provider Database
- Coordinate with Regions New Provider orientation schedules and information
- Provide public with information on waiver services and application process.
- Performs related duties as required.

General Experience: Seven (7) years of professional experience in financial management with some experience in health care management.

Note: Financial management is defined as professional accounting or auditing work with responsibility for the review and recommendation of financial policies and procedures of a business organization.

Preferred Skills:

- Excellent written and verbal Communication Skills
- Tactful in Public Relations
- Good Organizational Skills
- Good Computer Skills
- Good Fiscal Analysis Skills

- Familiar with programs for individuals with intellectual disabilities
- Flexible in dealing with change

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. Non-State employees should submit 2 letters of reference. 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.