



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES PROGRAM MANAGER (GENERAL)

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 (Operations Center Division)

Job Posting No: 15303

Hours: 40 hours/week – Monday - Friday (1st shift)

Salary: \$80,261 * – \$109,428 (MP-63) *employees new to state service start at bottom of range

Closing Date: October 6, 2014

Eligibility Requirement:

Candidates must have passed the **DEVELOPMENTAL SERVICES PROGRAM MANAGER (GENERAL)** 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 DS Program Manager is the lead staff in the development and fiscal oversight of the individual budget process reimbursed through a fiscal intermediary. The manager will be the lead staff in developing cost standards in accordance with the criteria established by the Center for Medicaid Services. This position will analyze and implement strategies to standardize regional operational processes (i.e. the procurement of services through Request for Proposals, provider payments through an authorization process, and the development and implementation of a revised individual budget authorization system (IP6), etc.). The manager will assist the Director in all aspects of the transition to rates based on a participant's level of need including rate analysis, research and communication. This is a key manager position responsible for working with private provider executives and Regional management. Will perform related duties as required.

General Experience: Eight (8) years of professional experience in the provision of human services programs for persons with development disabilities and related conditions.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity in a program providing services to persons with developmental disabilities and related conditions.

Preferred Skills & Experience:

- Experience working with contracts, fiscal intermediaries and vendor payments.
- Experience working with requests for proposals.
- Proficient in Excel and Access.
- Strong organizational and time management skills.
- Strong written and oral communication skills.

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

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. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106**

Attn: Ms. Selestian Patterson

Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6129 Fax: 860-920-3045

Application materials can be mailed, faxed, or emailed.

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.