



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
QUALITY REVIEW SPECIALIST SUPERVISOR

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: 15313

Hours: 35 hours/week – Monday - Friday (1st shift)

Salary: \$60,166* – \$81,307 (HC-25) *employees new to state service start at bottom of range
\$61,971* – \$83,747 (HC-25) pay range as of 7/1/14

Closing Date: June 23, 2014

Eligibility Requirement:

Candidates must have passed the **Quality Review Specialist Supervisor** 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 Quality Review Specialist Supervisor position provides requisite supervision, support and training for a functional unit of 6 or 7 Quality Review Specialists (QRS's) in the Quality Management Services Division. This position is further responsible for oversight and monitoring of public and private quality assurance report findings generated by QRS staff. These report findings may include licensing inspections in Community Living Arrangements (CLA's / Group Homes) , Community Training Homes/Community Companion Homes, pursuant to DDS Regulations 17a-227-1-30 and CMS Waiver requirements, and Quality Service Reviews, in all DDS operated or funded service types and locations - residential and day/vocational. Performs related duties as required.

General Experience: Eight (8) years of experience working in a health facility or defined service setting serving persons with developmental disabilities or other related conditions.

Special Experience: Two (2) years of the General Experience must have been in the evaluating and monitoring of programs and services for persons with developmental disabilities or other related conditions.

Note: For state employees this will be interpreted at the level of Quality Review Specialist.

Special Requirements: Incumbents in this class will be required to travel and must have a valid driver's license.

Preferred Skills & Experience:

- Strong written and verbal communication and negotiating skills.
- Previous experience in performing quality audits.
- Sound interviewing skills.
- Strong organizational and time management skills.
- Strong knowledge of applicable CT statutes, regulations, policies, procedures, standards, code requirements and best practices.
- Experience in interpreting applicable CT statutes, regulations, policies, procedures, standards, code requirements and best practices.

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. Daimar Ramos
Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6121 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.