



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES PROVIDER SPECIALIST

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

Open To: The Public
Location: 460 Capitol Ave., Hartford (Operations Center)
Job Posting No: 22731
Hours: 35 hours/week – Monday - Friday (8:30am – 4:00pm)
Salary: \$60,665 – \$78,907 (EB-24)
Closing Date: November 21, 2016

Examples of Duties:

This position provides contract and fiscal support and oversight to 240 Qualified Providers and 3 Regions. This includes, but is not limited to; being a liaison with contracted providers on designated areas including budgets, contracts, financial reporting and certain types of contract compliance, develops, Reviews and maintains POS contracts and prepares and completes any amendments needed, reviews and provides technical assistance with preparation of Operational plans, Annual Report submissions, Agreed Upon Procedures and annual financial statements for POS providers, maintains ACCESS contract database and tracking of required contract reports and form submissions, provides training and technical assistance to case managers, regional resource managers and providers that provide waived services for the IFS and comprehensive waiver, waiver rates and budgets, prepares reports and participates in periodic Provider Performance Reviews of program locations; assists in the transition from individualized budgets to POS contracts, partners with regional staff and provider around expansion and new development, conducts provider end of the year fiscal meetings and addresses administrative and consumer needs including resource needs and crisis issues. Will perform related duties as required.

General Experience: Seven (7) years of professional experience in health care administration in a health care or human services setting.

Special Experience: Two (2) years of the General Experience must be preparing, analyzing and monitoring fiscal policies and procedures.

Substitutions Allowed:

1. 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.
2. A Master's Degree in accounting, business administration, education, finance, health care administration or a related field may be substituted for one (1) year of the General Experience.
3. For State Employees, one (1) year of experience as a Developmental Services Compliance Specialist may substitute for the General and Special Experience.

Special Requirements:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

Preferred Skills & Experience:

- Experience with analyzing program and individual budgets.
- Experience reviewing annual and monthly financial statements.
- Program experience for individuals with intellectual disabilities in day and/or residential settings.
- Strong oral and written communication skills.
- Ability to work independently and as part of a team.
- Experience with Access, Word, and Excel

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

Application Procedure: 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 Right Fax: 860-920-3045

Application materials can be emailed, faxed, or mailed.

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.