

DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY  
**HEALTH PROGRAM ASSOCIATE**

[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:** 81796  
**Hours:** 35 hours/week - Mon-Fri 8:30am-4:00pm  
**Salary:** \$55,696 – \$75,416 (HC-24)  
**Closing Date:** June 25, 2012

**Eligibility Requirement:**

Candidates must have passed the **Health Program Associate** 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:**

This position is part of the waiver management team and supports the Social Services Medical Administration Manager. The support allows the department to operate waivers that generate \$300 plus million in revenue each year.

Key Duties include: Enrollment for DDS current Waiver programs. Processes new enrollments, discharges, changes and terminations of waiver applications. Provides technical assistance to case managers, service providers and ensures compliance with departmental policies and procedures; federal and state regulations regarding waiver enrollment; development and maintenance of client files including required documentation; ensures that waiver documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; liaisons in their assigned regions; establishes and maintains relationships involved in program within agency and with other state, community or public agencies; assists division head in expediting program; prepares comprehensive reports on progress of program; develops objectives so program functions within cost estimates; analyzes, evaluates and interprets data; advises and participates in formulation of task forces within or outside agency and coordinates activities so program is successfully accomplished; works with federal, state and community agencies; provides technical assistance to community agencies; assists in drafting of development of policies and procedures; gathers fiscal and programmatic data on programs and participates in budget and programmatic aspects of program; may be involved in approval of grants or projects; may speak publicly about program issues and develop information for public distribution; performs related duties as required.

**General Experience:** Seven (7) years of professional experience in a health organization.

**Special Experience:** One (1) year of the General Experience must have been in health care program administration, a health systems agency or other health care organization involved in grant writing or monitoring, formal program planning, development or management, consultation or related responsibilities at the level of Health Program Assistant 2.

Note: A health care organization is defined as a large multi-dimensional agency with responsibility for developing health programs.

**Special Requirements:** Incumbents in this class will be required to travel statewide.

**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](http://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](mailto: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.