

State of Connecticut
Department of Social Services
Job Opportunity

HEALTH PROGRAM ASSISTANT 2

APPLICANTS MUST HAVE TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION NUMBER 043170 FOR HEALTH PROGRAM ASSISTANT 2. STATE EMPLOYEES WHO ARE CURRENTLY CLASSIFIED AT THIS LEVEL OR PREVIOUSLY ATTAINED PERMANENT STATUS IN THIS CLASSIFICATION WILL BE CONSIDERED FOR LATERAL TRANSFER. APPLICANTS WILL NOT HAVE THE OPPORTUNITY TO TAKE THE EXAM PRIOR TO THE ABOVE CLOSING DATE TO QUALIFY FOR THIS VACANCY.

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

Posting Date: November 21, 2013

Closing Date: November 29, 2013

The Department of Social Services is presently accepting applications to fill two (2) Health Program Assistant 2 position, within the Division of Health Services; Integrated Care Unit. These positions are located in our Hartford Central Office.

Open To: The Public and State Employees
Position: Health Program Assistant 2 (FP-21)
Position Numbers# 106507 and 106508
Bargaining Unit: P-1 New England Health Care (1199)
Salary Range: \$58,138.00- \$79,966.00 Annually
Location: 25 Sigourney Street, Hartford, CT 06106

EXAMPLES OF DUTIES: Both Health Program Assistant 2 positions will reside in the Medical Care/Behavioral Care Units with one position assigned to manage the Children's Health Insurance Program (CHIP) and the other will support the medical Administrative Services Organization with its data reporting and dashboard functions. Gathers fiscal, programmatic, census and other kinds of needed data from complex calculations and interpretations; assists in the preparation of program objectives and evaluation of program results; may serve as staff to a task force or committee; may serve as a liaison between the program or project and specific people or organizations for the purpose of keeping information flowing.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to travel.

Note: This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class and from candidates, who have taken and passed the current Examination for Health Program Assistant 2, exam #043170.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements should submit a cover letter, (CT-HR-12) State of Connecticut Application for Examination or Employment, and two (2) letters of professional references from current and/or previous supervisors. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. In lieu of references State employees must submit copies of their two most recent performance appraisals by **Friday, November 29, 2013 to:**

Maria Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106

Fax: (860) 951-2979

NOTE: Incomplete or late applications will not be considered. If faxing your packet; please do not mail the original. Please note that due to the large volume of applications received, we are unable to field phone inquiries.

APPLICATIONS MUST BE RECEIVED BY FRIDAY, NOVEMBER 29, 2013 CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer