

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY  
HEALTH PROGRAM ASSISTANT 2  
QUALITY ASSURANCE DIVISION, FRAUD & RECOVERIES THIRD PARTY LIABILITY UNIT

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** The Public and State Employees  
**Location:** 25 Sigourney Street, Hartford, CT  
**Job Posting Numbers:** 98445 & 97848  
**Hours:** 8:00AM – 4:30PM  
**Salary:** \$56,444.00 - \$74,724.00 Annually (FP-21)  
**Closing Date:** December 9, 2011

**Example of Duties:**

The TPL Unit is responsible to insure the coordination of benefits between the Medicaid Program and any legally liable third party that is responsible to pay all or part of a client's health care costs. Federal law requires Medicaid to be the payer of last resort. This position will help oversee the State's TPL System by, among other things: overseeing existing and developing new Third Party Liability programs and projects; working with health care providers, TPL contractors, legally liable third parties (e.g. health insurance companies, the Medicare Program), clients, CTDSS "sister agencies" and other stakeholders in our health care delivery system; and interpreting federal and state TPL regulations, policy and instruction to determine the appropriate course of action.

**EXPERIENCE AND TRAINING:**

**General Experience:** Six (6) years of experience in a professional capacity 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 involving grant writing or monitoring, formal program planning, development or management, consultation or related responsibilities at or above the level of Health Program Assistant 1.

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

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equals six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public health, health education, hospital administration or public administration may be substituted for one (1) additional year of the General Experience.
3. For State Employees, one (1) year as a health Program Assistant 1 may be substituted for the General and Special Experience.

**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 Number 043170.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit an Application for Employment (CT-HR-12) to:

**ATTN: MARIA TAYLOR, PRINCIPAL HUMAN RESOURCES SPECIALIST**  
**DEPARTMENT OF SOCIAL SERVICES**  
**25 SIGOURNEY STREET**  
**HARTFORD, CT 06106**  
**FAX NUMBER: (860) 951-2979**

**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.