



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
BEHAVIORAL HEALTH DIRECTOR OF PROGRAM
MANAGEMENT SERVICES**

ANNUAL \$88,505 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$113,525 **GROUP: MP 67** **DATE: MAY 18, 2012** **NO: 120990APSP**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Mental Health and Addiction Services this class is accountable for directing the development, implementation and monitoring of statewide behavioral health systems.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES** WHO BY **MAY 18, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES** AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Nine years of professional experience in the development and/or administration of behavioral health programs.

SPECIAL EXPERIENCE: Two years of the General Experience must have been at a managerial level with responsibility for fiscal and administrative management of behavioral health care services or programs on a system wide basis.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in public or health care administration, business administration with specialization in health services or hospital administration, social work or in a related health care discipline may be substituted for one additional year of the General 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 current license in one of the following areas: clinical social work, marital and family therapy, professional counseling, clinical psychology or registered nurse.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of behavioral health service delivery systems; considerable knowledge of behavioral health program objectives; considerable knowledge of managed care systems; considerable knowledge of basic planning methodologies; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to negotiate, mediate and resolve conflicts; considerable ability to collaborate with state, community and agency representatives.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by May 18, 2012. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by June 29, 2012.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Mental Health and Addiction Services.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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, persons with disabilities and military veterans.