State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

BEHAVIORAL HEALTH PROGRAM MANAGER

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$77,923 - $106,240	MP 63	SEE BELOW	051640CRJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

(REISSUED WITH DATES FOR 2014)

PURPOSE OF CLASS: In the Department of Mental Health and Addiction Services, this class is accountable for assisting in the management of a statewide program in a geographical area or accountable for assisting in the management of a specific behavioral health program or serving as a clinical team leader.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Seven years of experience in business or health care administration or program development involving responsibility for financial management, budget development or grants management or professional health care or social services experience.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a professional supervisory level in a behavioral health care program.

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. (2) A Master's Degree in public or health care administration or a Master's Degree in business administration with a specialization in health services or hospital administration, a Master's Degree in social work or a Master's Degree in a related health care discipline may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to possess appropriate current licenses or certifications.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the principles and practices of public administration; considerable knowledge of principles of mental health treatment and program design; considerable knowledge of managed care system principles and practices; considerable knowledge of clinical treatment methodologies and programs for psychiatric clients; considerable knowledge of community resources; knowledge of assertive treatment programs; knowledge of quality assessment and/or improvement techniques and accreditation body standards; knowledge of relevant federal, state and agency laws and regulations; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze and prepare budgets; ability to prepare and administer grants.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:
(1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Material (see instructions below)

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 AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1**. For each job (maximum of three) which you feel has best prepared you for the job of Behavioral Health Program Manager, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Behavioral Health Program Manager cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in the planning, development, implementation and evaluation of mental health treatment services and program design. Describe your experience using various clinical treatment methodologies and programs for psychiatric clients. Identify the community resources and services with which you have worked. **(2)** Experience with managed care systems, principles and practices. Detail the size and nature of the system, your role and the type of setting. Include experience in quality assessment, improvement techniques and meeting accreditation body standards. **(3)** Supervisory/Administrative experience. Detail your experience including the number and job titles of the employees you have supervised and your supervisory duties including work assignment, scheduling, performance evaluation and disciplinary or corrective actions taken. Describe experience analyzing and preparing budgets and preparing and administering grants including the purpose and dollar amounts involved. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and examination materials will be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package. **(5)** Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840)**. If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** A separate application/examination package must be submitted for each examination you are applying for. **(8)** Application/examination package must be date stamped by DAS/Human Resources or postmarked by **MAY 1, 2014 for the JUNE 16, 2014 grading date; and by NOVEMBER 3, 2014 for the DECEMBER 22, 2014 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.ct.gov /employment) or at any one of the Offices of the Connecticut State Job Centers.
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(revised October 31, 2013)

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.