

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
DIRECTOR OF PROGRAM MONITORING AND FISCAL REVIEW
REVENUE ENHANCEMENT UNIT

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

Open To: Candidates on the current examination list
Location: Central Office
Job Posting No: CS114123CO
Hours: 40 hours per week, Monday - Friday
Salary: MP-67, \$93,896.00 - \$128,027.00 (Annually)
Closing Date: May 25, 2016

The Department of Children and Families is currently recruiting for (1) full-time (40 hours), Director of Program Monitoring and Fiscal Review position. This position is currently assigned to 55 West Main Street, Meriden, CT and could potentially be re-assigned to DCF Central Office, 505 Hudson Street, Hartford CT within the calendar year.

Eligibility Requirement: Candidates must have applied for and passed the Director of Program Monitoring and Fiscal Review exam and be on a current certification list promulgated by the Department of Administrative Services for this classification at the time of appointment to this position. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer.

Duties: Directs the staff and operations of the section; responsible for the program evaluation and fiscal review of grants and contracts administered by the department; coordinates, plans and manages section activities; formulates program goals and objectives; develops or assists in the development of related policy; interprets and administers pertinent laws; evaluates staff; prepares or assists in the preparation of the section budget; maintains contacts with individuals both within and outside of the section who might impact on program activities; directs the compliance and fiscal auditing of ongoing grants and contracts as well as the review of new grants and contracts; directs evaluation of grant programs to review effectiveness and determine whether subsequent funding is appropriate; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant State and Federal laws, statutes and regulations; considerable knowledge of principles and practices of grant and contract administration including program and fiscal evaluation; knowledge of public health programs; knowledge of social service programs, knowledge of principles and practices of fiscal management; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze complex financial records, documents and reports for evidence of financial fraud.

General Experience: Ten (10) years of experience in a combination of public administration and fiscal administration.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity over professional staff. Supervisory capacity is defined as scheduling, assigning, overseeing work and establishing performance standards for employees and taking corrective measures to implement those standards. **Note: For State Employees, this will be interpreted at the or above the level of Fiscal/Administrative Supervisor.**

Substitution Allowed: 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2.) A Master's degree in a business administration, public administration or public health may be substituted for one (1) additional year of the General Experience.

Special Requirement: Incumbents in this class may be required to travel.

Preferred Requirement: Candidates with child welfare knowledge and experience will be given preference.

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 eligibility requirements should submit an Application for Employment (CT-HR-12), resume, letter of intent and three (3) letters of SUPERVISORY references (current State employees please provide last two Service Ratings in lieu of references). Please reference Job Posting #CS114123CO. Applications must be postmarked no later than closing date indicated above. Incomplete packages will not be considered. Due to the large volume of applications we are unable to provide confirmation of receipt or status updates during recruitment process.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: Cynthia Sailor

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.