



DEPARTMENT OF DEVELOPMENTAL SERVICES – NORTH REGION  
JOB OPPORTUNITY  
**DEVELOPMENTAL SERVICES RESOURCE MANAGEMENT SPECIALIST**

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

**Open To:** The Public  
**Location:** East Harford Office (Private Administration Division)  
**Job Posting No:** 19645  
**Hours:** Monday-Friday 8:30am-4:00pm  
**Salary:** EB-22 \$2,117.28 - \$2,855.98 (bi-weekly) New hires to state service start at minimum of range  
**Closing Date:** February 22, 2017

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Purpose Of Class:** In the Department of Developmental Services, this class is accountable for reviewing fiscal and operational practices of contracted private agencies to ensure they adhere to fiscal obligations and that quality services are provided to consumers in accordance with Agency standards.

**Knowledge, Skills and Abilities:**

Considerable knowledge of relevant state and federal laws, agency policies and procedures; considerable knowledge of modern methods of care, program design, treatment and education of persons with intellectual disabilities and other developmental disabilities living in various community settings; knowledge of resource monitoring and evaluation; knowledge of business finance and accounting procedures; interpersonal skills, oral and written communication skills, ability to analyze and critique private agency, organization and individual practitioner's recordkeeping and financial statements; ability to utilize computer software.

**General Experience:** Six (6) years of professional experience in a human service setting providing services and supports to persons with developmental disabilities.

**Special Experience:** Two (2) years of the General Experience must have been conducting fiscal analysis and oversight of individual budgets/plans or basic auditing of business and accounting information and practices.

**Substitutions 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. For State Employees, three (3) years as a Developmental Services Compliance Coordinator and a Bachelor's degree in accounting, business administration, education, finance, health care administration or a related field may be substituted for the General and Special Experience.

**Special Requirement:**

1. Incumbents in this class maybe required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**Examples of Duties:** Please see the DAS job spec for [DS Resource Management Specialist](#) for examples of duties.

**Preferred Skills & Experience:**

- Experience working in day or residential program that serves individuals with disabilities
- Intermediate computer skills (Excel, Access and Outlook)
- Willingness and ability to work on tight deadlines with limited notice

**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 requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

Department of Developmental Services North Region  
Human Resources

155 Founders Plaza/255 Pitkin Street-2<sup>nd</sup> Floor

East Hartford, CT 06108

Attn: Recruiter

Email: [DDS.NR.Recruiting@ct.gov](mailto:DDS.NR.Recruiting@ct.gov) Fax: (860) 706-1420 Phone: (860) 263-2616

**Preferred method of delivery is via email**

**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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Teresa Gonzalez at 860-418-6122 or [Teresa.Gonzalez@ct.gov](mailto:Teresa.Gonzalez@ct.gov)