

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS)
CAPITOL REGION MENTAL HEALTH CENTER (CRMHC)
JOB OPPORTUNITY

MENTAL HEALTH SERVICES FISCAL DIRECTOR – CR 26889

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

Open To: The Public
Location: ADMINISTRATION, 500 VINE STREET, HARTFORD, CT
Job Posting No: CR-26889
Hours: 8:00 a.m.-4:30 p.m. – Monday-Friday – Full Time – 40 Hours/Week
Salary Range: (MP 66) \$ 90,282.00 to \$ 123,104.00 Annually
Posting Dates: October 16, 2015 through October 25, 2015

This is a competitive classification which DOES **NOT** require candidates to have applied for and passed the MENTAL HEALTH SERVICES FISCAL DIRECTOR 1 exam. EXAMINATION IS NOT REQUIRED.

Candidates **MUST POSSESS** the GENERAL EXPERIENCE, SPECIAL EXPERIENCE to qualify:

GENERAL EXPERIENCE: Nine (9) years' experience in business or health care administration involving responsibility for financial management or budget development.

SPECIAL EXPERIENCE: **1)** Five (5) years of the General Experience must have been in professional mental health, intellectual disabilities, or general hospital administration. **2)** One (1) year of the General Experience must have been in a supervisory capacity. Supervisory capacity is defined as scheduling, assigning, overseeing work, and establishing performance standards for employees and taking corrective measures to implement those standards.

Examples of Duties: Oversees a facility budget of \$40 million, preparing monthly CFSRs and the annual B-1 budget and makes strategic decisions regarding all financial and purchasing decisions; oversees reconciliation of all financial matters as well as all financial record-keeping for the purposes of all audits; manages three professional staff that separately oversee (1) Physical Plant and building and grounds maintenance and improvement projects, safety and security of the buildings, property and equipment; (2) Business Office that oversees all purchasing of supplies, services and equipment for about 250 staff and 1500 clients as well as monitoring inventory and phone system services; and (3) Grant Monitoring and Administration of 16 affiliated non-profit agency contracts, including their budgets, contract standards and evaluating their compliance, as well as identifying gaps and recommending new proposals and overseeing personal service agreements as well; chairs the facility Safety Committee and is responsible for compliance with Joint Commission and Department of Public Health standards, OSHA, building and fire codes as well as with supervising overall security at the facility; responsible for developing, writing and revising all policies and procedures associated with all the above duties; member of the Executive Management Council and Leadership Group of the facility; contributes to the overall strategic plan for the facility and reports directly to the Chief Executive Officer. The above duties apply over 3 site locations, and over various levels of care including inpatient, outpatient and residential services of Capitol Region Mental Health Center; other related duties as assigned.

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. **2)** A Master's degree in Public Health, Public Administration, Business Administration with a specialization in health services or hospital administration, or a Master of Social Work with a concentration in either administration or policy and planning may be substituted for one (1) additional year of the General Experience and one (1) year of the Special Experience in health administration.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position: **All applicants who meet the General Experience and Special Experience** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. Please send to:

E-Mail: crmhcrecruitment@ct.gov OR Fax: (860) 297-0931

Ramona Sablón, Human Resources Specialist
Capitol Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06116

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. **MP-02**