State of Connecticut
JOB POSTING

JOB OPPORTUNITY

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

DMHAS DIRECTOR OF HEALTH CARE FINANCE #OC103683

OFFICE OF THE COMMISSIONER - FISCAL SERVICES DIVISION – HEALTH CARE FINANCE

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

Open To: The Public

Location: DMHAS, Office of the Commissioner, Fiscal Services, 410 Capitol Avenue, Hartford, CT 06106

Job Posting No: OC103683

Hours: 1st shift, 8:00 a.m. – 4:30 p.m., Monday – Friday, (full time 40 hours per week)

Salary Range: $87,652.00 - $ 119,518.00

Posting Date: May 14, 2014 **Closing Date:** May 28, 2014

This is a competitive classification that DOES NOT require candidates to have applied for and passed the DMHAS Director of Healthcare Finance exam. **EXAMINATION IS NOT REQUIRED.**

Candidates MUST POSSESS the GENERAL EXPERIENCE and SPECIAL EXPERIENCE to qualify:

GENERAL EXPERIENCE: Nine (9) years of experience in cost accounting, cost analysis or financial management.

SPECIAL EXPERIENCE: One (1) year of the General Experience must have been in a supervisory capacity over professional staff involved in health care cost analysis.
Note: For state employees the Special Experience is interpreted as one (1) year of experience at the level of Fiscal Administrative Supervisor performing health care cost analysis or Principal Health Care Analyst.

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. **A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.**

Examples of Duties: Determination of reimbursement rates for behavioral health services in compliance with state and federal requirements and cost principles; development and management of complex cost accounting analysis and time studies for public and private agencies; oversight of fiscal operations, analysis and budgeting for multiple fee-for-service programs including the Medicaid Behavioral Health Partnership, the Behavioral Health Recovery Program, and multiple federal grants; responsible for fiscal operations and analysis related to billing for DMHAS Medicaid/Medicare services, implementation of new revenue enhancement opportunities, and revenue projections and reporting; liaison with other state agencies for billing operations, Medicaid rate and claims analysis, and revenue analysis; responsible for maintaining multiple Microsoft Access databases and complex Excel spreadsheets for fiscal reporting and analysis; development and monitoring of billing procedures and operations to ensure behavioral health services are billed appropriately and in compliance with Medicaid, Medicare and other insurance requirements; management of four to five professional and paraprofessional staff in the healthcare finance unit.

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 the State of Connecticut 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. The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATION TO:

DMHAS/Office of the Commissioner
Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
Attn: Heather Tweeddale
or
Fax: (860) 418-6697
Email: Heather.Tweeddale@ct.gov

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.