

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

GRANTS AND CONTRACTS SPECIALIST

Office of the Commissioner - Fiscal Services Division – DMHAS Contract Unit

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on the current exam list for Grants and Contracts Specialist

Location: 410 Capitol Avenue, Hartford, CT 06106

Job Posting No: OC89600

Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

Salary Range: (AR 26) \$74,148.00 - \$95,363.00

Posting Date: April 30, 2015

Closing Date: May 8, 2015

Eligibility Requirement:

Candidates must have applied for and passed the Grants and Contracts Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Duties include: Draft, review and revise contract language for all POS, PSA, MOU/MOA agreements; work with program staff to revise template and non templated contract language; act as a liaison to the Attorney General's Office, OPM and DAS, ensure conformance with statutes, terms and conditions and contracting requirements; consult with Contract Fiscal Staff and Program Staff on OPM submissions for contract waivers; review contract budgets for accuracy and conformance with agency spending plan; participate in site reviews with Contract Fiscal Staff and Program Staff to ensure contract compliance; update and maintain contract data in internal Contract Management System to track progress of contracts, amendments and reports; create contract status reports through database; develop contracting policies and procedures and training sessions for project managers, program staff and private non- profit providers; oversee the RFP process working with the program staff and other duties as required.

Knowledge, Skills and Abilities: Candidates should possess knowledge of RFP processes, contract language, contract preparation and administration; knowledge of contract compliance evaluation and monitoring; excellent interpersonal, oral and written communication skills; working experience with CORE-CT financial modules, advanced Excel skills, ACCESS skills and customer service experience.

Experience with Capital Projects and Human Service Contracts preferred.

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

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner

Human Resources 4th Floor

410 Capitol Avenue,

Hartford, CT 06106

Fax: (860) 418-6697

Maria.D.DeJesus@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. **(P-5)**