State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

FISCAL ADMINISTRATIVE MANAGER 1 - OC105121

FISCAL SERVICE DIVISION – CENTRAL CONTRACT UNIT

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

Open To: Candidates who are on the current exam list for Fiscal Administrative Manager 1

Location: 410 Capitol Avenue, Hartford, CT

Job Posting No: OC105121

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

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

Posting Date: September 30, 2013 Closing Date: October 7, 2013

This position will be part of the Central Contract Unit, a new unit established to manage the contract processes of four new State Human Service Agencies: Department of Rehabilitative Services, Department of Aging, Department of Housing and the Office of Early Childhood. Experience with state human service contracting required.

Eligibility Requirement:
Candidates must have applied for and passed the Fiscal Administrative Manager 1 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 will include: Oversees fiscal and administrative management of over 600 Contracts (Human Services/POS, PSA, MOU/A) totaling over $315 million with private non-profit community-based providers and other vendors. This includes design, implementation and evaluation of the contract execution and renewal processes, review of contractors' required fiscal reports, review processing of contractor budget revision requests and establishing strong working relationships between program and fiscal staff of each state contracting agency and the CCU; Provides administrative, fiscal and technical oversight regarding contract management activities to four new state agencies; Develops and implements management systems for the oversight and control of contract services including contract process tracking systems, contract databases, contract generation systems and CORE-CT queries for the generation of management reports; Oversees compliance with contracting/purchasing requirements related to the state CORE-CT accounting system. This includes data entry and approval of all contracts in the system, system updates related to contract amendments and generation of management/payment reports utilizing the CORE-CT EPM Reporting Module; Drafts contract language, policies and regulations as needed related to human service contracts/POS, PSAs and MOU/As; Maintains relationships with other state agencies as the point of contact related to contract management issues. This includes on-going liaison with the Office of the Attorney General (OAG) and the Office of Policy and Management (OPM); Oversees review and analysis of approximately 300 private non-profit contractor annual audits to assure compliance with State Single Audit Act and appropriate use of contract funds; Identifies training needs and develops and implements training for unit staff, other department's staff and contractors; Other duties as required.

Special Requirement: Incumbent in this class will be required to travel and must possess and retain a valid Connecticut Motor Vehicle Operator license.

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
Edra.Knight@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.

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