

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: OC89151
Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week
Salary Range: \$74,148.00 - \$95,363.00
Posting Date: August 13, 2014 **Closing Date:** August 28, 2014

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: responsible for annual and ongoing review of contracts (POS, PSAs, MOU/A's) from pre-authorization and contract language development through final contract execution and any amendments; facilitates RFP process resulting in POS and PSA contracts; reviews contracts for completeness and accuracy; coordinates with program staff on reviews of contract documents and with fiscal staff on review of budgets, financial reports and budget revisions and audits; analyzes and compares data to develop reports in response to requests from the Office of Fiscal Analysis, OPM, Governor's Office and any other entities; provides technical assistance to contractors regarding contract procedures, cost standards, and reporting documents and forms; assists contractors to understand contract language; conducts site visits to contractors as required; liaison to other state human service agencies, OPM, OAG as well as contractors; inputs contracts into Core-CT system; coordinates with program staff and contract fiscal staff to determine any withholding of payments due to surplus identified in review of contractor audits; acts as liaison between the various departments at the state agency and the contractors; organizes and maintains files, both electronic and paper; performs related duties as required.

Knowledge, Skills and Abilities: Candidates should possess knowledge of 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 including VLOOKUP and SUMIF functions as well as arrays, Access skills including database maintenance, querying, and some Visual Basic and customer service experience.

Experience with 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)**