

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

DPH Employees are strongly encouraged to apply

HEALTH CARE ANALYST

Office of Health Care Access

POSTING DATE: March 16, 2012

CLOSING DATE: March 22, 2012

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

OPEN TO: **CANDIDATES ON A CURRENT EXAMINATION LIST.**

POSITION CONTROL NUMBER: 100024DL NOTE: THIS NUMBER **MUST** BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: AR 22/\$57,849 - \$74,864

NOTE: Candidates must have applied for and passed the Health Care Analyst exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class 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.

Preferred Skills

- Experience with researching and writing decisions and findings (Note: candidates asked to interview will be required to submit a writing sample)
- Previous experience or education performing statistical analysis with statistical analysis software packages
- Experience with analysis of federal and state laws, statutes and regulations
- Experience with presenting in a public hearing setting
- Knowledge and experience of health care environments, health care settings and related equipment and technology
- Experience with evaluation or interpretation of statistical, financial and technical application data
- Experience with Microsoft Word, Excel, Access and Outlook

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of principles and practices of financial management including organization, administration, management, finance, budgeting, auditing and accounting; some knowledge of health care industry; interpersonal skills; oral and written communication skills; ability in interpretation and analysis of complex financial, statistical and technical data.

EXPERIENCE AND TRAINING

General Experience:

Six (6) years of professional experience in financial management with some experience in health care management.

Note: Financial management is defined as professional accounting or auditing work with responsibility for the review and recommendation of financial policies and procedures of a business organization.

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 accounting, finance or other closely related field or public health with some college courses in accounting or finance may be substituted for one (1) additional year of the General Experience.
- 3.) Professional experience in health care facility administration, health program administration, health insurance administration, health planning or other health care related fields may be substituted for the General Experience on a year for year basis to a maximum of one (1) year.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7860 (if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES.