



EXAMINATION OPEN TO THE PUBLIC

HEALTH MANAGEMENT ADMINISTRATOR

ANNUAL \$134,253  
SALARY: \$169,087

SALARY  
GROUP: MD 12

APPLICATION CLOSING  
DATE: NOVEMBER 28, 2011

EXAM  
NO: 110820OCFD

ANNUAL \$103,539  
SALARY: \$132,804

SALARY  
GROUP: MP 71

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.**

THE LIST RESULTING FROM THIS EXAMINATION WILL ONLY BE USED TO FILL POSITIONS AT THE DEPARTMENT OF SOCIAL SERVICES.

REANNOUNCED WITH CHANGE IN THE GENERAL EXPERIENCE.

**PURPOSE OF CLASS:** this class is accountable for administering health programs or behavioral health programs for clients served by department or clients served by other departments under memoranda of agreement.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **NOVEMBER 28, 2011:**

**GENERAL EXPERIENCE:** Two years of experience in a managerial capacity in a health care organization/division administering health care or behavioral health care programs for adults and/or children.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class who are physicians, dentists or psychologists must be eligible to obtain a license to practice in Connecticut and must obtain one within six months of employment and retain it during the course of employment. (2) Incumbents in this class who are physicians may be required to be board certified in pediatrics, obstetrics/gynecology, internal medicine, family practice, child psychiatry, emergency medicine, preventive medicine or infectious disease practice. (3) Incumbents in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of various public health systems and programs; considerable knowledge of one or more of the following programs: maternal and child health, handicapped children, social work, oral health, nutrition, behavioral health or substance abuse; considerable knowledge of medical care for abused, neglected or developmentally disabled children and adolescents and/or other underserved groups; knowledge of public health education principles and practices; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:

**PART**  
**EXPERIENCE AND TRAINING**

**WEIGHT**  
**100%**

**APPLICATION/EXAMINATION PROCEDURE**

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the supplemental examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Health Management Administrator, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Health Management Administrator cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience administering health care or behavioral health care programs for adults and/or children. Be specific in describing the type of program(s) in which you have expertise, managed care methods and functions, services rendered and population served. Include the size and scope of the program(s), the major goals and objectives and your role in planning, developing, implementing, monitoring and evaluating program activities, services, operations and results. (2) Managerial/Administrative experience. Describe your experience developing and implementing administrative policies, programs and procedures including their purpose and on whom they impact. Detail experience in rate setting, negotiation and performance based contracting. Detail experience in budget preparation, financial management and fiscal analysis, including specific information regarding dollar amounts involved, types of programs funded and grant proposals developed. Be specific regarding your experience determining appropriate staffing levels and managing staff including the number and job titles of staff you supervised and your role in scheduling, assigning, overseeing work, establishing performance standards for employees, taking corrective measures to implement those standards, and delegating specific programmatic accountability to others. Describe the role you played designing and implementing performance standards and methods of performance measurement. (3) Interpersonal/oral and written communications experience. Describe your experience cultivating and managing business relationships with key contacts related to program activities. Indicate experience acting as a consultant to other organizations, contracted services or others regarding program or project issues, the purpose and nature of the contacts/consultations and the level of the individuals contacted/consulted. Be specific in describing your experience conducting formal presentations or workshops, including the intended audience and the topics involved; representing the organization on various boards and commissions, how often you served in this capacity, the role you played, etc. Describe your experience analyzing and evaluating data, programs and projects and formulating recommendations based on this analysis, and on whom it impacts. Include information on your experience producing written reports, correspondence and other materials, the purpose of these materials and for whom they were prepared. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by November 28, 2011.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by December 28, 2011.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

**NOTE:** The immediate position is at the Department of Social Services, Division of Medical Care Administration, accountable for planning, developing, managing, coordinating, and monitoring the operation of the Medical Administrative Services Organization and the medical home program. The position will be responsible for ensuring the effectiveness of associated programs through the use of such services as care coordination and utilization management for the departments covered populations.

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

**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.