

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
JOB OPPORTUNITY

HEALTH CARE ANALYST
MAY UNDERFILL AS CONNECTICUT CAREERS TRAINEE

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

Open To: Candidates currently on the exam list for Health Care Analyst or individuals meeting the requirements of a Connecticut Career Trainee (see below).

Location: 410 Capitol Avenue, Hartford, CT 06106

Job Posting No: OC110411

Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday, (full time, 40 hours per week)

Salary Range: \$61,373.00 - \$79,424.00 – Health Care Analyst
\$44,654.00 - \$57,637.00 – Connecticut Careers Trainee

Posting Date: February 3, 2015 **Closing Date:** February 13, 2015

Eligibility Requirement:

As a Health Care Analyst: 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 for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for a lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

As a Connecticut Careers Trainee: A Bachelor's or Master's degree in finance or accounting; or work experience in a closely related accounting or finance field along with the successful completion of some college courses in finance or accounting.

Duties include but are not limited to: Track enrolled providers and ensure billing is done in accordance with Medicare and Medicaid requirements; ensure services are billed appropriately and accurately; research billable services; prepare cost reports as required by the Centers for Medicare & Medicaid Services (CMS); ensure structure established to bill new services; complete random moment time studies(RMTS); provide RMTS training to state operated facilities and PNP's as required; experience utilizing Microsoft Access to join tables and query data bases preferred; perform related duties as required; assist on special projects as assigned.

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 APPLICATION TO:

DMHAS/Office of the Commissioner

Human Resources
410 Capitol Avenue, 4th Floor
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.