State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC

HEALTH CARE ANALYST

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$59,585 – $77,110	AR 22	SEPTEMBER 16, 2013	131050OCPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Departments of Mental Health and Addiction Services, Public Health, Social Services or the Office of the State Comptroller, this class is accountable for independently performing a full range of tasks in the analysis of financial, utilization and management records of health care facilities and/or providers or health insurance providers.

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 SEPTEMBER 16, 2013:

GENERAL EXPERIENCE: Six 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 semester hours equaling one-half year of experience to a maximum of four 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 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 year.

KNOWLEDGE, SKILLS AND ABILITIES: 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; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: **(1) Completed Application Form (CT-HR-12)**
(2) Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the 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 Care Analyst , include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Health Care Analyst 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 in financial management including statistical, technical, and financial analysis. Indicate the nature and complexity of your experience analyzing utilization statistics and developing financial statements or reports. Detail your role in the development and/or performance of the analysis and indicate any recommendations made as a result of this analysis. Include the type and complexity of any statistical or financial reviews you have conducted. Indicate any recommendations you have made to improve the financial feasibility and/or cost effectiveness of a project and the outcome of the recommendations. **(2)** Experience in health care settings and knowledge of health care environment. Detail the scope of your responsibilities and your role in designing, planning, evaluating and/or monitoring health care plans, services or programs. Describe the type and size of the facility/organization/program, the population affected and the services provided. Indicate your role in assessing and implementing methods and procedures to ensure operational efficiency and effectiveness. Also, describe any recommendations you have made to institute programmatic and/or operational change. **(3)** Oral and written communication experience. Detail your experience, which you feel demonstrates your oral and written communication and interpersonal skills. Cite specific examples when describing your dealings with other persons, the nature of those dealings and with whom they were made (e.g., executive officers, accountants, attorneys, agency staff, other State agencies, the public, etc.). Describe any oral presentations you have made, the purpose of the presentations, and the audience addressed. Describe the nature and purpose of any written reports or briefs that you have had responsibility for preparing and for whom they were prepared. Also, detail any experience you have in the development of policies, procedures or legal documents. **Section 2**. **(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 September 16, 2013. (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 October 28, 2013. (8)** A separate application/examination package must be submitted for each exam you are applying for.

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.

6865 August 28, 2013

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.