

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE OFFICER

MEDICAL CARE ADMINISTRATION – MEDICAID MANAGEMENT INFORMATION UNIT

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

The Department of Social Services is presently accepting applications to fill one (1) Fiscal Administrative Officer position, within the Division of Medical Care Administration; Medicaid Management Information Unit. This position is located in our Hartford Central Office.

Open To: The Public and State Employees
Position: Fiscal Administrative Officer (AR-23)
Job Posting Number: 98463
Bargaining Unit: Administrative & Residual (P-5)
Salary Range: \$60,593.00- \$78,332.00 Annually
Location: 25 Sigourney Street, Hartford, CT 06106
Closing Date: February 1, 2012

Eligibility Requirement:

Candidates must have applied for and passed the Fiscal/Administrative Officer 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.

EXAMPLE OF DUTIES: The Fiscal Administrative Officer position is responsible for budget estimates and spending plans to support contracted operations, and also monitors ongoing expenditures to adjust projections as necessary. Funding for these operations involves multiple state and federal accounts. Specific duties for this position are:

- Draft PAPD and IAPD requests in accordance with federal requirements and regulations, and assist manager with review prior to submission to CMS.
- Prepare IAPD amendments as necessary, including required annual updates under the SMHP.
- Prepare required APD progress reports to CMS (monthly for MMIS funds; quarterly for HIT funds).
- Prepare requests for proposals to obtain consulting or contractual services, determines evaluation criteria, evaluates proposals and develop contracts and memorandums of understanding.
- Prepare and/or evaluate contract modification/enhancements.
- Maintain accurate accounting of fiscal agent expenditures against spending plan and make requests for adjustments as necessary.
- Refine and maintain administrative budget projections, and the Medical Operations Spending Plan.
- Monitor and validate fiscal agent expenditures to ensure funds are accounted for and expended.
- Liaison with the Grants and Contract Administration Division and the Office of Policy and Management for contract submission and review.
- Liaison with Division of Financial Management and Analysis for the purposes of budget submission/updates and to ensure the appropriate coding of the program operations expenditures.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Special Experience: Two (2) year of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

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 public administration, business administration or accounting may be substituted for one (1) year of the Special Experience.
3. For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience.
4. For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

Note: This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use. Applications will be accepted from candidates and state employees who have attained permanent status in the job classification and from candidates, who have taken and passed the current Examination for Fiscal/Administrative Officer, Exam No. 070840.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services' Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Maria Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY TUESDAY, FEBRUARY 1, 2012, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.