

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY

HEALTH PROGRAM ASSISTANT 2

DIVISION OF MEDICAL OPERATIONS – MEDICAID MANAGEMENT INFORMATION UNIT

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

Open To: The Public and State Employees
Location: 25 Sigourney Street, Hartford, CT
Job Posting No: 98461
Bargaining Unit: New England Health Care (1199)
Hours: 8:00 am – 4:30 pm
Salary Range: \$56,444.00 - \$74,724.99 Annually (FP-21)
Closing Date: April 27, 2012

Example of Duties:

- Participate in the design, development, testing, implementation, and ongoing operation of the Medicaid Management Information System (MMIS).
- Lead user workgroups in the definition and design of new medical programs or changes to medical programs in the MMIS encompassing eligibility verification processing, claims processing, reporting, reference file definition, pricing, provider notification, and other functions as required.
- Develop MMIS detail change requests, monitor progression of change requests, guide users through user acceptance testing, and trouble shoot operational defects. Ensure that all program procedures and policies are executed as defined.
- Lead one or more functional areas in support of the MITA assessment.
- Train staff in MMIS operations inclusive of claims processing, eligibility verification, third party liability requirements, provider contracts, reference file updates, and other requirements.
- Liaison with the other areas of the Department and outside agencies, including the Provider Relations Unit, Pharmacy Unit, Managed Care Unit, Adult Services Unit, Medical Policy Unit, Fiscal Analysis Division, and Fraud and Recovery Division regarding implementation and ongoing operation of unit/program policies and operational procedures.
- Responsible for establishing and maintaining ongoing program operational procedures and protocols.
- Responsible for being familiar with several of the Department's resident systems, such as eligibility and claims processing. Knowledge of these systems is essential to maintaining ongoing operations and assisting in the definition and design of medical programs and changes.
- Communicate verbally and in writing with business users and in a liaison capacity with our fiscal agent, vendors and several sister agencies.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in a professional capacity in a health organization.

Special Experience: One (1) year of the General Experience must have been in health care program administration, a health systems agency or other health care organization involving grant writing or monitoring, formal program planning, development or management, consultation or related responsibilities at or above the level of Health Program Assistant 1.

Note: A health care organization is defined as a large multi-dimensional agency with responsibility for developing health programs.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equals six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.

Health Program Assistant 2

2. A Master's degree in public health, health education, hospital administration or public administration may be substituted for one (1) additional year of the General Experience.
3. For State Employees one (1) year as a Health Program Assistant 1 may substitute for the General and Special Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to travel.

Note: This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class and from candidates, who have taken and passed the current Examination for Health Program Assistant 2, Exam Number 043170.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit an Application for Examination or Employment to:

**MARIA TAYLOR, PRINCIPAL HUMAN RESOURCES SPECIALIST
DEPARTMENT OF SOCIAL SERVICES
25 SIGOURNEY STREET
HARTFORD, CT 06106**

FAX NUMBER: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY FRIDAY, APRIL 27, 2012 CLOSE OF BUSINESS

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.