

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
HEALTH MANAGEMENT ADMINISTRATOR
MEDICAL CARE ADMINISTRATION

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

Open To: The Public and State Employees

Position: Health Management Administrator

Location: 25 Sigourney Street, Hartford, CT

Job Posting No: 100599

Salary Range: \$103,539.00 - \$132,804.00 Annually

Closing Date: January 24, 2012

Eligibility Requirement: **Candidates must have applied for and passed the HEALTH MANAGEMENT ADMINISTRATOR 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.**

DUTIES AND RESPONSIBILITIES:

The Health Management Administrator will be responsible for medical health service management including the administration of contracts intended to improve customer service, care experience, quality, access, and cost effectiveness related to medical health services and benefits available under the Department's medical assistance programs.

Responsibilities include administrative direction of the Medical ASO and NEMT ASO. This individual will monitor the performance of ASO contractors as it relates to specific contract requirements, participate in the review of all contract deliverables and communication with the contractor regarding approval or revision of such deliverables, and attend contractor oversight meetings and management meetings, which will include collaboration with other state agencies. The individual will be responsible for all aspects of contractor payments including oversight of the spending plan, invoicing, and payment requisition procedures. This individual will also design performance targets, monitor performance of the ASOs against performance targets and standards, administer the payment of performance withholds, and the imposition of sanctions in accordance with contract terms. The individual will oversee notice of action and denial procedures administered by the ASO to ensure that they are consistent with the contract and applicable state and federal statutes. This individual will assist with the development of the provider network with the goal of maintaining and improving access and quality.

This position will also lead the administration of the new Person Centered Medical Home initiative including provider enrollment and contracting processes, administration of the pre-qualification glide path process, and the design and administration of performance measurement and incentive policies. Responsibilities also include the design, development and implementation of other provider performance incentive programs. The individual will also prepare budget expansion, revenue and reduction options related to medical health service management.

The individual should have experience in health care administration and program design. This individual must have the ability to work both independently and as part of a team. The ability to function effectively and to exercise leadership in a matrix management context is essential for this position. This individual must also have the ability to coordinate and oversee the activities of others, including contractors. Specific abilities include the ability to design contract management procedures, to conduct detailed and accurate compliance audits, to interpret contractor documentation as it relates to policy compliance, and to communicate clearly and effectively, both verbally and in writing to a range of audiences including laypersons (e.g., consumers and families). Interpersonal ease and confidence and professional demeanor are required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: 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 disable 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.

EXPERIENCE AND TRAINING:

General Experience: Two years (2) years of experience in a managerial capacity in a health care organization/division related to agency's service population.

SPECIAL REQUIREMENTS: 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 Management Administrator, Examination Number 110820.

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, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (HR-12) 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 TUESDAY, JANUARY 24, 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.