

**State of Connecticut
The Department of Social Services
Job Opportunity**

Connecticut Careers Trainee

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

Posting Date: August 24, 2012

Closing Date: August 31, 2012

The Department of Social Services is currently accepting applications for four (4) Connecticut Careers Trainee positions with a target classification to the position of Health Program Assistant 1, within the Division of Health Services, Provider Relations Unit and Medicaid Management Information System (MMIS) Unit, located in our Hartford Central Office.

Open To: The Public and State Employees

Position: Connecticut Careers Trainee (FP-15)
Target Classification: Health Program Assistant 1 (FP-19)

Position Numbers#: 76741, 98458, 98459, 98460

Schedule: 40 Hours Per Week

Salary Range: \$42,194.00 - \$57,089.00 Annually (FP-15)
\$51,181.00 - \$68,281.00 Annually (FP-19)

Bargaining Unit: New England Health Care – District 1199 (P-1)

Location: 25 Sigourney Street, Hartford, CT 06106

The Connecticut Careers Trainee position is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional position.

These positions will support Medicaid restructuring efforts and operational interfacing and coordination with the Department's Administrative Services Organizations (ASO's). Responsibilities of these positions include:

- Monitor and conduct quality reviews of vendors' operational processes. Prepare reports and summaries showing findings and assist in the evaluation of proposed corrective actions.
- Develop MMIS detail change requests, monitor progression of change requests, guide users through system test results and user acceptance testing, and troubleshoot operational defects. Ensure that all procedures and policies are executed as defined.
- Oversee, coordinate, and troubleshoot interfaces with various entities, including:
 - The Department's Medical Administrative Services Organizations;
 - the Department's Eligibility Management System (EMS),
 - Medicare Coordination of Benefits contractor,
 - Centers for Medicare & Medicaid Services for Medicare Buy In processing,
 - the Department's Dental Administrative Services Organization,
 - the Department's Behavioral Health Partnership Administrative Services Organization,
 - the Department's Third Party Liability contractor,
 - the Department's contractor for HUSKY B and Charter Oak eligibility determination and enrollment; and
 - other state agencies.
- Liaison with ASO staff to resolve operational issues and problems.
- Liaison with the MMIS contractor's call centers and provider enrollment staff.
- Liaison with DSS Quality Assurance Division regarding review of provider enrollment applications and provider sanctioning activity.
- Research and resolve Medical Assistance Program operational issues, including working with Medical Assistance Program providers and members on specific issues.
- Coordinate and review provider and State user training materials.
- Monitor and attend selected provider workshops conducted by MMIS fiscal agent contractor.
- Assist in maintaining/updating Medical Assistance Program provider enrollment requirements.
- Maintain unit Desk Level Procedures.
- Review providers' requests for claim edit overrides. Research member and claims data in MMIS and/or EMS, refer to the policy owner if required, and enter decision into appropriate software.
- Create queries and reports pertaining to program operations using relational databases. Import and export data using external data sources.

NOTE: Applicants will be considered for all four positions included in this posting.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

EXPERIENCE AND TRAINING:

Possession of a Bachelor's or Master's degree.

NOTE:

1. If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Careers Trainee Classification.
2. Candidates cannot be appointed until all degree requirements are complete.

TERM OF APPOINTMENT:

For candidates with a Bachelor's Degree:

LENGTH OF TARGET CLASS EXPERIENCE AND TRAINING	LENGTH OF TRAINING PERIOD
Five (5) Years	One (1) Year
Six (6) Years	Two (2) Years
Seven (7) Years	Three (3) Years

If a candidate has a Master's Degree that is an Allowed Substitution for the target classification the training program may be reduced by one (1) year.

SCHEDULE OF STARTING SALARIES FOR CONNECTICUT CAREERS TRAINEE:

<u>First Year of Training</u>		
Bachelor's degree	SG 15	Step 1
Master's degree	SG 15	Step 2
<u>Second Year of Training</u>		
General Rate	SG 15	Step 5

Note: This position may be filled by candidates from mandatory Re-employment and SEBAC lists which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The 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. **Do not mail a copy of your application form if you have faxed the materials.** Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Maria L. 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 FRIDAY, AUGUST, 31, 2012 CLOSE OF BUSINESS
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**