

State of Connecticut
The Department of Social Services
Job Opportunity

DURATIONAL

Connecticut Careers Trainee/Health Program Assistant 1

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

Posting Date: March 15, 2013

Closing Date: March 22, 2013

The Department of Social Services is currently accepting applications for one (1) Connecticut Careers Trainee position with a target classification to the position of Health Program Assistant 1, within the Division of Health Services, Medical Operations Unit, located in our Hartford Central Office. **This position is funded through June 30, 2015**

Open To: The Public and State Employees

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

Position Number#: 103953

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

EXAMPLES OF DUTIES:

This position will support the CT Pre-existing Condition Insurance Plan (CT PCIP), a temporary high risk pool plan, which provides health care coverage to uninsured individuals unable to obtain health insurance due to a pre-existing condition. This position will assist with monitoring the eligibility and enrollment activities of two contractors, Xerox and Health Reinsurance Association to ensure the Department of Social Services is fulfilling contractual requirements to DHHS in the overall administration of the program. This position will act as a policy and contract compliance resource for both entities. Responsibilities include the oversight, completion and submission of regular programmatic and fiscal reports to DHHS and various DSS departments in addition to assisting with the evaluation of program results. Additional responsibilities include the research and resolution of customer services issues, development of program materials and coordination of website updates as well as activities related to the transition of members to the health insurance exchange 2014.

**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
Six (6) Years
Seven (7) Years

One (1) Year
Two (2) 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.

Appointment to positions in this class will be for a period not to exceed a maximum of three years unless there is change in the employing agency or designated target class.

All appointments to this class shall be under terms of a training program and in accordance with a time schedule approved by the Commissioner of Administrative Services. All training plans must be appointed by the Department of Administrative Services prior to appointment to this class.

SCHEDULE OF STARTING SALARIES FOR CONNECTICUT CAREERS TRAINEE:

First Year of Training

Bachelor's degree	SG 15	Step 1
Master's degree	SG 15	Step 2

Second Year of Training

General Rate	SG 15	Step 5
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Note: For current state employees compensation will be in accordance with guidelines for computing salary adjustments set forth by the Department of Administrative Services, Determining Salary upon change in class.

PROMOTION:

1. Incumbents in this class will be eligible for promotion without further competitive examination upon successful completion of the training program.
2. Incumbents in this class who meet the qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to the target class.

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 ON OR BEFORE FRIDAY, MARCH 22, 2013 CLOSE OF BUSINESS
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**