

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

**Fiscal Administrative Manager 1**

**APPLICANTS WHO HAVE NOT TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION NUMBER 120280 FOR FISCAL ADMINISTRATIVE MANAGER 1 SHOULD NOT RESPOND TO THIS ANNOUNCEMENT.**

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

**Posting Date: December 7, 2012**

**Closing Date: December 14, 2012**

The Department of Social Services is currently accepting applications for one (1) Fiscal Administrative Manager 1 (FAM 1) within the Division of Financial Management & Analysis, located in our Hartford Central Office.

**Open To:** State Employees

**Position:** Fiscal Administrative Manager 1 (Managerial MP-66)  
Position Number 103091

**Salary Range:** \$85,099.00 - \$109,159.00 Annually

**Hours:** 8:30 – 4:30

**Location:** 25 Sigourney Street, Hartford, CT 06106

**EXAMPLES OF DUTIES:** This position will have oversight of three key functions of the Division of Financial Management & Analysis including Benefit Accounting, Convalescent Accounting, and possibly Revenue Maximization efforts. The Benefit Accounting group is responsible for oversight of the Department's accounting for all cash and medical assistance accounts such as Medicaid, SAGA, TFA, State Supplement, and other Benefit Programs, accounting for over \$6.0 billion in yearly expenditures. The unit maintains the Department's Benefit Bank Account and reconciles the Department's EBT records to the EBT vendor's records.

The Convalescent Unit is responsible for the review of Medicare and private insurance documentation received by nursing homes to ensure Medicaid is the payer of last resort. This group is responsible for authorizing payment authorizations for the approximately 4,000 Medicaid clients who enter the more than 280 nursing homes licensed in Connecticut.

The potential Revenue Maximization activities would include monitoring, facilitating and reporting on the complex issues involved with federal revenue reporting, reporting changes, revenue deferrals and disallowances, State Plan Amendment claiming adjustments and the many other operational activities related to assuring that our claim is properly developed and that our revenue forecasts are accurate. These responsibilities would involve a full range of coordination and management of complex interagency federal claim issues. New opportunities will be identified and developed for additional revenue.

Other financial management duties may also be assigned to this position based upon the needs of the Division.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of and ability to apply management principles and techniques; knowledge of principles and procedures of personnel, payroll,

**Fiscal Administrative Manager 1**

purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; considerable ability in preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to utilize EDP systems for financial management.

**EXPERIENCE AND TRAINING**

**General Experience:** Nine (9) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting function. Descriptions of these fiscal/administrative functions are attached.

**Special Experience:** One (1) year of the General Experience must have been supervising professional level staff.

Note: For state employees this is the level of Fiscal/Administrative Supervisor.

**Note: This position may be filled by candidates from the mandatory Re-employment and SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken the current Fiscal Administrative Manager 1 Examination Number 120280 and have received a passing score or State employees who have attained permanent status in the class.**

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination of 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](http://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 mail or fax your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Maria L. Taylor, Principal Human Resources Specialist  
The Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE FRIDAY, DECEMBER 14, 2012, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**