

**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: May 22, 2013

Closing Date: May 30, 2013

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

Open To: State Employees

**Position: Fiscal Administrative Manager 1 (Managerial MP-66)
Position Number 78803**

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

Location: 25 Sigourney Street, Hartford, CT 06106

EXAMPLES OF DUTIES: The Fiscal/Administrative Manager 1 position will be responsible, in conjunction with the Director, for the operation of the Reimbursement and Certificate of Need unit which is responsible for rate setting, financial/utilization analysis, grant administration and the development of Medicaid State Plans. Responsibilities will include managing rate setting and Certified Public Expenditure processes to assure economic and efficient rates while maintain adequate access to services. The manager must effectively evaluate the positive and negative aspects of reimbursement methods supporting healthcare and residential services with consideration of provider costs, efficiencies, federal parameters and state budget implications. The manager will analyze the reimbursement proposals of OPM, other health/human service state agencies, the General Assembly, providers and other entities. The Fiscal/Administrative Manager 1 will provide information, analysis and recommendations to the Director of Reimbursement and CON, Director of Medical Care Administration and Commissioner with regard to rate setting methods, financial analysis and procedures. Implementation of rate changes requires, when applicable, federal (CMS) approval of Medicaid State Plan amendments, state regulations, provider notice/communication and coordination with divisions within DSS and other agencies. The manager will participate in work groups assigned to develop medical and residential service and policy alternatives, expansions and reductions.

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, 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. 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 – 12th Floor
Hartford, CT 06106**

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED ON OR BEFORE FRIDAY, MAY 30, 2013, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer