

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE OFFICER

MEDICAL CARE ADMINISTRATION - MONEY FOLLOWS THE PERSON

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

The Department of Social Services is presently accepting applications to fill one (1) Fiscal Administrative Officer position, within the Division of Medical Care Administration; Money Follows the Person Rebalancing Demonstration Unit. This position is located in our Hartford Central Office.

**Open To:** Candidates on a current examination list

**Position:** Fiscal Administrative Officer (AR-23)  
Position Number 97745

**Bargaining Unit:** Administrative & Residual (P-5)

**Salary Range:** \$60,593.00- \$78,332.00 Annually

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

**Closing Date:** February 8, 2012

**Eligibility Requirement:**

**Candidates must have applied for and passed the Fiscal/Administrative Officer 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.**

**EXAMPLE OF DUTIES:**

- Coordinating Money Follows the Person budgets and financial reporting;
- Serving as liaison with the Division of Financial Management & Analysis;
- Coordinating timely development and submission of Money Follows the Person contracts;
- Assisting with expansion request for proposal (RFP) process;
- Reviewing financial statements from vendors to assure accuracy;
- Reviewing requests for funds from vendors and assuring deliverables are received prior to distribution;
- Updating Money Follows the Person (MFP) spending plan.

**EXPERIENCE AND TRAINING:**

**General Experience:** Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

**Special Experience:** Two (2) year of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's Degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience.
3. For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience.
4. For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

**Note:** This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use. Applications will be accepted from candidates and state employees who have attained permanent status in the job classification and from candidates, who have taken and passed the current Examination for Fiscal/Administrative Officer, Exam No. 070840.

**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](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. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

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

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

**APPLICATIONS MUST BE RECEIVED BY WEDNESDAY, FEBRUARY 8, 2012, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**