

**Job Posting**  
**SOUTHEASTERN MENTAL HEALTH AUTHORITY**  
**MENTAL HEALTH SERVICES MANAGER- POSITION NUMBER: SM99888**

**Location:** 401 W. Thames Street, Bldg. 301, Norwich, CT  
**Program/Unit:** Fiscal Administration  
**Shift/Schedule/Hours:** 8:00 a.m. to 4:30 p.m./Monday thru Friday/40 hours per week  
**Salary:** \$75,741  
**Posting Date:** April 12, 2012 **Closing Date:** April 25, 2012

**Duties may include but not limited to:** Management of fiscal staff; Prepare Annual Performance Evaluations; Review and approve facility requisitions (using core-ct); Ensure SMHA meets all Joint Commission standards related to Health and Safety and the Physical Plant, including Life Safety, Emergency Management and Environment of Care; Review and approve P-Card purchasing ; Prepares facility budget and quarterly allotment - manage facility services with the appropriated budget of \$34.5 million along with Other Expense and Grant Fund to nonprofit organizations; Prepares; Chart of Accounts – creation and revision of facility chart of account to reflect facility programs and cost centers; Preparation of reports (monthly, quarterly and annually) requested by the DMHAS, Treasurer's Office, DAS, State Comptroller and State Auditors (Accountability report, GAAP, Activity and Petty Cash reports, Annual bank account balance, monthly vehicle report, vehicle accident reports, etc.)and facility Comprehensive Fiscal Status Report (CFSR) – detailed facility report of budget, allotment, actual and projected expenditures; Management of the facility Activity fund account; Facility operations/management – repairs and maintenance internally and/or contract thru DAS approved vendors. Coordination with DMHAS Engineering staff and Fiscal Services Bureau to create projects and allocate funding source.; Asset Management - management of state assets in the facility (computers, furniture, equipments, etc.), surplus of old assets and annual inventory; Member of the Facility Management and Leadership Committee; Liaison with OOC and FSB for fiscal matters; Liaison with DAS Fleet Operations as SMHA Transportation Coordinator.

**Eligibility Requirement:** This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status or candidates who have applied for and passed the Mental Health Services Manager examination, and therefore; on the current certification list promulgated by the Department of Administrative Services for this classification may apply. Please note \*Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:**

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Services Manager applying to a Mental Health Services Manager posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**Cindy Lukaszewicz, Human Resource Representative**  
**Southeastern Mental Health Authority**  
**401 West Thames Street, Building 301, Norwich, CT 06360**  
**Phone: (860) 859-4651 – FAX: (860) 859-4792**  
**Email: [Cindy.Lukaszewicz@ct.gov](mailto:Cindy.Lukaszewicz@ct.gov)**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **(02, Managerial)**