

State of Connecticut  
Department of Social Services  
Job Opportunity

Pharmacy Consultant

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

Posting Date: June 18, 2012

Closing Date: June 25, 2012

The Department of Social Services is presently accepting applications to fill two (2) Pharmacy Consultant positions within the Division of Quality Assurance in our Hartford Central Office.

Open To: The Public and State Employees

Position: Pharmacy Consultant  
Position Number # 101996 & 101997

Schedule: 40 Hours Per Week

Salary Range: \$77,241.00-103,636.00 – Annually (FP-28)

Bargaining Unit: New England Health Care (1199)

Location: 25 Sigourney Street, Hartford, CT 06106

**DUTIES/RESPONSIBILITIES:** Responsibilities will include the development of audit procedures and investigations regarding allegations of false or fraudulent claims by pharmacies; reviews drug reporting system audit reports; spot checks client profiles kept by pharmacies; audits propriety, reasonableness and timeliness of payments including payment of generic incentives; ensures that medical records are being maintained in accordance with DSS guidelines and provider type; conducts field audits of individual vendors; checks invoices for accuracy of amounts charged, propriety of drugs, duplication of charges and frequency of prescriptions at pharmacies; recovers excessive payments; recommends drug policy and regulation changes for agency programs; acts as liaison with other pharmacy programs and associations; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; considerable knowledge of principles, practices and methods of institutional or retail pharmacy operations; considerable knowledge of drugs and their actions and interactions; considerable knowledge of pharmaceutical quality control and distribution control procedures; knowledge of current prices of retail drug supplies; interpersonal skills; oral and written communication skills.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Three (3) years of experience as a registered pharmacist immediately prior to this appointment.

**SPECIAL REQUIREMENT:**

1. Incumbents in this class must possess and retain a license as a Registered Pharmacist in Connecticut.
2. Incumbents in this class may be required to travel.

Note: This position may be filled by mandatory candidates from existing Re-employment / SEBAC lists to whom we are obligated to give priority consideration and 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 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\\_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 forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Maria L. 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, Tuesday June 25, 2012 CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**