

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES  
OFFICE OF THE COMMISSIONER

**PLANNING SPECIALIST – OC23586**

**EVALUATION, QUALITY MANAGEMENT & IMPROVEMENT UNIT**

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

**Open To:** The Public, State Employees  
**Location:** 410 Capitol Avenue, Hartford, CT 06105  
**Job Posting No:** OC23586  
**Hours:** 8:00 am to 4:30 pm, Monday – Friday, 40 hours per week  
**Salary:** \$80,923.00  
**Posting Date:** June 29, 2012                      **Closing Date:** July 5, 2012

**Eligibility Requirement:**

Candidates must have applied for and passed the Planning Specialist 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.**

**DUTIES INCLUDE:** Designs planning and evaluation activities related to program operations and policy development for the department; Responsible for the coordination and facilitation of state and regional planning activities under the direction of the Planning Director. Coordinates inter-agency planning activities (DCF) required for receipt of federal block grants. Facilitates the submission of the annual Block Grant Allocation Plan and federally required Block Grant implementation reports. Conducts gap analyses and prepares annual planning reports directed at establishing agency planning objectives and programmatic priorities. Compiles and reviews data to determine if the agency is meeting planning objectives and priorities. Compiles and evaluates information gathered from various operational units within the organization to identify service trends or policy issues. Coordinates state and regional Planning and Advisory Council meetings and develops regional service profiles for planning purposes. Facilitates the selection of service priorities and develops relevant performance measures with input from other DMHAS OOC staff; Prepares reports for presentation to a broad range of stakeholders.

**Knowledge, Skills and Abilities:** Considerable knowledge of relevant DMHAS policies and procedures; Knowledge of relevant state and federal laws related to program operations and planning; Considerable knowledge of principles of and practices of state and regional planning; Ability to evaluate and interpret agency data.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should 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).

**PLEASE SEND APPLICATION TO:**

**DMHAS/Office of the Commissioner/Human Resources**  
**410 Capitol Avenue, 4<sup>th</sup> Floor, Hartford, CT 06106**  
**Fax: (860) 418-6697**  
**[Edra.Knight@ct.gov](mailto:Edra.Knight@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (P-5)