

State of Connecticut JOB POSTING

DEPARTMENT OF PUBLIC HEALTH POSTING OF VACANCY

Public Health Services Manager

Health Care Quality & Safety – Practitioner Licensing & Investigations

POSTING DATE: April 29, 2014

CLOSING DATE: May 6, 2014

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

Open To: Department of Public Health Employees **ONLY**.

POSITION CONTROL NUMBER: 106791PD NOTE: THIS NUMBER **MUST** BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: MP 65/\$84,284 - \$114,914

NOTE: CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERAL TRANSFER.

Preferred Skills:

- Experience organizing and directing the daily operations of large scale regulatory programs, including demonstrated experience supervising and motivating a large, diverse professional and support staff;
- Experience coordinating, planning and managing program activities, including but not limited to interpreting and administering statutory and regulatory mandates, implementing new programs and statutory mandates, establishing and monitoring work flow, and prioritizing assignments;
- Ability to delegate effectively, balancing competing priorities and manage multiple tasks simultaneously;
- Experience functioning as a primary contact/liaison with external partners and stakeholders, including but not limited to professional associations and organizations that represent regulated entities, licensing and examining boards and commissions, and regulatory authorities in other states;
- Experience overseeing the review and evaluation of licensure and permit applications for compliance with statutory and regulatory requirements, eligibility determinations including making and communicating final decisions regarding the denial of applications, and renewal processes for licenses and permits;
- Experience developing licensing examinations and overseeing examination administration;
- Extensive experience working in the State's enterprise eLicense application, including performing configuration work, developing work flows and training staff on the use of the application;
- Experience overseeing the collection and processing of multi-million dollars in revenue on an annual basis, including reconciliation and preparation of financial reports on revenue collected;
- Excellent leadership ability and interpersonal and conflict resolution skills;
- Strong oral and written communication skills, and demonstrated ability to draft and edit effective and appropriate letters, fact sheets and other written communications for public audiences;
- Experience drafting legislative proposals and new or revised agency regulations;
- Experience evaluating business needs, conducting business analysis and using results to implement organizational, process and other changes to enhance the effectiveness, efficiency, and timeliness of the business processes and systems.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant local, state and federal statutes and regulations; considerable knowledge of health care delivery systems, practitioners and/or providers; considerable knowledge of aims, objectives and operational environment of health providers; considerable interpersonal skills; considerable knowledge of principles and practices of public administration; considerable oral and written communication skills

EXPERIENCE AND TRAINING

General Experience: Nine (9) years of professional experience in a health organization.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity with responsibility for the planning, development, and execution of a comprehensive health or health related program.

NOTE: A health organization is defined as a large multi-dimensional agency with responsibility for developing, administering, or regulating health program.

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 health, health education, health care administration, nursing, other health related fields, or public administration may be substituted for one (1) additional year of the General Experience.

Special Requirements: Incumbents in this class may be required to travel.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184 (if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.