

State of Connecticut
Department of Social Services
Job Opportunity

**CONNECTICUT CAREERS TRAINEE
(HEALTH PROGRAM ASSISTANT 1)**

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

Posting Date: October 15, 2014

Closing Date: October 22, 2014

The Department of Social Services is currently accepting applications for one (1) Connecticut Careers Trainee position targeted to Health Program Assistant 1 within the Division of Health Services, Pharmacy Unit in the Central Office location, 55 Farmington Avenue, Hartford, CT 06105.

Open To: The Public and State Employees

Position: Connecticut Careers Trainee (FP-15)
Health Program Assistant 1 (FP-19)

Position Number 108445

Bargaining Unit: P-1 New England Health Care (1199)

Hours: Monday through Friday 40 Hours/Week

Salary Range: \$44,764.00 - \$60,576.00 Annually (CCT)
\$54,299.00 - \$72,440.00 Annually (HPA1)

Location: 55 Farmington Avenue, Hartford, CT

Duties/Responsibilities: The Connecticut Careers Trainee class is accountable for mastering the skills necessary to satisfactorily complete a training program in order to be appointed to the classification of Health Program Assistant 1.

This position is responsible for assisting the Pharmacy unit in administering the pharmacy benefits of the Connecticut Medical Assistance Program (CTMAP). These programs provide prescription drug coverage to over 630,000 individuals enrolled in Title XIX/Husky A/B/C/D and CADAP. The position is responsible for assisting a Health Program Assistant 2 or Health Program Associate with all reporting requirements and deadlines associated with the CADAP program. Duties include the following: gathers fiscal, programmatic, census or other kinds of needed data from federal, state and other sources; compiles statistics and may do some less complex calculations and interpretations; assists in reviews of program grant requests and monitors fiscal and programmatic performance of grants using agency regulations and guidelines; assists in preparation of program objectives and evaluation of program results; may serve on a task force or committee.

Connecticut Careers Trainee

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

EXPERIENCE AND TRAINING:

Possession of a Bachelor's or Master's degree.

TERM OF APPOINTMENT:

For candidates with a Bachelor's Degree:

LENGTH OF TARGET CLASS EXPERIENCE AND TRAINING	LENGTH OF TRAINING PERIOD
Five (5) Years	One (1) Year
Six (6) Years	Two (2) Years
Seven (7) Years	Three (3) Years

Note: These positions may be filled by candidates from mandatory transfer, Reemployment and SEBAC lists which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed 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 Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

**Maria L. Taylor, Principal Human Resources Specialist
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

APPLICATIONS MUST BE POSTMARKED BY WEDNESDAY, OCTOBER 22, 2014

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.