

State of Connecticut
Department of Social Services
Job Opportunity

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) Health Program Assistant 1 position within the Division of Health Services, Health Information Technology Unit (HIT) in the Central Office location, 55 Farmington Avenue, Hartford, CT 06105.

Eligibility Requirements: Applicants must have taken and passed the current Department of Administrative Services Examination Number 043160 for Health Program Assistant 1. State of Connecticut employees who are currently classified at this level or have previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the Examination prior to the above closing date to qualify for this vacancy.

Open To: The Public and State Employees

Position: Health Program Assistant 1 (FP-19)

Position Number 34553

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

Hours: Monday through Friday 40 Hours/Week

Salary Range: \$54,299.00- \$72,440.00 Annually

Location: 55 Farmington Avenue, Hartford, CT

Duties/Responsibilities: This position is responsible for programmatic work associated with Medical Operations' health information technology (HIT) initiatives, including program development and maintenance, procurement, contract development, and federal Advance Planning Document (ADP) development and compliance. These activities are primarily in support of the Medicaid EHR Incentive program and related HIT and health information exchange efforts. Duties include the following: assist in the development and administration of the Medicaid EHR incentive and health information exchange programs to ensure state and federal requirements are followed; assist in development and maintenance of program procedures, policies, and standards for internal staff, contractors, and other key stakeholders; lead projects through effective communication and providing timely and accurate updates and deliverables to stakeholders; identify, track, and resolve project issues independently and collaboratively; effectively utilize data collection tools to analyze and assess the program's effectiveness and develop program goals accordingly.

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

Knowledge of purposes, plans, objectives and programs of public health agencies including changing patterns of preventive medicine and environmental health; knowledge of relationships between risk factors and evidence of health problems; knowledge of changing aspects of social-medical philosophies; knowledge of research and evaluation design methodologies; knowledge of state and community organizations and programs involved in field of public health and medical care; considerable oral and written communication skills; interpersonal skills; ability to plan, organize and direct a complex technical program; ability to analyze, evaluate and interpret data.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

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.