

State of Connecticut
Department of Social Services
Job Opportunity
HEALTH PROGRAM ASSOCIATE, PHARMACY UNIT

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

Posting Date: October 24, 2014

Closing Date: October 31, 2014

The Department of Social Services is currently accepting applications for one (1) Health Program Associate position within the Division of Health Services, Pharmacy Unit 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 043180 for Health Program Associate. 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 Associate (FP-24)
#76739

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

Hours: Monday through Friday 40 Hours/Week

Salary Range: \$67,530.00- \$91,440.00 Annually

Location: 55 Farmington Avenue, Hartford, CT

Duties/Responsibilities: Works within the Pharmacy Unit to assist in the administration of all aspects of the retail pharmacy benefit for the CT Medical Assistance Programs which includes Title XIX/Medicaid (Husky A, B, C, D), Connecticut AIDS Drug Assistance Program (CADAP), and the Medicare Savings Program as well as the coordination with Medicare Part D and other insurance. The Health Program Associate will be the Business Objects/Data Warehouse subject matter expert for the Pharmacy Unit and serve as the team lead in reporting and preparing adhoc analyses, as well as conducting research and data analysis to assist in developing program objectives and cost saving initiatives. This person must be experienced in Business Objects, Microsoft Access and Microsoft Excel. Maintains all program applications, documents, and notices; updates policy and regulation documents accordingly; and drafts new legislation in accordance with program changes. This person must understand all pharmacy programs and be able to train new and current staff on pharmacy programs/policies as well as the operating systems used on a daily basis including Eligibility Management System (EMS), Medicaid Management Information Systems (MMIS), and the CMS MAPD Inquiry System. Will need to represent the Department at various meetings and be prepared to possibly do presentations. This person will also participate in the design and implementation phases of implementing the new eligibility system (ImpaCT) and other duties as necessary.

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

Considerable knowledge of purposes, plans, objectives and programs of public health agencies including changing patterns of preventive medicine and environmental health; considerable knowledge of relationships between risk factors and evidence of health problems; considerable 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; considerable ability to plan, organize and direct a complex technical program; ability to analyze, evaluate and interpret data; ability to lead and train staff.

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 of Employment (CT-HR-12), a cover letter and their two (2) most recent Performance Appraisals. 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](http://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**

NOTE: Incomplete or late applications will not be considered. Please note that due to the large volume of applications received, we are unable to field phone inquiries.

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

APPLICATIONS MUST BE POSTMARKED BY FRIDAY, OCTOBER 31, 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.