



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF SOCIAL SERVICES**

**SOCIAL SERVICES DIRECTOR OF MEDICAL CARE ADMINISTRATION**

ANNUAL \$120,597  
SALARY: \$163,581

SALARY  
GROUP: MP 74

APPLICATION CLOSING  
DATE: JANUARY 27, 2014

EXAM  
NO: 140110APDM

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.**

**PURPOSE OF CLASS:** In the Department of Social Services, this class is accountable for directing the medical care program.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF SOCIAL SERVICES** WHO BY **JANUARY 27, 2014** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF SOCIAL SERVICES** AND THE FOLLOWING EXPERIENCE AND TRAINING:\*

**GENERAL EXPERIENCE:** Five years' experience in an administrative capacity in the management of a large public health or medical insurance program. NOTE: Administrative capacity must have included personnel management responsibility for a large agency division with programmatic budget responsibility of at least \$1,000,000.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of principles, methods, and procedures in medical care administration including planning, organizing, financing, evaluating and cost control; considerable knowledge of principles and practices of public welfare administration; considerable knowledge of federal and state medical care programs; knowledge of and ability to apply management principles and techniques; knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills.

**THE EXAMINATION WILL BE COMPOSED OF:**

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

**APPLICATION/EXAMINATION INSTRUCTIONS:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by January 27, 2014. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by March 7, 2014. A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Social Services.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

**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, persons with disabilities and military veterans.