



State of Connecticut  
Department of Social Services  
Job Opportunity

**Social Services Medical Administration Manager**

**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 to fill one (1) Social Services Medical Administration Manager position located in the Division of Health Services, Integrated Services Unit.

**Open To: CANDIDATES ON CURRENT EXAM LIST OR LATERAL LIST**

**Position: Social Services Medical Administration Manager  
# 110140**

**Bargaining Unit MP-67**

**Salary Range: \$93,896.00 - \$128,027.00**

**Location: 55 Farmington Avenue  
Hartford, CT 06105**

**Eligibility Requirements: Candidates must have applied for and passed the Social Services Medical Administration Manager examination number 141030 and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**EXAMPLES OF DUTIES:** Manages the staff and operations of a Medical Administration Operations, Policy Section or Waiver Policy and Enrollment Division; manages contracted healthcare vendors to align policy and integration initiatives; monitors healthcare vendors to ensure that contract standards are being met; develops quality improvement initiatives; develops and assists in the development of Request for Proposals; supervises clinical, policy and program staff; develops and assists in the submission of state plan amendments; implements policies and/or programs for health care services; coordinates, plans and manages unit activities; formulates program goals and objectives; develops or assists in the development of related policy; interprets and administers pertinent laws; coordinates research, data analysis and program planning efforts; monitors, analyzes and evaluates policies and/or programs to determine cost-effectiveness and quality of service; evaluates staff; prepares or assists in budget preparation; maintains contacts with individuals both within and outside of the agency who might impact on program activities; act as agency contact with and represents the agency before hospitals, medical care providers, Federal and other State agencies, other operating units, agencies and outside officials; maintains liaison with federal and state agencies administering the Title XVIII and XIX programs; may implement and monitor contracts with providers of medical services in the community; develops presentations and makes presentations to public healthcare forums or represents the Department at public healthcare councils or committees; performs related duties as required.

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

Considerable knowledge of policy, regulations and laws applicable to medical care administration; considerable knowledge of public health programs and administration; considerable knowledge of federal and state medical care

programs; considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills.

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**EXPERIENCE AND TRAINING:**

**General Experience:**

Nine (9) years of experience in the health services field involving the administration, planning or coordination of health care programs.

**Special Experience:**

One (1) years of the General Experience must have been a managerial, supervisory or consultative capacity with programmatic and administrative responsibility for a statewide health care program.

**Substitution Allowed:**

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in human services or public administration may be substituted for one (1) additional year of the General Experience.

**Note:** This position may be filled by candidates from mandatory Re-employment/SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken and passed the Social Services Medical Administration Manager Examination Number 141030 and have received a passing score, or from state employees who already have attained permanent status in this class.

**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](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, Attendance Records from July 2012 to present, 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  
The Department of Social Services  
Human Resources Division  
55 Farmington Avenue – 5<sup>th</sup> Floor  
Hartford, CT 06105

Due to the large volume of applications received, we are unable to confirm receipt of applications.

**~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~**

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

**APPLICATIONS MUST BE POSTMARKED BY FRIDAY, OCTOBER 31, 2014**

**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, and persons with disabilities.*