



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF SOCIAL SERVICES

SOCIAL SERVICES DIRECTOR OF RATE SETTING AND CERTIFICATE OF NEED

ANNUAL SALARY: \$99,559
SALARY: \$127,707

SALARY GROUP: MP 70

APPLICATION CLOSING DATE: FEBRUARY 8, 2012

EXAM NO: 120210APFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Social Services this class is accountable for directing staff involved in determining state reimbursement rates for services covered by department assistance programs; auditing of provider cost reports; performing certificate of need reviews for nursing facilities and Intermediate Care Facilities for the Mentally Retarded (ICF/MR) development projects and determining maximum public charges for home health services.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF SOCIAL SERVICES** WHO BY FEBRUARY 8, 2012 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF SOCIAL SERVICES** AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Ten years' professional experience in a social services agency, health related facility or health insurance industry.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a managerial capacity involving cost filing preparation, reimbursement and rate setting policies

SUBSTITUTION ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in accounting, business administration, hospital administration or a closely related field may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; considerable knowledge of principles of health care administration and financial management; considerable knowledge of health care budgeting principles; considerable knowledge of principles of cost analysis; considerable ability in preparation and interpretation of financial and statistical reports; 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, hours worked per week 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 February 8, 2012. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 **(Secure Fax #860-622-2910)**. If faxing materials 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 19, 2012.

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 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, and persons with disabilities.