



EXAMINATION OPEN TO THE PUBLIC

SOCIAL SERVICES MEDICAL ADMINISTRATION MANAGER

ANNUAL \$88,505 SALARY APPLICATION CLOSING EXAM
SALARY: \$113,525 GROUP: MP 67 DATE: NOVEMBER 22, 2011 NO: 110800CJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Social Services and the Department of Developmental Services this class is accountable for managing the policy development and/or program implementation of agency health service programs provided through Medicaid.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY NOVEMBER 22, 2011:

GENERAL EXPERIENCE: Nine years of experience in the health services field involving the administration, planning or coordination of health care programs.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a managerial, supervisory or consultative capacity with programmatic and administrative responsibility for a statewide health care program. [Note: Department of Social Services: For State Employees this is interpreted at the level of Health Program Supervisor, Pharmacy Consultant, Planning Specialist, Public Assistance Consultant or Supervising Nurse Consultant. Department of Developmental Services: For State Employees this is interpreted at the level of Developmental Services Program Manager or Developmental Services Supervisor of Case Management.]

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in Public Health, Health Care Administration or a closely related field may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: 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.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
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. Be specific in describing duties related to the administration, planning and/or coordination of public health programs, the management of staff and operations, budget management including the dollar amounts of the budgets you were responsible for managing and your experience setting up and monitoring contracts with health care providers. **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 November 22, 2011. 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 #860-622-2875**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. 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 December 23, 2011.**

NOTE: Please note changes in special experience requirements. Applicants who applied for and passed the recent examination for Social Services Medical Administration Manager (examination #110340OCJR) do not need to reapply. The list from examination #110340OCJR and examination #110800OCJR will be consolidated.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at any one of the Offices of the Connecticut State Job Centers.

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