



DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY  
**DEVELOPMENTAL SERVICES PROVIDER SPECIALIST (2 positions)**

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

**Open To:** The Public  
**Location:** 460 Capitol Ave., Hartford (Operations Center)  
**Job Posting No:** 21992 and 22731  
**Hours:** 35 hours/week – Monday - Friday (8:30am – 4:00pm)  
**Salary:** \$57,182 – \$74,376 (EB-24)  
**Closing Date:** February 18, 2014

**Examples of Duties:**

The Operations Center Contract Division provides contract and fiscal support and oversight to 240 Qualified Providers and 3 Regions. This duties of this position include, but are not limited to: being a liaison with contracted providers on designated areas including budgets, contracts, financial reporting and certain types of contract compliance; develops, Reviews and maintains POS contracts and prepares and completes any amendments needed; reviews and provides technical assistance with preparation of Operational plans, Annual Report submissions, Agreed Upon Procedures and annual financial statements for POS and NON-POS Providers; maintains ACCESS contract database and tracking of required contract reports and form submissions; provides training and technical assistance to case managers, regional resource managers and providers that provide waived services for the IFS and comprehensive waiver, waiver rates and budgets; prepares reports and participates in periodic Provider Performance Reviews of program locations; assists in the transition from individualized budgets to POS contracts; partners with regional staff and provider around expansion and new development; conducts provider end of the year fiscal meetings and addresses administrative and consumer needs including resource needs and crisis issues. Will perform related duties as required.

**General Experience:** Seven (7) years of professional experience in health care administration in a health care or human services setting.

**Special Experience:** Two (2) years of the General Experience must be preparing, analyzing and monitoring fiscal policies and procedures.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's Degree in accounting, business administration, education, finance, health care administration or a related field may be substituted for one (1) year of the General Experience.
3. For State Employees, one (1) year of experience as a Developmental Services Compliance Specialist may substitute for the General and Special Experience.

**Special Requirements:**

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**Preferred Skills & Experience:**

- Experience with analyzing program and individual budgets.
- Experience reviewing annual and monthly financial statements.
- Program experience for individuals with intellectual disabilities in day and/or residential settings.
- Strong oral and written communication skills.
- Ability to work independently and as part of a team.
- Experience with Access, Word, and Excel

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**Only submit a single application listing both position numbers please.**

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

**Send application materials to:**

**Department of Developmental Services — Central Office  
460 Capitol Avenue  
Hartford, CT 06106**

**Attn: Ms. Daimar Ramos**

**Email: [DDS.CO.Recruiting@ct.gov](mailto:DDS.CO.Recruiting@ct.gov) Phone: 860-418-6121 Right Fax: 860-920-3045**

**Application materials can be emailed, faxed, or mailed.**

**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.