

**State of Connecticut
Department of Social Services
Job Opportunity**

HEALTH PROGRAM ASSOCIATE

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

Posting Date: November 21, 2013

Closing Date: November 29, 2013

The Department of Social Services is currently accepting applications for two (2) Health Program Associate positions within the Division of Health Services. Units include: Medical Operations and Money Follows the Person, in the Central Office location, 25 Sigourney Street, Hartford, CT 06106

Eligibility Requirements: Applicants must have taken and passed the current Department of Administrative Services Examination Number 043180 for Health Program Associate. State of Connecticut Employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the Examination prior to the above closing date to qualify for this vacancy.

Open To: The Public and State Employees

Position: Health Program Associate (FP-24)
Position #106510 – Medical Operations Unit
Position #106574 – Money Follows the Person Unit

Bargaining Unit: P-1 New England Health Care (1199)

Hours: Monday through Friday
40 Hours/Week

Salary Range: \$65,563.00- \$88,776.00 Annually

Location: 25 Sigourney Street, Hartford, CT

Medical Operations Unit: This position is responsible for all work associated with Medical Operations' budget development and maintenance, procurement and contract development, and federal Advance Planning Document (APD) development and compliance. Responsibilities include, leading the development of Planning and Implementation APD requests in accordance with federal requirement and regulations, and assisting the manager with review prior to submission to CMS; directing the preparation of APD amendments as necessary, including required annual updates under the SMHP; supervising preparation of required APD progress reports to CMS (monthly for MMIS funds; quarterly for HIT funds); preparing requests for proposals to obtain consulting or contractual services, determining evaluation criteria, evaluating proposals and develop contracts and memorandums of understanding; assisting the Medical Operations manager with monitoring and validating MMIS fiscal agent expenditures to ensure funds are accounted for and expended in accordance with all contractual requirements; liaising with the Grants and Contract Administration and the Division of Finance and Administration for contract submission and review, budget submission/updates, and to ensure the appropriate coding of the program operations expenditures. Additionally, this position is critical to support the extensive work of preparing for major system procurements.

Health Program Associate

Money Follows the Person Unit: The Health Program Associate position will fulfill duties associated with implementation of the Balancing Incentive Program (BIP) and contract activities under the right-sizing. The work plan for the BIP requires focus on several new initiatives including the implementation and coordination of the state "No Wrong Door". The position is required to serve as liaison with the state's ConneCT and HIX initiatives in order to manage activities and assure that integrated requirements of the BIP are realized. In addition, the position will have the lead in development of local entry points and associated competitive solicitations. Additionally, the Health Program Associate position will serve as lead in technical assistance to nursing homes regarding diversification of the business models.

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

Considerable knowledge of purposes, plans, objectives and programs of public health agencies including changing patterns of preventive medicine and environmental health; considerable knowledge of relationships between risk factors and evidence of health problems; considerable knowledge of changing aspects of social-medical philosophies; knowledge of research and evaluation design methodologies; knowledge of state and community organizations and programs involved in field of public health and medical care; considerable oral and written communication skills; interpersonal skills; considerable ability to plan, organize and direct a complex technical program; ability to analyze, evaluate and interpret data; ability to lead and train staff.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

Note: These positions may be filled by candidates from mandatory Transfer, Reemployment and Sebac lists which we are obligated to use.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements should submit a cover letter, CT-HR-12 (State Application) and two (2) letters of professional references from current and/or previous supervisors. 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. In lieu of references State employees must submit copies of their two most recent performance appraisals by **Friday, November 29, 2013** to:

**Maria L. Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

FAX: (860) 951-2979

NOTE: Incomplete or late applications will not be considered. If faxing your packet; please do not mail the original. Please note that due to the large volume of applications received, we are unable to field phone inquiries.

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS FRIDAY, NOVEMBER 29, 2013

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER