

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY

**FISCAL ADMINISTRATIVE SUPERVISOR**

OFFICE OF THE COMMISSIONER

FISCAL SERVICES Division

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

**Open To:** Candidates on the current exam list for Fiscal Administrative Supervisor

**Location:** 410 Capitol Avenue, Hartford, CT

**Job Posting No:** OC23717

**Schedule:** Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

**Salary Range:** \$82,534.00 - \$107,280.00

**Posting Date:** February 5, 2015

**Closing Date:** February 20, 2015

**Eligibility Requirement:**

Candidates must have applied for and passed the Fiscal Administrative Supervisor exam 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.**

**Duties include:** manage contract processes to include RFPs, contract administration, contract language, budgets and payments and audit review for PSAs, POS, MOUs and MOAs; monitor contracts for compliance; assign and review workload of staff and re-direct as necessary; provide staff with guidance and training as needed; assist with complex questions pertaining to DMHAS contracts; liaison with DMHAS Program staff, Private Non-profit providers, the DMHAS Central Contracting Unit as well as the Office of Policy and Management, Department of Administrative Services and Office of the Attorney General; ensure work is completed in a timely manner and within OPM contract guidelines; develop policy and procedures; perform related duties as required.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

DMHAS/Office of the Commissioner  
Human Resources 4<sup>th</sup> Floor  
410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697  
[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@ct.gov)

**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. **(P-5)**