

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY  
**GRANTS AND CONTRACTS SPECIALIST (2 Positions)**  
Office of the Commissioner - Fiscal Services Division – Central Contracting Unit

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

**Open To:** Candidates on the current exam list for Grants and Contracts Specialist  
**Location:** 410 Capitol Avenue, Hartford, CT 06106  
**Job Posting No:** OC32610 & OC86055  
**Schedule:** Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week  
**Salary:** \$ 71,988.00  
**Posting Date:** December 31, 2013 **Closing Date:** January 9, 2014

**Eligibility Requirement:**

Candidates must have applied for and passed the Grants and Contracts Specialist 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:** The duties of this position include: develops, implements and administers grants and contracts for four human state human service agencies; oversees the grants and contracts processes for the four agencies including monitoring of the use of funds; interprets laws and regulation; develops contract language in concert with program staff and fiscal staff to ensure proper grant and contract administration; works with the Office of the Attorney General, Department of Administrative Services and Office of Policy and Management on various issues including personal service agreement waiver; ensures all reporting requirements are met; ensures grants or contract is administered as originally intended or make revisions as necessary, other duties as required.

**Knowledge, Skills and Abilities:** Candidates should possess knowledge of grant preparation and administration; knowledge of program evaluation and monitoring of funds; excellent interpersonal, oral and written communication skills and a working knowledge of the Microsoft Office Suite of Programs, Access and CORE-CT

**Experience with Human Service Contracts preferred.**

**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)**