

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

**SOCIAL SERVICES DIRECTOR OF QUALITY ASSURANCE**

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

**Posting Date: December 4, 2009**

**Closing Date: December 11, 2009**

The Department of Social Services is currently accepting applications for one (1) Social Services Director of Quality Assurance in the Quality Assurance Division, located in our Hartford Central Office.

**Open To: Department of Social Services Employees Only**

**Position: Social Services Director of Quality Assurance  
Position Number 33910**

**Bargaining Unit: Managerial**

**Salary Range : \$103,539 to \$132,804 (MP-71)**

**Location: 25 Sigourney Street, Hartford, CT 06106**

**PURPOSE OF CLASS:** In the Department of Social Services this class is accountable for directing the audit and quality control functions of all public and medical assistance, prevention and fraud abuse and overpayment recovery programs.

**EXAMPLES OF DUTIES:** Directs the staff and operations of the Quality Control, Audits and Client Fraud/Resources programs; formulates program goals and objectives; designs and develops division programs and activities; implements new procedures and procedural revisions; determines appropriate staffing levels and directs staff management and coordination; designs and implements performance review standards for division staff; prepares division budget; maintains contacts with individuals within and outside of division who might impact on program activities; prepares audit plans for 169 town audits, department operational audits, departmental grant audits, outside vendor audits, quality control reviews for AFDC, Medicaid and Food Stamp programs and audits of medical providers paid under Title XIX Medicaid Program; plans, develops and evaluates client fraud detection and prevention programs; plans, develops and monitors programs for identifying and collecting overpayments made to recipients; monitors audit reports and disallowances; recommends sanctions against governmental jurisdictions or individual practitioners or institutions when appropriate; hears initial appeals and defends disallowances recommended by audit staff; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; considerable knowledge of generally accepted auditing and accounting principles, methods and procedures; considerable knowledge of government auditing and quality control principles and procedures within social services; considerable interpersonal skills; considerable oral and written communication skills.

**EXPERIENCE AND TRAINING:**

**General Experience:** Ten (10) years' experience in accounting or auditing.

**Special Experience:** Two (2) years of the General Experience must have been in a managerial capacity at the level of Accounting Manager.

**Substitutions Allowed:**

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling 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 may be substituted for one (1) additional year of the General Experience.

**SPECIAL REQUIREMENTS:**

1. Applicants must have successfully completed a qualifying written examination for certification as a Certified Public Accountant or Certified Internal Auditor.

**Note:** This position may be filled by candidates from the mandatory Re-employment and SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken the current Social Services Director of Quality Assurance Examination Number 091650 and have received a passing score or State employees who have attained permanent status in the class.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services' Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Due to the large number of applications received, we cannot confirm receipt of applications. Forward completed applications to:

**Flora Alling, Human Resource Specialist  
The Department of Social Services  
Human Resources Division-12<sup>th</sup> Floor  
25 Sigourney Street, Hartford, CT 06106  
Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 11, 2009, CLOSE OF BUSINESS**

**AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**