


VACANCY NOTICE

CS-376
REV(1/11)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Associate Director, Div. of Mgmt Services</u> CLASSIFICATION CODE: <u>02598800</u></p> <p>SALARY RANGE: <u>Gr 146/ \$102,805-115,867</u> REFERENCE POSITION NO.: <u>2020-10000-69</u></p> <p>Department or Agency Name <u>Executive</u> APPLICATION PERIOD: <u>5/20/11 - 6/2/2011</u></p> <p><i>Division/Section/Unit</i> <u>Office of Health and Human Services</u> GRACE PERIOD ENDS <u>6/5/2011</u></p> <p>Assignment(s) / Comments <u>35 hrs. Non-Standard</u></p> <p>Shift and Days: <u>Monday - Friday</u> Job Location: <u>LP Building, Cranston</u></p> <p>Restrictions/Limitations: <u>Please apply by resume only.</u></p> <p>Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u></p> <p>Name of Bargaining Unit Union: <u>Non-Union</u></p> <p>There is* _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p><small>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</small></p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Title of your present position and date you entered it</i> • <i>Date you entered State service</i> <p>*** In certain agencies, bargained units, applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no Civil Service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p style="text-align: center;"><u>Please refer to attachment</u></p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Possession of Master's Degree in Social Work or Public Administration; and</p> <p>Experience: Employment in an administrative position responsible for planning, developing, and coordinating the overall management and fiscal services of a state department or large agency.</p> <p>Or, any combination of education that shall be substantially equivalent to the above education and experience.</p>
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Maria Morrison OHHS Human Resources Service Center Benjamin Rush Bldg., #55 55 Howard Avenue Cranston, RI 02920</p> <p style="text-align: right;">Fax and e-mail bids will no longer be accepted TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

RESCINDED

Executive Office of Health and Human Services

**Associate Director, Division of Management Services (Budget)
Position# 2020-10000-69**

Duties and Responsibilities:

Act in the capacity of Chief Budget Officer for the Executive Office of Health and Human Services, and the state departments organized under it: the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals; the Department of Children, Youth and Families; the Department of Health; the Department of Human Services; and the Executive Office of Health & Human Services.

Supervise a professional staff of budget analysts. Oversee budget planning and analysis within the Executive Office of Health and Human Services. Provide detailed estimates and projections of the service utilization and expenditures for the Health and Human Services entitlement programs with respect to testimony before the Caseload Estimating Conference – specifically, Medicaid, Temporary Assistance for Needy Families (Rhode Island Works), Subsidized Child Care, Supplemental Security Income, and General Public Assistance. Additionally, provide estimates and projections of service utilization and expenditures for other programs within the five state departments organized under the Executive Office.

Identify and assess utilization and expenditure patterns that influence program budgets. Define alternatives and remedial action to prevent adverse spending growth.

Work closely with financial, program, and policy staff to design financing strategies and payment mechanisms that support service delivery in the most economic fashion possible, and which support policy priorities. Examine program data to determine relevant trends. Provide benchmark comparisons to other states, national standards and other programs that help to inform Policy decisions.

Coordinate the activities of the departmental Chief Financial Officers with respect to the preparation of annual budget requests, quarterly reports, and other matters; to do other related work as required.

Conduct independent reviews, research, and analysis as required by statute or as directed by the Secretary.

This position will report to the Deputy Secretary.