


VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	Associate Director Division of TITLE OF POSITION: <u>Management Services</u> CLASSIFICATION CODE: <u>02598800</u> SALARY RANGE: <u>Gr. 146 \$102,805-115,867</u> REFERENCE POSITION NO.: <u>2020-10000-68</u> Department or Agency Name <u>Executive</u> APPLICATION PERIOD: <u>6/3/11 - 6/9/11</u> <i>Division/Section/Unit</i> <u>Office of Health and Human Services</u> GRACE PERIOD <u>6/12/2011</u> Assignment(s) / Comments <u>35 Hours Non-Standard</u> Shift and Days: <u>Monday - Friday</u> Job Location: <u>LP Building, Cranston</u> Restrictions/Limitations: <u>Please reply by resume only.</u> Position Covered By Collective Bargaining Union Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Name of Bargaining Unit Union: <u>Non-Union</u> There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.
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"> • The title of the position for which you are applying • Title of your present position and how long you have held it • Date you entered State service <p>*** In certain agencies, organizational applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that NO CIVIL SERVICE 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: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Education: Possession of a Master's Degree in Social Work or Public Administration; and 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. <u>Or</u>, any combination of education and experience 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 to:</p> <p>Daniel Sergeant OHHS Human Resources Service Center 55 Howard Avenue Benjamin Rush Building Cranston, RI 02920</p> <p style="text-align: right;">Fax and e-mail bids will no longer be accepted TTY/TTD# <u>711</u> (Telecommunication Device for the Deaf)</p> <div style="text-align: right;">  </div>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

RESCINDED

Executive Office of Health and Human Services

Associate Direct, Management Services (Policy)

Position # 2020-10000-68

Duties and Responsibilities:

Act in the capacity of Chief Policy Officer for the Executive Office of Health and Human Services, and the six state departments organized under it: the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals; the department of Children, Youth and Family Services, the Department of Elderly Affairs; the Department of Health; the Department of Human Services, and the Department of Veterans' Affairs.

Supervise the professional staff of policy and program analysts and researchers. Oversee policy planning and analysis within the Executive Office of Health and Human Services. Perform organized policy and program analysis on programs throughout the six departments organized under the Executive Office of Health and Human Services. Identify and assess service delivery needs of populations served by EOHHS programs, plan and develop implementation and improvement strategies, and assist in definition of program priorities.

Coordinate all grants application and grants management activities throughout the six departments. Similarly, coordinate all research activities.

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

Convene subject matter experts from the six departments to address emerging policy issues.

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

This position will report to the Deputy Secretary.