

GOALS ANALYSIS

Section 46a-68-90

In the previous filing this section was found to be in compliance and the proposals/recommendations were: If an applicant meets the years of experience requirement, then the applicant is qualified. Years of experience should not be the sole determinate of whether a candidate is or is not hired or promoted. For example, search #2015-1 137 Research Assistant 3 where a white female was promoted over a black male goal candidate based on 9 years more experience. Also, changing the experience requirements from two to four years to shorten the list of applicants after the job posting needs to be reviewed. Many qualified goal candidates may have been eliminated from consideration because of this change. Seek technical assistance on this section.

Technical Assistance was held on April 24, 2017 with Neva Elaine Vigezzi, Affirmative Action Program Analyst, Commission on Human Rights and Opportunities to discuss the above proposals/recommendations. In attendance from UConn Health were Associate Vice President Conklin, EEO and Search Compliance Manager, and Affirmative Action Specialist. This meeting focused on ensuring the Goals Analysis justifications for hires/promotions are based upon the minimum and preferred qualifications in the job posting.

After the Technical Assistance meeting in April, the EEO & Search Compliance staff provided a training session on June 20, 2017 to the Human Resources Talent Acquisition team that focused on applicant evaluation and qualifications and an increased emphasis on the use of minimum and preferred qualifications in evaluating and writing justifications resulted in an improvement in search documentation in the latter part of the 2017 Plan year. For more information on the training, **please see Internal Communications, Exhibit #20**. Searches that were filled in the beginning of the Plan year, prior to technical assistance and training, were reviewed with Talent Acquisition Specialists to provide specific examples where evaluation and justification reasoning were insufficient. Because searches are assigned to specific Talent Acquisition Specialist, OIE was able to provide targeted guidance and recommendations for ongoing best practices.

An online Search Committee training was developed for the Management Development Training Program's Hiring the Right Talent Part I and for search committees for Faculty and above positions. The training included Affirmative Action/Equal Employment Opportunity laws and regulations, recruitment, diversity, recognizing and minimizing inherent bias, and conducting interviews. Following the completion of the training online, participants attended an in-person session. The EEO & Search Compliance and Human Resources staff held a question and answer session to discuss best practices, case scenarios, and identify key ingredients in successful recruitment, search and hire. OIE staff's discussion focused on recruiting a diverse applicant pool, implicit bias, and compliance with the search process. **Please see Internal Communications, Exhibit #18**.

UConn Health analyzed the promotional activity during the reporting period and found that employees were promoted by reclassification in accordance with the bargaining unit contract language. Some employees were reclassified after they were working at the higher level for a period of time. Employees in collective bargaining titles require specific experience and years of experience to be upgraded in the career series. UConn Health found that employees were given equal opportunity to take on extra project work and gain experience to qualify for positions at the higher level in an equitable process. Many employees also applied for promotional opportunities that posted on UConn Health's website.

Emphasis was placed on the documentation of "good-faith efforts" to assure the detailed descriptions in the Goals Analysis were not subjective and adjectives were avoided when explaining why goal candidates were not hired or promoted.

As part of UConn Health's Management Development Program, Human Resource staff routinely conducts training on the recruitment process for all new supervisors and managers, including completing justifications. During this Plan year, the recruitment portion of the training program was enhanced. Managers were provided access through the Online Learning Center, using the Saba learning management system, a straightforward internet-based system that allowed UConn Health to align learning and development activities with the University's mission. Saba allows managers to enroll in courses, track completion of learning experiences and fulfill regulatory compliance requirements in a self-service environment. Completion of the online course is a prerequisite for attending the formal in person program. This allows for more time to address questions regarding the entire process and also provides a method for managers to refer back to.

Human Resources staff also provides one on one consultation with hiring supervisors and managers on how to conduct interviews and documenting findings in order to complete justifications and avoid subjective phrases. All interview tools including samplings and interview materials are placed in the search files.

UConn Health is a diverse State agency encompassing an acute care hospital, a medical school, a dental school, a physician's practice group, a large research component and the Correctional Managed Healthcare Program which provides medical and mental health services to the incarcerated. The recruitment and hire of qualified applicants in the health care field continues to be a challenging issue nationwide. As hospitals are approved to perform new procedures i.e., transplants, or develop new research opportunities, employees with specialized skills must be recruited and hired. The competition in the field increases as the pool of candidates decreases. Many positions remain open for long periods of time and additional recruitment sources are used throughout the process. To secure a diverse and qualified candidate group, UConn Health is continually looking for new sources of goal candidates.

All director and above, as well as faculty positions are posted through Human Resources and require search committees. All recruitment efforts were documented through the computerized applicant tracking system. Human Resources reviewed advertising sources to ensure that a diverse pool of candidates was made aware of vacancies and reviewed the candidate justifications to ensure that the process of evaluation and selection was structured fairly.

All search committee members are required to complete online diversity training. A resource page on the OIE website provided search committees with information about search committee responsibilities for recruitment, evaluation, candidate recommendation and affirmative action and equal employment opportunity requirements for faculty and management positions.

Recruitment for physician staff included postings on websites as well as advertisements in specialty specific professional journals, postings at conferences; direct hires of graduates from UConn Health's medical and dental programs and through professional networking with colleagues in the field. Since UConn Health has a practice of making direct hires from the residency and post-doctoral training programs for academic and clinical faculty positions, UConn Health's Office of Health Career Opportunity Programs' top priority for the Schools of Medicine and Dental Medicine is to recruit and retain students from diverse groups underrepresented in American health care professions. The Office actively recruits underrepresented medical and dental students and supports those enrolled throughout the academic year. This program continues to be a source of applicants for vacancies at UConn Health. For information concerning the program, **please see External Communications, Exhibit #5.**

All job openings are placed on UConn Health's Human Resources website on a weekly basis. Advertisements are placed in relevant occupational magazines, publications and web sites to showcase UConn Health and encourage readers to visit the Human Resources website for current job opportunities. This cost effective method of advertising allows a broad audience to view all UConn Health career opportunities. Please see **Exhibit #1** for a list of the recruitment sources that were utilized during this reporting period to obtain a diverse qualified applicant pool.

In an effort to reach qualified goal candidates, advertisements were placed in the Association of Black Women Attorneys, Association of Hispanic Healthcare Executives, Connecticut Associate of Diversity and Equity Professionals, Diverse, George W. Crawford Black Bar Association, Korean American Lawyers Association of Greater New York, National Alliance for Hispanic Health, National Conference of Women's Bar Associations, South Asian Bar Association of Greater Boston, and University of Connecticut Diversity and Inclusion.

UConn Health sponsored a Clinical Career Day called *2017 UConn Health Day* targeting high school students in Connecticut. The goal of the program was to teach students about health careers in medicine, dental medicine, rehabilitation services, diagnostic imaging, nursing, pharmacy, paramedics, neonatal intensive care, social work, clinical engineering, laboratory medicine, etc. One hundred and thirty-nine (139) students participated. The race and gender breakdown of the students was as follows: 20 male, 119 female; 84 white, 10 black, 30 Hispanic, and 15 American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander (AAIANHNPI). The Human Resources staff, along with various other departments, participated in the planning of this program. Please see **External Communications, Exhibit #6**

Human Resources Talent Acquisition Specialists on May 18, 2017, attended the Newtown High School career fair where members of the junior and senior classes were encouraged to speak with employers. Our Specialists spoke with approximately fifty (50) students regarding our student summer positions, hot jobs in health care, and for those not looking to become physicians, alternative health care positions. For information concerning the program, please see **External Communications, Exhibit #7**.

The Office of Institutional Equity executed the below efforts to ensure best practices for Affirmative Action and Equal Employment Opportunity compliance, good faith efforts in recruitment, evaluation and documentation of applicants and interviewing best practices were followed:

- Held meetings throughout the reporting period to discuss the Affirmative Action Plan, Affirmative Action hiring/promotional goals, underrepresented minority recruitment, search activity and diversity standards with the Compliance Workgroup, Board of Directors Academic Affairs; Human Resources, Dean, School of Dental Medicine and faculty, Dean of the School of Medicine and his Chairs and Directors of Faculty Affairs, Clinical Quality and Network Development Related to Faculty Academics, Health Career Opportunity Programs, Education, Multicultural and Community Affairs, Finance and Administration, Research, Clinical Research, Planning and Administration, Office of the Chief Administrative Officer manager meeting, Board of Directors, Cell Biology faculty, Cell Analysis faculty, Neuroscience faculty, Radiology faculty, Psychiatry faculty, and Surgery faculty.
- Held a meeting with the Senior Associate Dean for Education and the Associate Dean for Multicultural and Community Affairs to discuss proactive faculty recruitment strategies to enhance our academic reputation, improve diverse faculty population, and create a greater competitive edge in the global marketplace.
- Developed a report summarizing the UConn Health workforce. The report provided a statistical and graphical analysis of the workforce by occupational category including race, gender and age. Applicants for filled positions were analyzed by race and gender. The reports was distributed to the Senior Executive

Team Meeting. This allowed for discussions in identifying barriers in our hiring promotional process and assist in proactive recruiting and hiring efforts. To review the report, please see **External Communications, Exhibit #8**

Employment advertisements omit any reference to age or gender and include language that UConn Health is an Affirmative Action/Equal Opportunity Employer, except in the case of a bona fide occupational qualification. Women, minorities, veterans and persons with disabilities are encouraged to apply.

Exhibit #1

Recruitment Sources Utilized for the 2017 Affirmative Action Plan

Academic Alliance of Internal Medicine
Academic Radiology
Alliance for Academic Internal Medicine
American Academy of Neurology
American Board of Registration of Electroencephalographic and Evoked Potential Technologists
American College of Radiology
American Journal of Medicine
American Journal of Orthodontics
American Journal of Roentgenology Diagnostic Imaging and Related Sciences
American Neurological Association
American Roentgen Ray Society
American Society for Cell Biology Newsletter
American Society of Electroneurodiagnostic Technologists
American Society of Neuroradiology
Annals of Internal Medicine
Annals of Otolaryngology, Rhinology and Laryngology
Association for Title IX Administrators
Association of Black Women Attorneys
Association of Energy Engineers
Association of Hispanic Healthcare Executives
Association of University Professors of Neurology
Brain A Journal of Neurology
Brooks Community News
Cejka Search Firm
Connecticut (CT) Association of Diversity and Equity Professionals
Connecticut Physical Therapy Association website
Connecticut Post
CT Bar Association
CT Employment Lawyers Association
Danbury News-Times
Department of Social Services (attorney)
Diverse
George W. Crawford Black Bar Association
Higher Education Recruitment Consortium
HigherEdJobs.com
Hispanic National Bar Association
Indeed.com website
Inside Higher Ed
International Public Management Association for Human Resources Connecticut
Journal of General Internal Medicine
Journal of Graduate Medical Education

Recruitment Sources Utilized for the 2017 Affirmative Action Plan

Journal of the American College of Radiology
Journal of the American Medical Association
Journal of the American Society of Nephrology
Korean American Lawyers Association of Greater New York
Korn Ferry Executive Search Recruiters
Monster.com
National Alliance for Hispanic Health
National Association of College and University Attorneys
National Conference of Women's Bar Associations
Nature Neuroscience
Nature Reviews Neurology
Neurojobs
Neurology
New England Journal of Medicine
Office of the Attorney General
Otolaryngology - Head and Neck Surgery
RadioGraphics
Radiological Society of North America
Radiology
ResearchGate
Robinson Cole Law Firm (attorney)
Science Magazine
Shipman and Goodwin Law Firm
Society for Human Resource Management
Society for Neuroscience
South Asian Bar Association of Greater Boston
Stamford Advocate/Greenwich Time
State Employee Bargaining Agent Coalition (SEBAC)
State of Connecticut Telecommunication Dispatcher Examination List
The Laryngoscope
UConn Health Attorney General
Univeristy of Connecticut Faculty
Univeristy of Connecticut School of Law Dean's Office
University of Connecticut Diversity and Inclusion
University of Connecticut Human Resources
University of Connecticut Office of Audit, Compliance and Ethics
University of Connecticut Office of the General Counsel
University of Connecticut Staff of Labor Relations
World at Work

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Executive/Administrative

1A. Executive

Goals

1 white male

1 white female

1 Hispanic male

1 AAIANHNPI female

JOB OPPORTUNITY BULLETIN

As of Friday, March 24, 2017

Department: Human Resources

Job Title: Vice President - Human Resources

Recruiter: Joyce Smith

Search Code: 2016-450

Date Posted: 11/10/2015 **Posting Deadline:** 12/10/2015

Purpose of Class :

Vice-President, Human Resources

SCOPE OF POSITION:

Supports the teaching, research and healthcare mission of UConn Health by providing effective human resources programs and services. The Vice-President, Human Resources, provides oversight and direction in the areas of: labor relations, recruitment (selection and retention) including affirmative action goal hiring process, compensation and benefits, child care services, organization and staff development, payroll and benefits, human resources records and information systems.

REPORTING RELATIONSHIP:

This position reports to the Executive Vice President for Health Affairs.

SUPERVISION EXERCISED:

The Vice President, UConn Health Human Resources provides guidance and direction to professional and support staff in the design, development and implementation of human resources programs, policies and contracts.

PRINCIPAL DUTIES AND ACCOUNTABILITIES:

Aligns human resources programs, policies, processes and organizational structure with the academic, clinical, research and business strategies and objectives of UConn Health to support institutional goals within a highly regulated environment.

Serves as a primary liaison with and advisor to the senior administration on human resources and labor relations issues.

Provides leadership and advice to academic, clinical, research and business partners within UConn Health in the planning, negotiation, and administration of collective bargaining agreements and employee relations programs. Fosters behaviors and practices that support constructive relationships with bargaining units and terms and conditions of employment that support the University's mission and goals, within available resources.

Ensures that the human resources policies and practices of UConn Health align with those of the University.

Implements organizational development programs and initiatives that support the development of skills and behaviors essential to the advancement of UConn Health's goals.

Provides efficient, timely, and high quality customer service that supports enforcement and compliance with human resources policies and collective bargaining agreements, while also fostering a constructive work culture. Develops communication strategies to help ensure academic, clinical, research and business partners are informed and educated about their responsibilities in supporting compliance.

Provides support for UConn Health's fair-employment environment where diversity and respect for others are core values.

Provides leadership in the administration of payroll and human resources information systems. Guides the development of system upgrades and improvements to support effective delivery of human resources and payroll transactions as well as key management data and information.

Manages the HR function to assure the accomplishment of department goals and objectives, maximizes the productivity of staff, maintains effective internal and external communications, assures appropriate delegation of responsibility and authority, and directs professional development, career management, performance assessment and rewards and recognition for all HR staff. Establishes strategies, metrics, and standards to maintain high-quality and responsive HR services.

Manages the department in a fiscally responsible manner by adhering to the organization's budget and other financial goals.

MINIMAL QUALIFICATIONS REQUIRED

Expert knowledge of management practices, employment, human resources planning, employee and labor relations, compensation, benefit practices and labor laws with specific human resource experience in at least one of the following environments: public sector, higher education or healthcare.
Excellent oral and written communication skills coupled with negotiation skills necessary to formulate policies and programs and arrive jointly at solutions with academic, clinical, research and business partners.
Expert knowledge of and ability to interpret and advise on federal, state and local non-discrimination, employment, wage and hour laws, labor laws and regulations.
Experience in conducting labor union contract negotiations.
Experience leading and directing professional staff.

EXPERIENCE AND TRAINING

General Experience:

Undergraduate Degree and 10 years of progressively responsible professional experience in human resources, with involvement in labor relations, benefits, recruitment and employment, payroll, compensation, classification, organization and staff development and human resources information systems. Five of these years must have been in a managerial capacity.

Preferred Requirement:

Substantial knowledge of public personnel administration and/or public higher education human resources administration; Masters degree in Organizational Development, Human Resources administration, Labor Relations or other relevant advanced degrees; Experience in health care and acute care settings in an academic medical center is preferred. SPHR Certification also preferred.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2016-450

Date Started: 11/28/2016

JobTitle: Vice President in the Department of Human Resources

JobGroup: 1A-EXECUTIVE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	33	16	17	9	12	6	5	1	0	0	0
TOTAL REJECTED APPLICANT	15	6	9	3	6	2	3	1	0	0	0
TOTAL QUAL. APPLICANT	18	10	8	6	6	4	2	0	0	0	0
TOTAL INTERVIEWED	8	7	1	3	1	4	0	0	0	0	0
NOT OFFERED POSITION	7	6	1	3	1	3	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	1	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	1	0	0	0	0	0

Abbreviations in Posting:

HR – Human Resources

SPHR – Senior Professional in Human Resources

Korn Ferry, an executive search firm, was utilized for this position. Korn Ferry used contacts from their recruiting network and advertised with the Association of Hispanic Healthcare Executives and the National Alliance for Hispanic Health.

The goal candidates, three (3) white males, six (6) white females, and one (1) Hispanic male did not meet the minimum requirements for the following reasons: One (1) white male did not have an undergraduate degree. We were unable to determine the qualifications the qualifications of one (1) white male and one (1) white female based on the information provided on their application and they did not submit resumes. One (1) white male, two (2) white females, and one (1) Hispanic male did not have experience with labor relations. One (1) white female did not have experience in a unionized environment. One (1) white female does not possess ten (10) years of progressively responsible professional experience in human resources. One (1) white female did not have five (5) years of experience in a managerial capacity.

Three (3) white males and five (5) white females were not interviewed for the following reasons: Three (3) white males and four (4) white females did not have HR experience in an acute care setting in an academic medical setting. One (1) white female withdrew her application.

The goal candidates, three (3) white males and one (1) white female were interviewed and not selected for the following reasons: One (1) white male had worked as a consultant and did not have hands on experience in an academic setting. One (1) white male withdrew from consideration. One (1) white male did not have experience in an environment with multiple unions. It was determined during the interview that one (1) white female did not have experience with conducting labor union contract negotiations.

Req: 2016-450 continued

One (1) black male was selected. He holds a Master of Business Administration in Organizational Behavior and Management Policy, has SPHR Certification along with certifications from multiple major professional organizations, and is a Fellow with The American college of Healthcare Executives. He has experience in labor relations, benefits, recruitment and employment, payroll, compensation and classification, organization and staff development and HRIS. He has worked in an academic health system and acute care hospital and has led strategic collective bargaining unit agreement negotiations.

Req: 2017-587

Date Started: 1/23/2017

JobTitle: Chief Counsel in the Department of Health Affairs

JobGroup: 1A-EXECUTIVE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	47	26	21	24	20	0	0	2	0	0	1
TOTAL REJECTED APPLICANT	15	5	10	5	10	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	32	21	11	19	10	0	0	2	0	0	1
TOTAL INTERVIEWED	10	6	4	6	4	0	0	0	0	0	0
NOT OFFERED POSITION	9	5	4	5	4	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected.

JOB OPPORTUNITY BULLETIN

As of Monday, July 31, 2017

Department: Human Resources

Job Title: Asst Vice President - Talent Management

Recruiter: Joyce Smith

Search Code: 2017-761

Date Posted: 1/27/2017

Posting Deadline:

Purpose of Class:

Position Scope:
The AVP of Talent Management is responsible for implementing the talent management infrastructure, framework, and strategies to support the UConn Health organization including identifying and recommending opportunities to improve and align supporting systems, and the creation and implementation of an integrated approach to full life cycle employee talent management.

Reporting Relationship:
Reports to the Vice President of Human Resources

Supervision:
Supervises all staff in the following assigned areas: Organizational and Staff Development, Recruitment, Client Services Management, Creative Child Care Center.

Principal Duties & Responsibilities:

Oversees key functional areas and programs that together comprise the full life cycle of employee talent management including recruitment, training and development, performance management, and employee relations. Oversees the development and delivery of required non-clinical education and training programs for all levels of UConn Health staff including collaboration with UConn Health's business leaders to develop and execute an incorporated approach to development, learning and talent management. Establishes process analytics to assess workforce development needs, provide performance gap analysis, and programs that build people management and leadership skills and capabilities. Designs and leads comprehensive high performance recruitment and talent acquisition initiatives that align with UConn Health's operational and strategic staffing requirements. Manages activities of a team of Client Service Managers including directing work and delivery of consulting services to UConn Health line management. Develops and maintains best in practice integrated onboarding programs for UConn Health new hires. Designs and administers the employee feedback and complaint resolution process and provides annual report of corrective actions to the Vice President of Human Resources for joint presentation to UConn Health's Executive Vice President and CEO. Leads performance management programs and initiatives including annual performance evaluation program, leadership 360 degree feedback, individual performance improvement framework. Works closely with the Vice President of Human Resources to provide design and oversight for talent management such as succession management, assessment, talent pipelines, selection processes and so on. Assists in the support of UConn Health's affirmative action and Office of Institutional Equity initiatives around recruitment, workplace accommodations, and workplace diversity. Represents the Health Center in grievances, arbitrations, prohibited practices, CHRO and EEOC procedures, administrative hearings, and court proceedings. Conduct workplace investigations, disciplinary hearings, and pre termination hearings. Works closely with the University offices of Audit, Compliance and Ethics, Institutional Equity, and the state Office of Labor Relations on matters of mutual concern. Assists the Vice President of Human Resources in the creation and development of policies and procedures. Performs other duties as assigned.

Knowledge, Skills & Abilities Requirement:

Extensive knowledge of relevant state and federal laws, statutes, regulations and guidelines. Knowledge of and ability to apply management principles and techniques. Exceptional knowledge of collective bargaining and labor relations. Exceptional oral and written communication skills. Expert knowledge of human resource administration. Exceptional interpersonal skills. Ability to identify and solve complex workplace issues. Ability to exercise sound judgment in analyzing facts and arriving at conclusions for recommending action. Ability to operate individually and employing solid decision-making skills. Ability to develop and maintain highly effective relationships, externally and internally. Ability to influence professionals of senior and executive management level. Solid sense of confidentiality and discretion.

Qualification/Experience & Training.

Masters' degree from an accredited institution in the field of Organizational Development, Organizational Behavior, or a related field from an accredited institution.

Ten [10] years human resources experience in a healthcare and/or an academic environment.

Five [5] years HR management experience at the director level in a hospital or large healthcare organization managing multiple HR functions including staff training and development, recruitment, performance management, and a team of HR generalist.

Two to three [2-3] years previous work experience in a HR talent management delivery environment.

Working Conditions:

Work is normally performed in a typical office work environment.

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Req: 2017-761

Date Started: 6/23/2017

JobTitle: Assistant Vice President Department of Human Resources

JobGroup: 1A-EXECUTIVE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	60	24	36	16	26	3	6	4	2	1	2
TOTAL REJECTED APPLICANT	44	17	27	13	20	2	4	2	1	0	2
TOTAL QUAL. APPLICANT	16	7	9	3	6	1	2	2	1	1	0
TOTAL INTERVIEWED	3	1	2	0	1	1	1	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
OFFERED POSITION	1	1	0	0	0	1	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	1	0	0	0	0	0

Abbreviations in Posting:

AVP – Assistant Vice President

CEO – Chief Executive Officer

CHRO – Commission on Human Rights and Opportunities

EEOC – Equal Employment Opportunity Commission

HR – Human Resources

This position was posted on the following websites: Society for Human Resource Management, World at Work, and the UConn Health website.

The white male goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, twenty (20) white females, two (2) Hispanic males, and two (2) AAIANHNPI females did not meet the minimum requirements for the following reasons: Twelve (12) white females, two (2) Hispanic males, and two (2) AAIANHNPI females did not have the required ten (10) years human resources experience in a healthcare and/or an academic environment. Four (4) white females did not have the required Master’s degree. One (1) white female did not have the required five (5) years of HR management experience at the director level in a hospital or large healthcare organization. Three (3) white females did not have experience in a HR talent management delivery environment.

The goal candidates, five (5) white females and two (2) Hispanic males were not interviewed for the following reasons: Three (3) white females and one (1) Hispanic male applied after a decision had been made regarding who would be interviewed. Two (2) white females and one (1) Hispanic male applied after a hiring decision had been made.

Req: 2017-761 continued

A goal candidate, one (1) white female was interviewed and not selected because during the interview she indicated her salary requirements which were more than the budget allotment for this position.

One (1) black male was selected. He had a Master's degree in Organizational Psychology; nine (9) years human resources experience in an academic environment and one (1) year of experience in a healthcare environment; six (6) years HR management experience at the director level in a hospital or large healthcare organization managing multiple HR functions including staff training and development, recruitment, performance management, and a team of HR generalist; six (6) years previous work experience in a HR talent management delivery environment.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Executive/Administrative

1B. University Director

Goals

1 black male

2 black females

1 Hispanic male

1 Hispanic female

1 AAIANHNPI male

1 AAIANHNPI female

Req: 2017-637

Date Started: 2/17/2017

JobTitle: Director, Nursing – Procedural Services in Nursing Administration

JobGroup: 1B-UNIV DIRECTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – UConn Health Center

JC – Joint Commission

CMS – Center for Medicare and Medicaid

DPH – Department of Public Health

HIPAA – Health Insurance Portability and Accountability Act

This position was posted on the UConn Health website.

No goal candidates applied for this position.

One (1) white female was selected. She met the minimum requirements of eight (8) years nursing experience with five (5) years progressive experience in the field of nursing in which two (2) years of the general experience were in a supervisory capacity above the level of nursing manager, had a Bachelor’s and a Master’s Degree, and a current license as a Registered Nurse in the State of Connecticut.

She also had the preferred requirements of previous experience working as a full time Nursing Director within the Operating units of UConn Health and proven experience in a role of Nursing Director within an inpatient operating suite, same day surgery center and specialty procedural centers.

She has been a consultant working with the Operation Room for the past year to make necessary improvements in service to our Providers.

JOB OPPORTUNITY BULLETIN

As of Tuesday, June 6, 2017

Department: Nursing Administration

Job Title: Senior Director, Nursing - Procedural

Recruiter: Joyce Smith

Search Code: 2017-637

Date Posted: 12/19/2016 **Posting Deadline:** 12/26/2016

Purpose of Class:

Senior Nursing Director

Internal Title: Senior Nursing Director, Procedural Services

Purpose of Class:

At the UCHC, this class is accountable for the overall coordination of assessment, planning, development, implementation and evaluation of the assigned clinical areas. This role also includes responsibility for: mission, vision, values, and overall strategic plan for growth and business development, clinical management, patient care, budgeting, financial management, and quality management of responsible departments. Additionally, this role is responsible for creating a contemporary patient focused environment in a collaborative multidisciplinary team based approach.

RESPONSIBILITIES INCLUDE:

Operational Performance

Serves as a liaison with the senior team in planning strategic goals and objectives, implementation and evaluation of operations and outcomes of the responsible departments.

Conducts regularly scheduled meetings with the departmental Physician Leaders and Nurse Managers to address goals and objectives, operational performance metrics, improvement strategies and staff concerns

Ensure the safe and compliant development and maintenance of objectives, policies and procedures to ensure the efficient operation of the responsible departments

Assures the departmental goals and objectives are established to ensure the institutional and nursing mission, vision and goals are met.

Ensures adequate staffing coverage in accordance with established productivity measures based on patient population needs.

Ensures accountability in the provision of support services essential to each department's provision of patient care.

Strives to streamline operations and effectively apply new concepts and techniques for positive outcomes

Identifies and implements measure to achieve evidence based outcomes and organizational goals for areas of responsibility.

Financial Performance

Develops and oversees the preparation and monitoring of the responsible department's annual personnel, supply and equipment budgets.

Develops, oversees and monitors all departmental performance metrics.

Monitors budgetary variances and progress in budget performance and makes necessary adjustments as needed.

Employee Investment - Human Resources

Hires, educates, mentors, and evaluates responsible department managers. Educates managers in new and existing departmental procedures and systems.

Makes recommendations and provides opportunities for growth and development of personnel and arranges for appropriate education and training.

Ensures succession planning for own role as well as management roles within departments of responsibility.

Promotes a level of professionalism, which motivates academic pursuit and continuing education on the part of the staff by establishing and meeting departmental based educational goals.

Creates and maintains a supportive, continual learning environment for all staff, and students.

Ensures annual performance evaluation of staff are completed timely.

Responds in a timely fashion to staff concerns and functions proactively to maintain staff satisfaction.

Works with human resources and department managers to counsel, discipline and terminate staff, as needed.

Ensures departmental metrics and goals are maintained and outcomes are measured and support organizational and nursing mission, vision and goals.

Demonstrates self-development and keeps current in a variety of clinical management and health care topics by participation on a national and local level in professional associations.

Quality - Standards Compliance

Assures continual compliance of responsible departments with all JC, CMS, DPH, Public Health Law, HIPAA, Corporate Compliance, institutional and departmental rules and regulations and makes certain these are properly addressed in policy and procedure.

Collaborates with the Chief Nursing Officer and others as applicable to establish patient care standards and evaluates overall compliance

Identifies quality bench marks utilizing regional and national data to monitor programmatic quality and identifies opportunities for improvement

Supports and encourages research endeavors and activities within departments

Ensures that a safe and caring environment is maintained for patients that is conducive to positive health teaching and maintenance; patient and family expectations of care; and develops mechanisms to assess same.

Fosters and implements programs within the departments that support cultural diversity.

Interactive Relationships

Promotes empowerment of the departmental managerial staff by utilizing collaborative approaches and encouraging new ideas.

Functions as a leader of the healthcare team and various interdisciplinary committees to improve patient care and meet patient needs.

Promotes collegial relationships based on mutual respect and support at all levels of the nursing organization.

SUPERVISION RECEIVED:

Receives direction from the Chief Nursing Officer.

SUPERVISION EXERCISED:

Directs mentors and coaches managers within areas of responsibility.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant State and Federal Laws, statutes and regulations; considerable knowledge of UCHC policies and procedures; considerable knowledge of effective workforce utilization and development; considerable knowledge of principles and practices of nursing service and administration; considerable knowledge of treatment modalities; knowledge of current developments in the field of nursing; knowledge of nursing education; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience

Minimum of eight (8) years nursing experience with five (5) years progressive experience in the field of nursing.

Two (2) years of the general experience must have been in a supervisory capacity at or above the level of nursing director or nursing manager.

Bachelor's and Master's Degree required, one of which must be in nursing within two (2) years of accepting the position.

Must have and maintain a current license as a registered professional nurse in the State of Connecticut.

Preferred Specific/Specialty Requirements

The Senior Nursing Director, Procedural Services must have proven experience in a role of Nursing Director within an inpatient operating suite, same day surgery center and specialty procedural centers.

Minimum Preferred Requirement

Previous experience working as a full time Nursing Director within the Operating units of UConn Health, John Dempsey Hospital.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 1, 2017

Department: Information Technology

Job Title: Director, Information Technology Security

Recruiter: Pamela Rucker

Search Code: 2017-731

Date Posted: 1/18/2017

Posting Deadline: 3/5/2017

Purpose of Class:

This position provides the day to day management of the UConn Health IT Security Team responsible for information security and risk management programs. The IT Security Director serves as the process expert and acts as the central point of contact for Information Security issues. The Director serves as a change agent for business operations promoting understanding of technology security risks and the role and responsibility of the community in maintaining information security.

SUPERVISION RECEIVED:

Works under general supervision of the UConn Health Chief Information Officer or designee.

SUPERVISION EXERCISED:

Supervises employees as assigned.

EXAMPLES OF DUTIES:

Leads a team of security analysts, IT professionals and vendors who safeguard UConn Health assets, intellectual property and computer systems which contain confidential information about patients, students and employees. Implements and monitors compliance with UConn Health and University information security policies and procedures. Identifies and resolves any security issues on the UConn Health data network through analysis, physical monitoring, forensics, incident response. Configures and tests security systems (including telecommunication and network using appropriate "best practices" and technologies such as but not limited to, cryptography, firewalls, access control systems, two factor authentication, identity access management, and major operating system and application security. Monitors security controls to ensure that appropriate information access levels and security clearances are maintained. Reviews all system-related information security plans throughout the institution's network and develop safeguards against accidental or unauthorized modification, destruction, or disclosure. Performs information security risk assessments and serves as the internal auditor for information security processes. Serves as the information security consultant and monitors changes in legislation and accreditation standards that affect information security. Serves as the information security liaison for users and promotes activities that foster security awareness within the institution. Assists and supports in business continuity planning and implementing security or disaster recovery actions. Recommends "best practice" related to data retention and discovery platforms. Lead incident response planning as well as the investigation of security breaches and assist with disciplinary and legal matters associated with such breaches as necessary. Performs personnel actions with assigned staff such as, but not limited to, work assignment schedules and reviews, performance evaluation review, disciplinary action, etc. Keeps technically current with "best practices" and monitors advancement in information security technologies/environment. Performs other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITY:

Proficient knowledge of all security architecture and design used in a complex system infrastructure including, but not limited to, firewall technologies, encryption based security safeguards and standards, access control methodologies, major operating system security configurations, two factor authentication, identify access management, security event management, cryptographic controls; strong network security understanding in a multi-protocol LAN/WAN environment including TCP/IP, ISPEC, SSL and HTTP; strong understanding of host and network intrusion detection and monitoring technologies; knowledge of regulations that affect information technology, including HIPAA; demonstrated experience with litigation hold processes; technical leadership skills to provide world-class information system solutions; excellent cross functional relationship building skills; effective written and verbal communications skills and ability to interact with senior management; ability to create and maintain a strategic plan for IT security initiatives with a rolling three (3)-year horizon; ability to organize and lead project activities.

EXPERIENCE AND TRAINING:

General Experience:

Ten years' experience in similar role within IT, preferably in an Academic Medical Center or Health Care industry setting, with at least 5 years in a senior analyst role. Additional experience includes: Data Center Server management, network switching management; security appliance implementation and management; security data log auditing.

Substitution:

Bachelor's degree may be substituted for two (2) years of the general experience.

Special Requirement:

Must have Information Systems Security Professional (CISSP) certification or equivalent.

Schedule: 40 hours per week, 8:00am - 5:00pm with a 30 minute meal break. May be required to work minor holidays and weekends as needed.

Full Time Minimum Salary: TBD

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Req: 2017-731

Date Started: 5/12/2017

JobTitle: University Director in Information Technology

JobGroup: 1B-UNIV DIRECTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	28	23	5	18	5	1	0	1	0	3	0
TOTAL REJECTED APPLICANT	12	9	3	6	3	1	0	1	0	1	0
TOTAL QUAL. APPLICANT	16	14	2	12	2	0	0	0	0	2	0
TOTAL INTERVIEWED	5	3	2	3	2	0	0	0	0	0	0
NOT OFFERED POSITION	4	3	1	3	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

IT – Information Technology

LAN/WAN – local-area network/wide-area network

TCP/IP – Transmission Control Protocol/Internet Protocol

IPSec – Internet Protocol security

SSL – Secure Sockets Layer

HTTP – Hypertext Transfer Protocol

HIPAA – Health Insurance Portability and Accountability Act

This position was posted on our UConn Health website.

The goal candidates, one (1) black male, one (1) Hispanic male, and one (1) AAIANHNPI male did not meet the minimum requirements for the following reasons: One (1) black male did not have the required CISSP certification or equivalent. One (1) Hispanic male did not have the required ten (10) years of experience in similar role within IT or the allowable substitution. One (1) AAIANHNPI male had a Bachelor’s degree, but did not have the required (8) years of experience in similar role within IT.

The goal candidates, two (2) AAIANHNPI males were not interviewed because they did not have the preferred experience in an Academic Medical Center or Health Care industry setting with knowledge of regulations that affect information technology, including HIPAA.

One (1) white female was selected. She had been employed with UConn since 2007 as an Audit Manager and senior analyst. She had substantial experience and knowledge of industry standards and best practices applicable to UConn Health, such as the HIPAA, Health Information Technology for Economic and Clinical Health, The Joint Commission Information Management Standards, Family Educational Rights and Privacy Act, Gramm-Leach Bliley Act and Payment Card Industry Data Security Standards. She had participated in the development and implementation of policies and procedures for IT audit services impacting both UConn Storrs and UConn Health.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 1, 2017

Department: UMG-Surgery Module

Job Title: Director, Ambulatory Practice/Surgery &

Recruiter: Marisa Leone

Search Code: 2017-745

Date Posted: 1/19/2017

Posting Deadline: 4/13/2017

Purpose of Class :

Scope of Position:

This position is responsible for providing operational oversight and leadership in the delivery of quality patient care within ambulatory practices (UConn Medical Group and John Dempsey Hospital). This position is responsible for UMG Surgery and Ob/Gyn and some off site locations.

Supervision Received:

Reports to the Vice President of Ambulatory Care

Supervision Exercised:

Provides leadership and oversight to Practice Managers, Assistant Nursing Managers and or Clinical Coordinators

Accountabilities & Responsibilities:

Oversees the operations of assigned practices and service delivery focusing on safety, patient satisfaction, quality, and solid financial management and oversight. Ensure ongoing programmatic excellence, rigorous program evaluation and consistent quality outcomes, as well as recommend timelines and resources needed to achieve strategic goals. Develops an operational plan which incorporates goals and objectives to achieve the strategic direction of the organization. Develops, plans and implements policies and procedures in support patient care activities in the UMG practices. Collaborates with department chairs and heads of programs to maintain a high level of quality in the practices. Provides direction to supervisory/managerial staff in managing their respective sections and offers advice and guidance in handling special operations and administrative matters. Serves as a leader to all levels of administration, providers and outside organization in the coordination of the patient care functions. Determines appropriate staffing levels; provides training and assistance for staff. Ensures all staff are functioning to the highest level of their licensure or training and responsibilities. Conducts performance evaluations of direct staff and oversees performance evaluation for all staff. Conducts professional needs assessments.. Directs human resource activities of departments including discipline, grievances, hiring and participates in all nursing recruitment and retention. Serve as a key strategic operations leader for labor management team and collective bargaining responsibilities. Prepares and monitors departments' budget; responsible for overseeing all aspects of revenue cycle within assigned clinics and ensuring appropriate clinical documentation for effective billing procedures. Works closely with physicians on clinic processes and procedures to ensure effective integration between all members of the clinical team. Manages patient concerns and issues, resolving them in a timely manner and reviewing all patient concerns to determine how to limit future recurrences. Develop, implement and manage operating and capital budgets of assigned services demonstrating effective stewardship of resources and achieving annual goals. Apply current knowledge and understanding of regulations, industry trends, current best practices, new developments, and applicable laws regarding assigned departments for operational and financial effectiveness. Ensures regulatory compliance for all areas of responsibility which may include Joint Commission, DPH and other regulatory agencies. Follow all local, state, federal law and hospital policies. Serve on various committees. Performs related duties as required.

Minimum Qualifications Required

Knowledge, Skills And Abilities:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of business/health care administration; considerable knowledge of relevant State and Federal laws, statutes and regulations; understanding of managed care and group practice operations; considerable knowledge UHC policies and procedures; considerable knowledge of effective workforce utilization and development; considerable knowledge of health care delivery systems, practitioners and/or providers; considerable interpersonal skills; considerable oral and written communication skills; organizational, analytical and presentation skills; computer, word processing and spreadsheet skills; administrative and people management abilities.

GENERAL Experience & Training Requirements:

A Master's degree in a related discipline (i.e., business administration, finance, health care management, and nursing), nursing preferred. Or, actively enrolled in a Master's program in a related discipline (i.e., business administration, finance, health care management, and nursing).

Six (6) years professional experience working in an ambulatory group practice or integrated health care system.

At least two (2) years of the experience in a supervisory/management capacity is required.

PREFERRED QUALIFICATIONS: RN

Working Conditions:

May be required to travel within the State in the course of their daily work

SCHEDULE: 40 hour work week; must be flexible for off sites, holidays and hours needed for operations.

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Req: 2017-745

Date Started: 5/26/2017

JobTitle: University Director, Ambulatory Practice/Surgery and Ob/Gyn

JobGroup: 1B-UNIV DIRECTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	27	9	18	9	15	0	2	0	1	0	0
TOTAL REJECTED APPLICANT	6	2	4	2	2	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	21	7	14	7	13	0	1	0	0	0	0
TOTAL INTERVIEWED	6	1	5	1	5	0	0	0	0	0	0
NOT OFFERED POSITION	5	1	4	1	4	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UMG – UConn Medical Group

Ob/Gyn – Obstetrics/Gynecology

DPH – Department of Public Health

UCHC – University of Connecticut Health Center

RN – Registered Nurse

This position was posted on the UConn Health website.

The goal candidates, one (1) black female and one (1) Hispanic female did not meet the minimum requirements for the following reasons: One (1) black female did not have the required six (6) years professional experience working in an ambulatory group practice or integrated health care system and at least two (2) years of experience in a supervisory/management capacity. One (1) Hispanic female did not have the required Master's degree in a related discipline and was not actively enrolled in a Master's program.

The goal candidate, one (1) black female was not interviewed because she did not have the preferred requirement of being a RN.

One (1) white female was selected. She had a Master's degree in Nursing, nine (9) years professional experience working in an ambulatory group in which five (5) of those years were in a management capacity and the preferred qualification of a RN.

JOB OPPORTUNITY BULLETIN

As of Friday, March 9, 2018

Department: Patient Services

Job Title: University Director, Revenue Integrity

Recruiter: Marisa Leone

Search Code: 2017-746

Date Posted: 1/20/2017

Posting Deadline: 2/7/2017

Purpose of Class:

Directs and manages all administrative functions that contribute to the capture of patient service revenue. Working collaboratively with operational, functional and clinical areas. The Director, Revenue Integrity is responsible for performing the following duties either personally, through the team members or in collaboration with other support areas.

KNOWLEDGE, SKILLS AND ABILITY:

Current knowledge of reimbursement requirements necessary for Third Party payers including Medicare, Medicaid, and Commercial plans; solid knowledge of medical coding, billing and Federal/State regulations and agencies guidelines; considerable knowledge of computer networks operations practice management, electronic health records and enterprise information systems and applications. Excellent verbal and written communications skills; strong computer skill with the ability to work independently and meet crucial deadlines; ability to perform multiple tasks within time frame. Excellent interpersonal skills with the ability to relate well, communicate effectively, and interact with all levels of management, employees and others; strong analytical and interpretive skills; excellent use of personal applications such as word processing and spreadsheets.

Ability to interpret, translate and communicate governmental regulations, contracts, financial reports and technical EPIC application concepts to all levels of Management and staff; proven demonstrated ability to design workflows, trouble shoot revenue capture processes, and design query techniques to identify lost revenue opportunities.

EXPERIENCE & TRAINING:

Bachelor's degree required in Finance, Accounting, or related Health Care Business discipline.

Four [4] years revenue related management experience in a hospital finance environment.

Prior management experience required.

EPIC experience with implementation and/or revenue stabilization and capture preferred

Coding Certification (CPC) required within one year of start date

Applicable EPIC certification required within one year of start date

RESPONSIBILITIES

Overall responsibility for JDH and UMG revenue integrity processes, charge capture, regulatory reporting, and reimbursement monitoring.

Responsible for coordinating external regulatory reporting such as OHCA, Medicare, Medicaid, RAC and other agency reporting

Improve systems net revenues, revenue compliance and cash collections by optimizing the system wide revenue cycle. Lead the team to ensure revenue, billing, charging and coding compliance through education of hospital personnel on current and changing regulations.

Establishes policies and procedures for the revenue cycle activities including revenue reporting, analysis, budgeting, audit compliance and education.

Responsible for the integrity and management of the EPIC software as it related to the revenue cycle (i.e. charge master, work queue management, charge routing, edit development and assignment)

Assist in the reporting and monitoring of monthly accounts receivable targets, in accordance with revenue cycle key operating metrics, benchmark development, and other receivables.

Participate in the selection, training and motivation of employees; make effective recommendations regarding hiring, termination, discipline and changes in employment status. Conducts regular performance reviews for assigned personnel. Provided orientation for new employees and interprets for employees all Health Service Personnel and Policies and practices

Represents JDH and UMG Finance and works collaboratively with departments and practice operations throughout to develop and implement procedures which represent mutual concerns. Interact with practices and departments to resolve, including but not limited to, charges, lag times, incorrect coding & third party payers compliance.

Works on special projects requested by the CFO & Chief Revenue Cycle Officer with minimal supervision and direction.

Motivate, trouble shoot, automate & educate cross-department teams' performance towards excellence and optimization in charge capture methodologies, interface reconciliation and audit techniques.

Perform charge capture audits and identify root causes of charging practices and deficiencies to effectively address changes needed

Maintain up-to-date knowledge of regulatory (federal, state, and third party payer) requirements and changes impacting charging processes

Performs other related duties as required.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

FULL TIME SALARY: TBD

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Req: 2017-746

Date Started: 3/17/2017

JobTitle: University Director, Revenue Integrity in Patient Services

JobGroup: 1B-UNIV DIRECTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	5	3	3	3	2	0	0	0	0	0
TOTAL REJECTED APPLICANT	1	1	0	0	0	1	0	0	0	0	0
TOTAL QUAL. APPLICANT	7	4	3	3	3	1	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

EPIC – integrated electronic medical records system
JDH – John Dempsey Hospital
UMG – UConn Medical Group
OHCA – Organized Health Care Arrangement
RAC – Recovery Audit Contractor
CFO – Chief Financial Officer

This position was posted on our UConn Health website.

The goal candidate, one (1) black male did not meet the minimum requirements because he did not have the required four (4) years revenue related management experience in a hospital finance environment.

The goal candidate, one (1) black male was not interviewed because he did not have the preferred EPIC experience with implementation and/or revenue stabilization and capture.

One (1) white male was selected. He had a Bachelor’s degree in Finance; six (6) years revenue related management experience in a hospital finance environment along with three (3) years of management experience, and the preferred EPIC experience with implementation and revenue capture experience.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 1, 2017

Department: Human Resources

Job Title: Director - Talent Acquisition

Recruiter: Joyce Smith

Search Code: 2017-762

Date Posted: 1/27/2017

Posting Deadline: 4/10/2017

Purpose of Class:

Position Scope:

The Director of Talent Acquisition leads a full-cycle recruitment program which includes the development and implementation of UConn Health Talent Acquisition Strategy designed to attract highly qualified and diverse talent throughout the enterprise.

Reporting Relationship:

Reports to the Assistant Vice President of Talent Management

Supervision:

Supervises all staff in the assigned area [s] to include Talent Acquisition Team.

Principal duties & responsibilities:

Responsible for development and implementation of a Talent Acquisition Strategy to achieve the most appropriate sourcing, evaluation, and selection of highly qualified and diverse talent. Develops, organizes, and executes business plans to achieve annual talent acquisition goals. Anticipate needs, forecast staffing shortages, and formulate proactive short and long-term strategies to meet the needs of the organization. Directs talent acquisition team activities across entire hiring cycle including establishing and service level agreements with hiring managers and HR Client Managers, creating and executing on sourcing strategy, extending employment offers after review with compensation, checking references, background checks, and coordinating new hire onboarding with HR and the hiring organization. Manages work eligibility processing for hiring qualified foreign and domestic talent. Ensures compliance with federal codes and regulations. Reports and manages weekly, quarterly and regular recruiting, sourcing, retention and other key TA metrics and indicators. Manages relationships with appropriate external organizations, including vendor selection, contract negotiation, out sourcing and supplier management in order to meet talent acquisition and workforce hiring goals. Manages talent acquisition annual operating budget and plan resources to execute against hiring goals. Facilitates implementation and training of hiring and interview assessment tools and the service level agreement process. Participates in the development of new hire on-boarding and processes that support talent retention across UConn Health. Participates in strategic discussions with key internal and external partners to continue to remain innovative and forward looking with talent acquisition processes, tools and sourcing. Builds and maintains recruiting policies, procedures, and training processes to enhance recruiting effectiveness. Evaluates talent recruitment and placement processes to ensure positive interview and onboarding experience. Assists the Assistant Vice President of Talent Management in the Development of a comprehensive staff training and career development program. Creates opportunities for professional development, individualized training and coaching that support recruitment and retention. Works closely with the University offices of Audit, Compliance and Ethics, Institutional Equity, and the state Office of Labor Relations on matters of mutual concern. Leverages EEO/AAP/ compliance strategies and goals to ensure EEO compliance and diversity goal achievement. Assists the Vice President of Human Resources in the creation and development of policies and procedures. Performs other duties as assigned

Knowledge, Skills & Abilities Requirement:

Strong knowledge of employment law and a strong understanding of current employment regulations and compliance issues. Exceptional oral and written communication skills. Full knowledge of human resource administration. Knowledge of collective bargaining and labor relations. Knowledge of and ability to apply management principles and techniques. Exceptional interpersonal, leadership, and communication skills. Ability to drive issues to closure despite obstacles and opposition. Ability to identify and solve complex workplace issues. Ability to operate individually and employing solid decision-making skills. Ability to develop and maintain highly effective relationships, externally and internally. Ability to influence professionals of senior and executive management level. Solid sense of confidentiality and discretion.

Qualification/Experience & Training:

Bachelor's degree in Human Resources, Healthcare Administration, Business or a related field and seven [7] or more years human resources
Three [3] years work experience leading a recruitment department responsible for hiring at a large organization.

Substitution:

An additional four years of the human resource experience may be substituted for the Bachelor's degree.

Preferred:

Previous healthcare recruitment experience preferred

Certified Health Care Recruiter (CHCR), Senior Professional in Human Resources (SPHR), or Professional in Human Resources (PHR) or SHRM's equivalents.

Working Conditions:

Work is normally performed in a typical office work environment.

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Req: 2017-762

Date Started: 5/12/2017

JobTitle: University Director – Talent Acquisition in Human Resources

JobGroup: 1B-UNIV DIRECTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	44	18	26	12	22	4	4	2	0	0	0
TOTAL REJECTED APPLICANT	18	9	9	5	6	2	3	2	0	0	0
TOTAL QUAL. APPLICANT	26	9	17	7	16	2	1	0	0	0	0
TOTAL INTERVIEWED	6	1	5	1	4	0	1	0	0	0	0
NOT OFFERED POSITION	5	1	4	1	3	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

HR – Human Resources

TA – Talent Acquisition

EEO – Equal Employment Opportunity

AAP – Affirmative Action Plan

This position was posted on the UConn Health website.

The goal candidates, two (2) black males, three (3) black females, and two (2) Hispanic males did not meet the minimum requirements for the following reasons: One (1) black male and one (1) black female did not have the required seven (7) years of experience in human resources. One (1) black male, one (1) black female, and two (2) Hispanic males did not have the required three (3) years of work experience leading a recruitment department responsible for hiring at a large organization. One (1) black female’s HR experience was as a generalist (experience included benefits, labor relations, training etc.) and she did not possess any full cycle talent management experience.

The goal candidates, two (2) black males were not interviewed for the following reason: One (1) black male did not have the preferred previous healthcare recruitment experience. One (1) black male’s career had been primarily as a consultant working in many short term assignments of less than two (2) years. He had been working in recruitment since 2004 in several positions lasting under 2 years and does not demonstrate work stability.

One (1) black female was interviewed and not selected because while her resume indicated experience with full-cycle talent management, she showed a limited understanding of talent management based on incomplete and inaccurate answers to interview questions.

Req: 2017-762 continued

One (1) white female was selected. She had a Bachelor's degree and ten (10) years of progressively responsible experience for a large staffing/recruitment firm. During the interview, she revealed that she had healthcare recruitment experience from staffing positions at Yale New Haven Hospital. Her current position was that of Senior Area Vice President, where she had responsibility for recruitment of talent across Connecticut, Rhode Island, Massachusetts and upstate New York.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 1, 2017

Department: Health Affairs

Job Title: Senior Health Attorney

Recruiter: Joyce Smith

Search Code: 2017-879

Date Posted: 2/24/2017

Posting Deadline: 3/19/2017

Purpose of Class:

Scope of Responsibilities:

Under the direction of UConn Health Chief Counsel, the responsibilities of the Senior Health Attorney include but are not limited to: providing Health Center management with advice on legal and regulatory issues impacting all aspects of the health system; providing guidance to leadership on clinical staff affairs and medical staff governance issues, overseeing legal activity related to professional liability incidents and claims, working collaboratively with clinical leaders in an environment of continuous quality improvement to achieve optimal patient care results; managing claims against the organization; interfacing with defense counsel and insurance company claims representatives; overseeing outside counsel; assisting Chief Counsel, as needed, in transactional matters; and, in coordination with the Office of the Attorney General, participating, as required, in advising and representing the agency in federal/state regulatory and/or judicial proceedings.

Reporting Relationship: The Senior Health Counsel reports to the Chief Counsel, UConn Health.

Supervision Exercised: Clinical Risk Management Claims Functions and as may be otherwise delegated by Chief Counsel

Key Areas of Responsibilities: Under the direction of UConn Health's Chief Counsel: Represent and advise UConn Health, comprised of its Board of Directors, John Dempsey Hospital, Schools of Medicine, Dental Medicine, and Graduate Studies, UConn Medical Group, University Dentists, UConn's health directed research enterprise, UConn Health Finance Corporation; and agency-wife compliance, audit, quality and operations areas;

Oversee clinical risk management claims activities and play integral role as legal advisor in the clinical enterprise's risk management and quality improvement activities;

Assist in the definition and development of Health Center policies, procedures and programs;

Provide continuing counsel and guidance on legal matters across UConn Health including on issues related to clinical, academic, research, facilities, operations, finance, governance, and public agency activities;

Analyze and advise on the merits of legal claims made against the Health Center and/or its employees and/or agents, and, together with appropriate level leadership (and, where applicable, the Office of the Attorney General), define strategic defenses and resolution opportunities.

Assist in fashioning policies and practices that ensure Health Center compliance with applicable state and federal statutory and regulatory requirements as well as the requirements of the various entities responsible for accrediting UConn Health's clinical, academic, and research offerings.

Qualifications Required:

Knowledge, Skills And Abilities:

Knowledge of laws and regulations applicable to healthcare providers, institutes of higher education, and Connecticut public agencies; ability to facilitate or otherwise navigate resolution of issues cutting across multiple areas, sometimes with ambiguous reporting structures and competing priorities, whether arising out of the institution's core healthcare, education, and research activities or its operational support activities (procurement and contracts, finance, real estate / facilities management, public safety, information management); knowledge of salient public policy and legislative issues impacting agency activities and expertise analyzing and estimating for management the potential financial impact associated with legal loss contingencies; knowledge of the principles and procedures of legal research, legal documentation procedures and requirements and contract and public agency law; negotiating skills and ability to zealously advocate where necessary; ability to develop and implement legal strategies and solutions; ability to collaborate with judicial, law enforcement, regulatory, and other entities; ability to work in a fast-paced environment and quickly analyze and render advice on urgent matters necessitating immediate decision-making.

Experience And Training

General Experience:

Juris Doctorate degree from a ABA accredited law school and a member in good standing in Connecticut Bar, or ability to waive into the bar within 12 months of hire.

Minimum of ten (10) years of legal experience, preferably in a variety of institutional structures (e.g., public agency, law firm, corporate in-house, judicial). At least five (5) years should include serving as legal advisor in the healthcare industry (providers, payers, professional liability).

Preferred experience in advising on healthcare research integrity and on other complex regulatory issues is a plus, as is experience negotiating with federal regulatory authorities.

Preferred experience in advising employees at all managerial levels and possessing an ability to work across matrixed organizational structures subject to multiple and sometimes conflicting regulations.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-879

Date Started: 4/28/2017

JobTitle: Senior Health Attorney in Health Affairs

JobGroup: 1B-UNIV DIRECTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	20	13	7	10	7	1	0	1	0	1	0
TOTAL REJECTED APPLICANT	6	5	1	4	1	0	0	1	0	0	0
TOTAL QUAL. APPLICANT	14	8	6	6	6	1	0	0	0	1	0
TOTAL INTERVIEWED	3	1	2	1	2	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

ABA – American Bar Association

This position was posted on the UConn Health’s website.

The goal candidate, one (1) Hispanic male did not meet the minimum requirements because he did not have the required five (5) years of experience serving as legal advisor in the healthcare industry.

The goal candidates, one (1) black male and one (1) AAIANHNPI male, were not interviewed for the following reasons: One (1) black male applied after individuals had been selected to be interviewed. One (1) AAIANHNPI male submitted an incomplete application.

One (1) white male was selected. He had a Juris Doctorate degree from an ABA accredited law school and was a member in good standing in the Connecticut Bar and thirty (30) years of legal experience which included seven (7) years of experience serving as a legal advisor in the healthcare industry/ He also had the preferred experience in advising on healthcare research integrity and other complex regulatory issues, and experience negotiating with federal regulatory authorities; experience in advising employees at all managerial levels. He possessed an ability to work across matrixed organizational structures subject to multiple and sometimes conflicting regulations, based on his previous positions and answers to interview questions.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Executive/Administrative

1C. Managers

Goals

2 black males

1 Hispanic male

1 AAIANHNPI male

2 AAIANHNPI females

JOB OPPORTUNITY BULLETIN

As of Thursday, March 30, 2017

Department: Child&FamilyStudies

Job Title: Administrative Manager

Recruiter: Marisa Leone

Search Code: 2016-949

Date Posted: 4/8/2016

Posting Deadline: 7/6/2016

Purpose of Class :

Administrative Manager - AJ Pappanikou Center for Excellence in Developmental Disabilities, Education, Research and Services

Directs and manages the UCEED's administrative related activities (clinical/education/research) including serving as the Department's Business Manager, developing and supervising programs for the maximum utilization of services.

KNOWLEDGE, SKILLS & ABILITY

Considerable knowledge of the principles and practices office management, information systems and project management; knowledge of research and design methodologies; comprehensive knowledge of statutory or regulatory provisions relevant to higher education, healthcare and grants; knowledge of Health Center's policies, procedures, practices and interrelationships; knowledge of the purposes, plans, objectives and programs of the University; accounting and budgetary skills; excellent communications (written and verbal) and interpersonal skills; computer skills; supervisory ability; analytical capabilities required for complex problem-solving responsibilities.

EXPERIENCE AND TRAINING

General Experience:

Master's Degree in public administration, business administration, human services and five (5) years' experience in administration and grants management, with at least two (2) years of the experience at a supervisory level.

Bachelor's degree in public administration, business administration, human services and six (6) years experience with at least two (2) years of the experience at a supervisory level.

Substitution:

Four (4) years of related professional experience may be substituted for the Bachelor's degree.

Preferred Experience:

Experience working with a University Center for Excellence (UCEDD). Demonstrated skills and knowledge of the field of developmental and other disabilities, especially federal, state and local policies and programs supporting people with disabilities.

Special Requirements:

Travel may be required. Some nights and weekends.

REPORTING RELATIONSHIP:

Reports directly to the Executive Director, UCEDD.

SUPERVISION EXERCISED:

Provide direct and on-going guidance and direction to subordinates assigned.

PRINCIPAL DUTIES AND ACCOUNTABILITIES:

Administrative Management: Assist the Department Head in the establishment goals, objectives by participation in the strategic planning initiatives (short and long term). Oversees the planning and coordination of a variety of training or educational events/conferences. Develops and administers policies and procedures consistent with pertinent laws and regulations and monitors compliance. Align the Center's processes and organizational structure with the academic, clinical, research and business strategies of UCHC to ensure policies that reinforce these strategies and acceptable business practices. Assist in the promotion of the program through various medias. Serves as liaison and UCHC representative for the development and implementation of business and research relationships. **Human Resources:** Recruit, hire and train staff, develops goals and objectives for staff and evaluate staff. Serve as the primary contact for Human Resources issues (hiring, firing; assignment of staff duties, staff counseling and evaluation; workers' compensation, intermediary between faculty and staff, etc). **Financial Management:** Assists in the budget development and manages the Center's budgets (all accounts) in a cost efficient and fiscally responsible manner. Ensures compliance with UCHC financial policies and procedures; prepares non-standard financial reports and analyzes data for decision-making purposes. **Research Management:** Oversees the grant management functions for the Center. Provides budgetary and administrative guidance and direction and serve as the primary liaison for grant management activities. Develops, negotiates and oversees contractual services and grants. Performs other related duties.

SCHEDULE: 40 hour work week, Monday through Friday, 8:30am - 5pm, 30 minute unpaid meal break. Some nights and weekends.

Req: 2016-949

Date Started: 9/2/2016

JobTitle: Administrative Manager in the Department of Child and Family Studies

JobGroup: 1C-MANAGERS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	87	20	67	14	34	3	19	3	8	0	6
TOTAL REJECTED APPLICANT	74	15	59	9	30	3	17	3	8	0	4
TOTAL QUAL. APPLICANT	13	5	8	5	4	0	2	0	0	0	2
TOTAL INTERVIEWED	5	1	4	1	3	0	1	0	0	0	0
NOT OFFERED POSITION	4	1	3	1	2	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UHC – UConn Health Center

This position was posted on the UConn Health website.

The goal candidates, three (3) black males, three (3) Hispanic males, and four (4) AAIANHNPI females did not meet the minimum requirements for the following reasons: Two (2) black males had a Master’s Degree in public administration, but did not have the required five (5) years of experience in administration and grants management, with at least two (2) years of the experience at a supervisory level. One (1) black male had a Master’s Degree in Business Administration, but he did not have the required five (5) years of experience in administration and grants management, with at least two (2) years of the experience at a supervisory level. One (1) Hispanic male’s Master’s and Bachelor’s degrees were not in public administration, business administration, or human services and he did not have the required six (6) years of experience in administration and grants management, with at least two (2) years of the experience at a supervisory level, or the allowable substitution. One (1) Hispanic male did not have a Master’s or Bachelor’s degree and he did not have the required six (6) years of experience in administration and grants management, with at least two (2) years of the experience at a supervisory level, or the allowable substitution. One (1) Hispanic male did not have a Master’s degree and his Bachelor’s degree was not in public administration, business administration, or human services. He did not have the required six (6) years of experience in administration and grants management, with at least two (2) years of the experience at a supervisory level, or the allowable substitution. One (1) AAIANHNPI female had a Master’s Degree in business administration, but she did not have the required five (5) years of experience in administration and grants management, with at least two (2) years of the experience at a supervisory level. One (1) AAIANHNPI female’s Master’s Degree was not in public administration, business administration, or human services. She had a Bachelor’s degree in business administration, but she did not have the required six (6) years of experience in administration and grants management, with at least two (2) years of the experience at a supervisory level. Two (2) AAIANHNPI females had a Master’s Degree in public administration, but they did not have the required five (5) years of experience in administration and grants management, with at least two (2) years of the experience at a supervisory level.

Req: 2016-949 continued

The goal candidates, two (2) AAIANHNPI females were not interviewed for the following reasons: One (1) AAIANHNPI female did not have the preferred experiences of working with a UCEDD and skills and knowledge of the field of developmental and other disabilities, federal, state and local policies and programs supporting people with disabilities. One (1) AAIANHNPI female withdrew her application.

One (1) white female was selected. She had a Master's Degree in human services and five (5) years of experience in administration and grant management with four (4) years of the experience at a supervisory level. She also had the preferred experience of working with a UCEDD and skills and knowledge of the field of developmental and other disabilities, federal, state and local policies and programs supporting people with disabilities.

Req: 2016-1072

Date Started: 10/28/2016

JobTitle: University Assistant Director – Clinical Informatics
in the Department of Information Technology

JobGroup: 1C-MANAGERS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	34	17	17	12	11	0	3	1	3	4	0
TOTAL REJECTED APPLICANT	23	13	10	10	7	0	2	0	1	3	0
TOTAL QUAL. APPLICANT	11	4	7	2	4	0	1	1	2	1	0
TOTAL INTERVIEWED	4	1	3	0	1	0	0	1	2	0	0
NOT OFFERED POSITION	3	1	2	0	1	0	0	1	1	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviations in Posting:

IT – Information Technology

AVP – Associate Vice President

This position was posted on the UConn Health website.

The goal candidates, three (3) AAIANHNPI males did not meet the minimum qualifications for the following reasons: One (1) AAIANHNPI male did not possess the required experience with design and administration of clinical software systems. Two (2) AAIANHNPI males did not have the required six (6) years of experience working with clinical information systems within a clinical or hospital setting or a combination of clinical information and did not have the allowable substitutions.

The goal candidate, one (1) AAIANHNPI male was not interviewed because his previous experience was as a consultant for physicians in the implementation of an electronic medical record application and he did not have the direct clinical information systems experience in all areas that are required such as acute and ambulatory care.

The goal candidate, one (1) Hispanic male was interviewed and not selected because he did not possess the clinical systems experience in a hospital setting of the selected applicant as a clinical lead in electronic medical record application implementation for two (2) different hospitals.

One (1) Hispanic female was selected. She had a Bachelor’s degree in Nursing, thirteen (13) years of experience working with clinical information systems within a hospital setting, and had served as a clinical lead in an electronic medical record application implementation for two (2) different hospitals.

JOB OPPORTUNITY BULLETIN

As of Wednesday, June 7, 2017

Department: Information Technology

Job Title: University Assistant Director - Clinical

Recruiter: Joyce Smith

Search Code: 2016-1072

Date Posted: 5/12/2016

Posting Deadline: 9/5/2016

Purpose of Class:

PURPOSE OF CLASS:

At UConn Health this position works within the IT department to leverage their clinical and informatics knowledge to provide innovative solutions utilizing best practices, use of standards and workflow expertise to create scalable and maintainable clinical systems solutions.

Degree of Complexity: Complex to highly complex projects that require in-depth knowledge across multiple Clinical Applications, technical areas and business segments. Coaches and mentors less experienced technical staff.

SUPERVISION RECEIVED: Works under the general direction of AVP, IT Clinical Systems and Strategic Projects

SUPERVISION EXERCISED: Supervises Clinical Informatics staff and project team members as assigned.

EXAMPLES OF DUTIES:

Lead multidisciplinary committees including physicians, nurses, pharmacists and other health professionals as well as operational leadership to evaluate current state and needs assessments and redesign to facilitate clinical, operational, and organizational objectives.

Oversees system analysis which includes needs assessment, workflow analysis, capabilities and limitations of complex systems.

Interprets and administers pertinent laws, policies and regulations.

Responsible to ensure that system design follows best practice design principles.

Manages Clinical Informatics staff supporting current best of breed systems.

Works closely with the IT build teams to ensure product functional design matches system capabilities.

Maintains relationship and open communication channels with Clinical Application vendors

Responsible for process flow charts for department workflows and create detailed program specifications and flowcharts.

Participation in daily safety meetings to represent Clinical Informatics and Information Technology

Analyze new features and functions in Clinical System releases to determine impacts and opportunities for enhancements

Develops detailed specifications for functions and changes to new or modified solutions

Oversees testing to ensure applications meet specifications

Ensures the ethical use of data, as well as data integrity, security and confidentiality of protected health information

Performs other related duties as required.

Review and refine training content and communications to clinical end-users to ensure relevance and resonance

Responsible for facilitating and providing department specific training for providers

Assess clinician enhancement requests, and champion the requests through the Governance Committees and change management processes

MINIMUM QUALIFICATIONS REQUIRED

Experience of clinical workflow, operations, policies and procedures

Considerable knowledge of applicable nursing standards of practice as required by State, Federal and accreditation organizations

Demonstrated participation in nursing practice workgroups and/or performance Improvement teams

Experience with design and administration of clinical software systems in both the acute and ambulatory care setting

Experience with creation of structured documents and templates for physicians, nurses, and other health care professionals

Understanding of application requirements from clinical, quality, regulatory, and operational perspectives

Experience in assessing and prioritizing clinical system modification requests

EXPERIENCE AND TRAINING

General Experience:

A Bachelor's degree in Nursing, Healthcare Management or closely related field.

Six (6) years recent experience working with clinical information systems within a clinical or hospital setting or a combination of clinical information experience (within clinical or hospital setting).

Demonstrated experience in a supervisory role.

Master's degree in nursing or closely related field may be substituted for one (1) year of the general experience.

Informatics Nurse Certification may be substituted for two (2) years of the general experience.

Req: 2017-078

Date Started: 9/30/2016

JobTitle: Manager, Patient Access in the Department of Patient Access

JobGroup: 1C-MANAGERS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	77	9	68	5	39	2	19	1	9	1	1
TOTAL REJECTED APPLICANT	65	7	58	3	32	2	17	1	8	1	1
TOTAL QUAL. APPLICANT	12	2	10	2	7	0	2	0	1	0	0
TOTAL INTERVIEWED	3	0	3	0	2	0	1	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

IDX – scheduling, billing, accounts receivable software

CPT – Current Procedural Terminology

HCPCS – Healthcare Common Procedure Coding System

ICD-10 – International Classification of Disease 10th Edition

This position was posted on the UConn Health website.

The goal candidates, two (2) black males, one (1) Hispanic male, one (1) AAIANHNPI male, and one (1) AAIANHNPI female did not meet the minimum requirements for the following reasons: One (1) black male did not have any experience in or knowledge of patient access related functions. One (1) black male did not have two (2) years supervisory/management experience in healthcare or healthcare finance industry. One (1) Hispanic male submitted an incomplete application. One (1) AAIANHNPI male and one (1) AAIANHNPI female did not have any experience in Revenue Cycle and patient access.

One (1) black female was selected. She had ten (10) years of progressive professional experience in Revenue Cycle and patient access related functions with ten (10) years of supervisory/management experience in healthcare.

JOB OPPORTUNITY BULLETIN

As of Wednesday, June 7, 2017

Department: Patient Access

Job Title: Manager, Patient Access

Recruiter: Joyce Smith

Search Code: 2017-078

Date Posted: 7/8/2016

Posting Deadline: 8/25/2016

Purpose of Class :

Scope of Position:

Coordinates the activities of Patient Access Services relating to hospital admissions and surgical services and procedures, including but not limited to patient registration, insurance verification, bed control, precertification, referral authorizations, and scheduling.

Supervision Received

Works under the supervision of the Associate Vice President, Clinical Business Services.

Supervision Exercised:

Manages Patient Access Supervisors, Representatives and other staff as assigned.

Duties & Responsibilities:

Directs and manages the Patient Access operations including pre-registration, insurance verification, patient payment estimation, point of service cash collections and pre-authorization.

Develops, implements and evaluates departmental goals and productivity measures.

Implements quality control systems to ensure thorough patient demographic and financial information is obtained to maximize payment for services rendered.

Responsible for the support and possible redesign of ADT (Admission, Discharge, Transfer), Scheduling and Registration, Preauthorization, and maintenance of the payer tables and system issues related with IDX legacy and Epic future state

Ensures that the Epic system is optimized for efficient and effective flow of patients within the department and health system.

Evaluates systems for efficiency and creates processes that enhance the patient experience.

Coordinates peer to peer medical records reviews for purposes of authorization of patient procedures and surgeries.

Works as a liaison with the medical staff to facilitate discussions with third party payers.

Monitors changes in payer policies and disseminate relevant information.

Reports results of Patient Access metrics to leadership.

Prepares and manages department budget.

Participates in the hiring and selection process.

Prepares performance evaluations.

Serves as a subject matter expert and responds to inquiries from other departments.

Resolves employees' issues and provides direction and motivation to employees.

Performs other related duties as required.

Minimum Qualification Required

Knowledge, Skill and Ability:

Thorough knowledge of Revenue Cycle, registration and patient access, patient accounting, managed care and government payers, medical terminology and compliance.

Considerable knowledge of relevant agency policies and procedures and State and Federal laws, statutes and regulations.

Knowledge of healthcare reimbursement; collection procedures and CPT, HCPCS and ICD-10 codes.

Ability to benchmark performance; exceptional ability to lead, manage, and mentor, staff through redesign efforts; logical, analytical.

Ability to work in a fast-paced environment under multiple pressures and deadlines.

Ability to communicate effectively, both verbal and written;

Exceptional analytical and complex problem-solving ability, and attention to detail; ability to manage change;

Proficient with Windows computer environment and proficiency with Microsoft Office software.

Experience and Training:

Seven [7] years of progressive professional experience in patient access related functions, or Bachelors' degree in Health Administration, Business Administration, Health Science and Policy, or closely related field and three [3] years of progressive professional experience in patient access related functions.

At least two [2] years supervisory/management experience in healthcare or healthcare finance industry.

Preferred:

Demonstrated project management experience with software implementation/enhancement or conversions.

Certified Healthcare Access Manager [CHAM] by the National Association of Healthcare Access Management [NAHAM].

Experience as Epic implementation operational lead for Prelude or Cadence.

JOB OPPORTUNITY BULLETIN

As of Wednesday, June 7, 2017

Department: Operating Room

Job Title: Administrative Manager - Operating Room

Recruiter: Joyce Smith

Search Code: 2017-267

Date Posted: 8/30/2016

Posting Deadline: 9/6/2016

Purpose of Class :

Scope:

At UConn Health this position is responsible for the oversight of the Central Sterile Supply & Distribution department in providing consistent quality-focused services; cleanliness of the Operating Rooms and Hazardous Waste.

Supervision Received:

Works under limited supervision of the Director, Specialty Services

Supervision Exercised:

May supervise staff as assigned.

Duties & Responsibilities:

Plans work flow, manages and coordinates the 24/7 activities of the Central Sterile Supply unit and also responsible for hazardous waste within the Operating Room

Ensures the operations is running efficiently and in compliance with hospital policies, State regulations and accreditation agency guidelines.

Works with the OR leadership team to improve operational efficiencies.

Develops standards and procedures which assures quality, state mandates/regulations are closely followed and costs are controlled.

Provides leadership and serves as a resource for supervisors and department staff to insure the smooth operations of the day to day activities.

Coordinates assignment and work reviews, training, staff orientation, recruitment, performance evaluation and coaching processes.

Develop strong working relationships with all departments and divisions, physicians, and non-physician providers, surgical schedulers to assure efficient service levels are communicated and met.

Coordinate and lead the department to achieve accreditation.

Performs other related duties as required.

Knowledge, Skills And Abilities:

Knowledge of operational needs, managing budgets, capital budgeting and annual business plan for sterile processing department.

Considerable knowledge of staffing needs based on work volume and productivity.

Considerable knowledge of health care regulatory requirements

Knowledge of mediation and corrective action procedures.

Knowledge of computer systems applicable to the work of the department.

Leadership skills with the ability to direct activities of others both individually and within a project team setting

Strong communication skills, including the abilities to effectively communicate verbally and in writing, internally and externally, and at all levels of the organization

Strong organizational, analytical, managerial and interpersonal skills

Strong project management skills

Microsoft office skills to include: Word, Excel, Access and Power Point

Analytical ability in identifying problems, developing solutions and implementing effective courses of action

Ability to facilitate change, work harmoniously with teams and manage effectively.

Detail and process oriented with focus on efficiency

General Experience: & Training

Seven (7) years professional administrative experience in a health care environment; Bachelor's degree and three years of experience, highly preferred.

At least three (3) years supervisory/management experience, in an acute care setting.

Working Conditions:

24 hours accountable, require to take leadership on-call for Central Sterile and Distribution.

Maybe exposed to communicable/infectious diseases.

May occasionally be required to lift and carry trays of surgical instruments.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-267

Date Started: 9/30/2016

JobTitle: Administrative Manager in the Operating Room

JobGroup: 1C-MANAGERS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	3	11	3	8	0	2	0	1	0	0
TOTAL REJECTED APPLICANT	12	2	10	2	7	0	2	0	1	0	0
TOTAL QUAL. APPLICANT	2	1	1	1	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

OR – Operating Room

This position was posted on the UConn Health website.

No goal candidates applied for this position.

One (1) white male was selected. He had a Bachelor’s degree and nineteen (19) years of professional administrative management UConn Health experience. He was a recently laid off UConn Health employee.

JOB OPPORTUNITY BULLETIN

As of Friday, June 9, 2017

Department: Patient Services

Job Title: Manager, Single Billing Office

Recruiter: Marisa Leone

Search Code: 2017-555

Date Posted: 11/23/2016 **Posting Deadline:** 2/14/2017

Purpose of Class :

Responsible for managing the Epic Single Billing Office (SBO) /Customer Services and Self Pay Collections to ensure the maximization of cash flow and implementation of Revenue Cycle "best practice". Must ensure Customer satisfaction is being met and exceeded at all times; personally and by all assigned staff members within the Single Billing Office. Ensures all processes, policy and procedures are accurate, and in compliance with hospital policies and payer/Medicare/Medicaid billing guidelines and regulatory mandates.

Minimum Qualification Required

Knowledge, Skill and Ability:

Thorough knowledge of Revenue Cycle, self-pay collections and customer service

Considerable knowledge of relevant agency policies and procedures and State and Federal laws, statutes and regulations.

Ability to create, structure and organize teams

Ability to benchmark performance; exceptional ability to lead, manage, and mentor, staff through redesign efforts; logical, analytical.

Ability to work in a fast-paced environment under multiple pressures and deadlines.

Ability to communicate effectively, both verbal and written;

Exceptional analytical and complex problem-solving ability and ability to translate functional needs to computerized environment; ability to manage change;

Proficient with Windows computer environment and proficiency with Microsoft Office software.

Experience and Training:

Seven [7] years of progressive professional experience in customer service/self-pay collection related functions.

Or, Bachelors' degree in Health Administration, business administration, Health Science and Policy or closely related field and three [3] years of progressive professional experience in customer service/self-pay collection related functions

At least two [2] years supervisory/management experience in healthcare or healthcare finance industry.

Epic SBO certification required within 6 months of hire

Preferred:

Demonstrated project management experience with software implementation/enhancement or conversions.

Experience with Epic Professional or Hospital billing applications

Previous supervisory/management experience in an Epic Single Business Office (SBO) environment

Epic SBO certification

Supervision Received

Works under the supervision of the Associate Vice President, Clinical Business Services.

Supervision Exercised:

Manages Single Business Office Customer Service and Self Pay Collections Staff

Duties & Responsibilities:

Responsible for a successful implementation of Epic's SBO functionality to produce a single statement for Hospital and Professional self-pay balances

Effectively manage self-pay accounts receivable while maintaining a high level of patient satisfaction

Develop and implement training and onboarding plan for staff members joining the department and oversees the alignment of Hospital and Professional customer service and self-pay teams.

Ensures customer service and patient satisfaction are the highest priority for all staff members in the unit

Manages the daily operations of the SBO self-pay and customer service unit

Identifies trends and facilitates action plans

Oversees the creation, distribution, and resolution of all self-pay, and customer services related work queues.

Works directly with vendors to ensure all accounts are transferred based upon UConn Health's collection policy

Sets performance criteria for staff and vendors

Manages HR related issues including performance reviews and hiring staff. Works with employees on professional development and arranging training opportunities

Prepares and manages department budget.

Serves as a subject matter expert and responds to inquiries from other departments.

Resolves employees' issues and provides direction and motivation to employees.

Performs other related duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

SALARY WILL COMMENSURATE WITH EXPERIENCE

Req: 2017-555

Date Started: 3/17/2017

JobTitle: Manager, Single Billing Office in Patient Services

JobGroup: 1C-MANAGERS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	69	18	51	11	35	5	8	1	6	1	2
TOTAL REJECTED APPLICANT	59	15	44	9	28	5	8	0	6	1	2
TOTAL QUAL. APPLICANT	10	3	7	2	7	0	0	1	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

HR – Human Resources

This position was posted on the UConn Heath website.

The goal candidates, five (5) black males, one (1) AAIANHNPI male, and two (2) AAIANHNPI females did not meet the minimum requirements of seven (7) years of progressive professional experience in customer service/self-pay collection related functions; or applicable Bachelor’s degree and three (3) years of progressive professional experience in customer service/self-pay collection related functions; and at least two (2) years supervisory/management experience in healthcare or healthcare finance industry.

The goal candidate, one (1) Hispanic male was not interviewed because his employment history was unstable; he had (4) different jobs in four (4) years.

One (1) white female was selected. She had eight (8) years of progressive experience in customer service/self-pay collection related functions. Her current position was as a Patient Account Supervisor at Bristol Hospital.

1C. (Managers) Hires – Part Time to Full Time – Adjusted Work Schedule

**CMHC Halfway House Program Manager
(Correctional Managed Health Care (CMHC) Central Office)**

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

**Nurse Manager
(Intensive Care Unit)**

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Faculty

2A. Head of Department

Goals

1 AAIANHNPI female

JOB OPPORTUNITY BULLETIN

As of Tuesday, June 13, 2017

Department: Neurology

Job Title: Head Of Dept/Clinical - Neurology

Recruiter: Joyce Smith

Search Code: 2015-946

Date Posted: 4/15/2015

Posting Deadline:

Purpose of Class :

SEARCH ANNOUNCEMENT

CHAIR, DEPARTMENT OF NEUROLOGY

UNIVERSITY OF CONNECTICUT SCHOOL OF MEDICINE

AND HARTFORD HOSPITAL

The University of Connecticut School of Medicine is seeking nominations and applications for the position of Chair of the Department of Neurology at UConn Health and Hartford Hospital. The successful candidate must currently be a faculty member at the rank of Associate or full Professor in a United States accredited medical school, and be board certified in Neurology. This position offers an exceptional opportunity for an individual committed to academic medicine and excellent patient care to enhance the status of this department, with responsibilities at both UConn Health, and Hartford Hospital.

The successful applicant must provide leadership and foster excellence in neurological research, teaching and mentoring of medical students, residents, fellows and junior faculty, and be thoroughly engaged and committed to the University of Connecticut School of Medicine's fully accredited Neurology Residency Training Program. He/she must also have a genuine commitment and enthusiasm for the delivery of highly competent, neurological care to complex, often underserved populations. Applicants must possess and maintain a license to practice medicine in the State of Connecticut.

The Chair of the Department of Neurology will report directly to the Dean of the University of Connecticut School of Medicine, who is the school's chief academic and administrative officer. In addition, the Chair will report to clinical administration at UConn Health. The Chair will also have a reporting relationship to Hartford Hospital, where he/she will be responsible for the academic program and research.

The Chair of the Department of Neurology will work closely with all academic faculty and staff at UConn Health and Hartford Hospital to develop a new strategic plan with clear goals and metrics to, thereby, enhance the reputation and success of the department. He/she must also assure a diverse, inclusive, and supportive environment for all students and faculty.

Candidates must have a demonstrated record of success, as well as respected leadership skills working in a complex organization. He/she must also have excellent communication skills, and a successful consultative management style. He/she must demonstrate the interpersonal skills that will ensure successful relationship building with a variety of internal and external stakeholders including other departmental chairs within the School of Medicine and the larger University, government and state leaders, donors, and affiliated organizations.

APPLICATIONS AND NOMINATIONS

Application package must include an up to date Curriculum Vitae, and letter of interest that includes a concise vision statement (maximum of 2 pages) for a vibrant Department of Neurology in the current, rapidly evolving healthcare environment.

Applicants should upload all requested materials through this website. Questions regarding this search should be addressed to the Chair of the Search Committee, David C. Steffens, MD, at steffens@uchc.edu All applications will be treated as confidential. Position will remain open until filled.

UConn Health is an Affirmative Action and Equal Employment Opportunity employer, who encourages Males, Females, Veterans, Minorities and Persons with Disabilities to apply.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2015-946

Date Started: 9/2/2016

JobTitle: Head of Department/Clinical in Neurology

JobGroup: 2A-HEAD OF DEPARTMENT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	13	12	1	6	1	0	0	2	0	4	0
TOTAL REJECTED APPLICANT	2	2	0	0	0	0	0	1	0	1	0
TOTAL QUAL. APPLICANT	11	10	1	6	1	0	0	1	0	3	0
TOTAL INTERVIEWED	6	5	1	3	1	0	0	0	0	2	0
NOT OFFERED POSITION	5	4	1	2	1	0	0	0	0	2	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on Neurojobs, American Academy of Neurology, American Neurological Association, Association of University Professors of Neurology, and the UConn Health website. It was advertised and posted in Nature Neuroscience, Nature Reviews Neurology, Neurology, the New England Journal of Medicine, and the Brain, a Journal of Neurology,

No goal candidates applied for this position.

One (1) white male was selected. He had been Professor and Chair of a Department of Neurology for seven (7) years and was board certified in Neurology. During his tenure as Chair, he was successful in working effectively with various individuals and departments.

JOB OPPORTUNITY BULLETIN

As of Tuesday, June 13, 2017

Department: Diagnostic Imaging & Therapeutics

Job Title: Head Of Dept/Clinical - Diagnostic Imaging

Recruiter: Joyce Smith

Search Code: 2016-1078

Date Posted: 5/18/2016

Posting Deadline: 9/22/2016

Purpose of Class :

UConn Health's Department of Diagnostic Imaging, at the University Of Connecticut School Of Medicine in Farmington, Connecticut, invites applications for a senior full-time faculty position as department Chair. The successful candidate must be board-certified in Diagnostic Radiology, with subspecialty training in neuroradiology desirable. The successful candidate will be an accomplished leader in academic radiology; of considerable scientific stature; and demonstrate excellent qualifications in education, research, and clinical care. No J1 or H1 visas will be sponsored.

The chair will provide vision and leadership for the School of Medicine and the Department; oversee faculty recruitment and advancement; play an active role in the teaching and training activities for residents, fellows and students; manage staffing; and ensure compliance with policies and procedures. The candidate will bring an outstanding track record of success working effectively with hospital and academic leadership to implement clinical and research agendas. The candidate will collaborate with other specialty providers and must demonstrate a personal style that facilitates communication and collaboration.

The department of Diagnostic Imaging provides comprehensive inpatient and outpatient imaging services. The department has recently undergone numerous equipment upgrades and installation of a new 3T magnet is scheduled for September 2016. The department consists of 10 full-time faculty, fellowship-trained in each radiologic subspecialty. The department hosts an ACGME-accredited Diagnostic Radiology residency program that has two residents per year, and participates in anatomy and radiology curricula at the School of Medicine.

The University Of Connecticut School Of Medicine is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care, as part of an exciting new initiative. The state-funded initiative, Bioscience Connecticut, includes a new outpatient pavilion, renovated research and expanded incubator spaces, expansion of the medical student class size, and a new patient care tower.

UConn Health is an affirmative action, EEO, and M/F/V/PWD/PV employer. As such, we seek candidates who embrace and reflect diversity in the broadest sense.

Interested candidates should submit a cover letter and curriculum vitae through this website.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2016-1078

Date Started: 3/31/2017

JobTitle: Head of Department/Clinical in Diagnostic Imaging and Therapeutics

JobGroup: 2A-HEAD OF DEPARTMENT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	20	17	3	14	2	0	0	1	0	2	1
TOTAL REJECTED APPLICANT	2	2	0	2	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	18	15	3	12	2	0	0	1	0	2	1
TOTAL INTERVIEWED	6	5	1	5	1	0	0	0	0	0	0
NOT OFFERED POSITION	5	4	1	4	1	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

ACGME - Accreditation Council for Graduate Medical Education

This position was posted on the Radiological Society of North America, American Roentgen Ray Society, American Society of Neuroradiology, American College of Radiology, and our UConn Health website. It was advertised and posted in the New England Journal of Medicine, Academic Radiology, Journal of the American College of Radiology, and was also advertised in Radiology, RadioGraphics, and American Journal of Roentgenology Diagnostic Imaging and Related Sciences.

The goal candidate, one (1) AAIANHNPI female was not interviewed because she did not have experience being an accomplished leader in academic radiology working effectively with hospital and academic leadership to implement clinical and research agendas. She completed her fellowship in 2012, had experience as a Diagnostic Radiologist and as a management consultant in medical device sales.

One (1) white male was selected. He had two (2) years of experience at a teaching hospital as the Chief of Neuroradiology working effectively with hospital and academic leadership to implement clinical and research agendas. He was board-certified in Diagnostic Radiology with subspecialty training in neuroradiology.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Faculty

2B. Professor

Goals

2 white females

1 black male

1 Hispanic male

1 AAIANHNPI male

1 AAIANHNPI female

Req: 2016-615

Date Started: 10/28/2016

JobTitle: Professor/Visiting in the Department of Pediatrics

JobGroup: 2B-PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2016-631

Date Started: 12/23/2016

JobTitle: Professor/Visiting – Division Chief, Internal Medicine in the Department of Medicine

JobGroup: 2B-PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	2	1	1	0	0	0	1	0	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	0	0	0	0	1
TOTAL QUAL. APPLICANT	2	2	0	1	0	0	0	1	0	0	0
TOTAL INTERVIEWED	1	1	0	0	0	0	0	1	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	1	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	1	0	0	0

A goal candidate, one (1) Hispanic male was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, June 14, 2017

Department: Neag Comp Cancer Center

Job Title: Professor/Visiting

Recruiter: Joyce Smith

Search Code: 2016-789

Date Posted: 2/18/2016

Posting Deadline: 3/10/2016

Purpose of Class:

The Carole and Ray Neag Comprehensive Cancer Center and the Division of Hematology Oncology at UConn Health seek an energetic and skilled individual at the Full Professor level. The successful candidate will be a board eligible or board certified physician or a physician-scientist with demonstrated expertise in building a bone marrow transplant program. Additionally the candidate will care for patients with solid tumors as needed, have an interest in clinical or translational research. Appropriate resources for research shall be made available to a candidate with a research program. He/she will also contribute to the strong educational programs in the Division.

The Carole and Ray Neag Comprehensive Cancer Center has strong Divisions of Medical Oncology, Surgical Oncology, Radiation Oncology and Gynecological Oncology. We also have strong research programs in cancer immunotherapy, cancer prevention, cancer genomics and cancer cell biology. The Jackson Laboratory for Genomic Medicine, located on our campus, is a partner institution.

UConn Health is composed of the schools of Medicine and Dental Medicine, Graduate Programs in Biomedical Sciences, Public Health and Clinical Translational Research, the John Dempsey Hospital, and the faculty practice. Our clinic, hospital and research facilities are in new or newly renovated state of the art facilities. We offer a competitive benefits and salary package. Interested applicants should submit a letter of interest and curriculum vitae through this website.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2016-789

Date Started: 8/19/2016

JobTitle: Professor/Visiting in Neag Comprehensive Cancer Center

JobGroup: 2B-PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	WF	BM	<i>BF</i>	HM	<i>HF</i>	AM	AF
TOTAL APPLICANTS	1	1	0	1	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on the UConn Health website.

No goal candidates applied for this position.

One (1) white male was selected. He was a board certified Internal Medicine Physician with certification in sub-specialty Medical Oncology Hematology. He had experience in the development of a program in Hematopoietic Transplantation.

JOB OPPORTUNITY BULLETIN

As of Wednesday, June 14, 2017

Department: Pediatrics

Job Title: Professor/Visiting - Pediatrics

Recruiter: Joyce Smith

Search Code: 2017-191

Date Posted: 8/4/2016

Posting Deadline: 8/11/2016

Purpose of Class :

Director of Glycogen Storage Disease Program at UConn School of Medicine

This position resides in the Department of Pediatrics of the SOM. The person should have experiences in caring for patients with glycogen storage disease and in research involving animal models and/or clinical studies. The person should be eligible for appointment at the senior rank faculty in the School.

Track record of success at extramural funding and fund raising is preferred.

This position will direct The Glycogen Storage Disease (GSD) program at UConn Health and Connecticut Children's Medical Center. As such, the Director will head the largest clinical and translational research GSD program in the world. Finding a cure for the glycogen storage diseases, through gene therapy, will be the ultimate goal for the laboratory and clinical program.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-191

Date Started: 1/6/2017

JobTitle: Professor/Visiting in Pediatrics
JobGroup: 2B-PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	1	0	1	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

SOM – School of Medicine

This position was posted on the UConn Health website.

The Hispanic male goal had been met with a previous hire and was no longer an established hiring goal.

No goal candidates applied for this position.

One (1) white male was selected. He was board certified in Pediatric Endocrinology; had experience caring for patients with glycogen storage disease and in research involving animal models and clinical studies. He was eligible for appointment at the senior rank and had a track record of success at extramural funding and fund raising.

2B. (Professor) Hires – Part Time to Full Time – Adjusted Work Schedule

**Professor/Basic Science
(Center for Quantitative Medicine)**

One (1) white male adjusted his work schedule from part time to full time during the reporting period.

**Professor/Basic Science
(Molecular Biology and Biophysics)**

One (1) white male adjusted his work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Faculty

2C. Associate Professor

Goals

1 black female

1 AAIANHNPI female

Req: 2016-430

Date Started: 1/6/2017

JobTitle: Associate Professor/Clinical in Dean's Office - Dental
JobGroup: 2C-ASSOCIATE PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	8	6	3	2	1	1	0	1	4	2
TOTAL REJECTED APPLICANT	4	3	1	0	0	1	1	0	0	2	0
TOTAL QUAL. APPLICANT	10	5	5	3	2	0	0	0	1	2	2
TOTAL INTERVIEWED	3	1	2	0	0	0	0	0	0	1	2
NOT OFFERED POSITION	2	1	1	0	0	0	0	0	0	1	1
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

A goal candidate, one (1) AAIANHNPI female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, August 2, 2017

Department: Surgery

Job Title: Assoc Prof/Clinical - Neurosurgery

Recruiter: Joyce Smith

Search Code: 2017-340

Date Posted: 9/26/2016

Posting Deadline: 3/1/2017

Purpose of Class:

Neurosurgeon - Associate Professor

The University of Connecticut Health Center offers a faculty position for a Neurosurgeon. Applicants for this open position must be certified or eligible for certification by the American Board of Neurological Surgeons, Connecticut medical licensed, or eligible to obtain a Connecticut medical license.

The Neurosurgery Department allows for active participation in teaching activity with opportunities in research. Responsibilities will involve clinical care, precepting residents and medical students. Other duties and responsibilities as may be necessary

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Req: 2017-340

Date Started: 5/26/2017

JobTitle: Associate Professor/Clinical – Neurosurgery in Surgery

JobGroup: 2C-ASSOCIATE PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	2	1	0	1	0	0	1	0	1	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	2	1	0	1	0	0	1	0	1	0
TOTAL INTERVIEWED	1	1	0	0	0	0	0	0	0	1	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	0	0	1	0

This position was posted on the UConn Health website.

No goal candidates, applied for this position.

The AAIANHNPI female goal had been met with a previous hire and was no longer an established hiring goal.

One (1) AAIANHNPI male was selected. He was certified by the American Board of Neurological Surgeons, had a Connecticut (CT) medical license, and was a well-known CT Neurosurgeon.

2C. (Associate Professor) Hires – Part Time to Full Time – Adjusted Work Schedule

**Associate Professor/Clinical
(General Dentistry)**

One (1) Hispanic female adjusted her work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Faculty

2D. Assistant Professor

Goals

9 white males
18 white females
2 black males
2 Hispanic females

Req: 2010-372

Date Started: 7/22/2016

JobTitle: Assistant Professor/Clinical – Otologist/Neuro-otologist in the Department of Surgery

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	13	7	6	6	3	0	0	0	1	1	2
TOTAL REJECTED APPLICANT	3	1	2	1	0	0	0	0	1	0	1
TOTAL QUAL. APPLICANT	10	6	4	5	3	0	0	0	0	1	1
TOTAL INTERVIEWED	5	3	2	2	1	0	0	0	0	1	1
NOT OFFERED POSITION	4	2	2	1	1	0	0	0	0	1	1
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected.

JOB OPPORTUNITY BULLETIN

As of Monday, February 6, 2017

Purpose of Class :

The Department of Medicine, Division of General Internal Medicine at the University of Connecticut Health Center is seeking applications from BC/BE internists for primary care providers. Appointment will be at the rank of Assistant or Associate Professor. The successful candidate will excel at patient care. Opportunities for medical student and resident education are available.

We provide a comprehensive range of primary care services, currently in the following convenient locations: Farmington, West Hartford, East Hartford, Canton, Plainville, Simsbury and Mansfield (Storrs). Our physicians are board-certified in internal medicine and focus on prevention, wellness, screening and management of chronic medical problems. They are dedicated and work collaboratively to take care of patients in a cohesive and thoughtful manner. As part of the UConn Health Center, more than 450 UConn physicians, in more than 50 specialties, are available for consultation or referral; our physicians have admitting privileges at John Dempsey Hospital.

The University of Connecticut Health Center will be adding many new faculty members over the next few years as part of an exciting new initiative (Biosciences Connecticut), which also includes construction of a new patient care tower, ambulatory care building, renovation of research space, and expansion of the medical student class size.

Positions may be located in Southington, Avon/Canton or Farmington

Interested candidates should submit a cover letter and curriculum vitae through this site. The contact person is Ms. Cherell Curtis at 860-679-3493.

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Req: 2014-703

Date Started: 1/06/2017

JobTitle: Assistant Professors/Clinical – Primary Care Physicians in the Department of Medicine

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	32	7	25	4	11	1	2	0	4	2	8
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	30	7	23	4	9	1	2	0	4	2	8
TOTAL INTERVIEWED	10	2	8	0	3	1	1	0	2	1	2
NOT OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
OFFERED POSITION	9	2	7	0	3	1	1	0	1	1	2
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*9	2	7	0	3	1	1	0	1	1	2

These positions were posted on the UConn Health website.

The white male and Hispanic female hiring goals were met with previous hires and were no longer established hiring goals.

The goal candidate, two (2) white females did not meet the minimum requirements because they were not board certified/board eligible (BC/BE) internists for primary care providers. Specifically, one of the white females had experience as a receptionist and the other white female had experience as a secretary.

The goal candidates, six (6) white females were not interviewed for the following reasons: One (1) white female completed a Nephrology fellowship and did not have experience in primary care. One (1) white female indicated she was interested in a strictly clinical position only. These positions were at the rank of Assistant Professor. One (1) white female withdrew her application. One (1) white female has not practiced Internal Medicine in the past five (5) years. One (1) white female did not have any experience as a licensed practitioner. One (1) white female completed a geriatric fellowship. She did not have experience in primary care.

*In the 2015 reporting period the goal candidates, one (1) white female and one (1) Hispanic female along with one (1) AAIANHNPI female were selected and reported. In the 2016 reporting period a goal candidate, one (1) white female and one (1) AAIANHNPI female were selected and reported.

During this reporting period, a goal candidate, one (1) white female; a goal candidate, one (1) black male; one (1) black female, and one (1) AAIANHNPI male were selected. The black female had completed an Internal Medicine residency at UConn Health. She was familiar with our policies, procedures, and electronic medical record system. The AAIANHNPI male had six (6) years of experience in Internal Medicine.

Req: 2015-079

Date Started: 7/22/2016

JobTitle: Assistant Professor/Clinical –Neurology in the Department of Neurology

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	1	3	1	2	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	1	2	1	1	0	0	0	0	0	1
TOTAL INTERVIEWED	2	1	1	1	0	0	0	0	0	0	1
NOT OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected.

Req: 2015-651

Date Started: 7/1/2016

JobTitle: Assistant Professor/Clinical – Orthodontics in the Department of Craniofacial Sciences
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	23	11	12	6	7	1	1	2	2	2	2
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	21	11	10	6	5	1	1	2	2	2	2
TOTAL INTERVIEWED	7	3	4	1	3	1	0	0	1	1	0
NOT OFFERED POSITION	5	2	3	1	3	0	0	0	0	1	0
OFFERED POSITION	2	1	1	0	0	1	0	0	1	0	0
REFUSED POSITION	1	1	0	0	0	1	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

A goal candidate, one (1) Hispanic female was selected.

Req: 2016-225

Date Started: 8/19/2016

JobTitle: Assistant Professor/Clinical – Urology in the Department of Surgery

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	2	1	0	1	0	0	1	0	1	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	2	1	0	1	0	0	1	0	1	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2016-328

Date Started: 7/22/2016

JobTitle: Assistant Professor/Clinical – General Obstetrics and Gynecology
in the Department of Obstetrics/Gynecology

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2016-376

Date Started: 8/19/2016

JobTitle: Assistant Professor/Clinical – Hand Surgery in the Department of Orthopaedic Surgery

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	4	0	3	0	0	0	0	0	1	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	4	0	3	0	0	0	0	0	1	0
TOTAL INTERVIEWED	2	2	0	2	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	2	0	2	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	2	0	2	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected. *One (1) white male was selected in the last reporting period, and was discussed in the 2016 Affirmative Action Plan.

JOB OPPORTUNITY BULLETIN

As of Friday, June 16, 2017

Department: Cell Biology

Job Title: Asst Prof/Basic Sciences - Cell Biology

Recruiter: Joyce Smith

Search Code: 2016-379

Date Posted: 10/21/2015 **Posting Deadline:**

Purpose of Class:

University of Connecticut School of Medicine
Faculty Positions in Cell Biology

The Department of Cell Biology (<http://cell.uchc.edu>) at the University of Connecticut School of Medicine invites applications to fill a tenure-track assistant professor position. Outstanding individuals working in any area of cell biology are encouraged to apply. Candidates' research should be aimed at addressing fundamental questions related to cellular, molecular, or physiological mechanisms of biological or biomedical relevance. We are particularly interested in research concerning cells in their native tissue environments. The University of Connecticut School of Medicine has a highly interactive research environment with interdisciplinary graduate and medical science training programs.

Applicants should submit a letter of application, curriculum vitae, research plan, statement of teaching interests and names (with address and email address) of at least three references. Information should be submitted via this website.

Questions regarding this search should be addressed to cellsearch@uchc.edu

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Req: 2016-379

Date Started: 3/31/2017

JobTitle: Assistant Professor/Basic Sciences in Cell Biology

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	157	114	43	41	18	3	2	4	2	66	21
TOTAL REJECTED APPLICANT	1	1	0	0	0	0	0	0	0	1	0
TOTAL QUAL. APPLICANT	156	113	43	41	18	3	2	4	2	65	21
TOTAL INTERVIEWED	3	1	2	0	0	0	0	0	0	1	2
NOT OFFERED POSITION	2	1	1	0	0	0	0	0	0	1	1
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

This position was advertised in the American Society for Cell Biology Newsletter, advertised and posted in Science, and posted on our UConn Health website.

The white male and Hispanic female goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, eighteen (18) white females and three (3) black males were not interviewed for the following reasons: Two (2) black males and one (1) white female submitted incomplete applications. They did not submit the required letter of application, curriculum vitae, research plan, statement of teaching interests and names (with address and email address) of at least three references. One (1) black male and fifteen (15) white female's research was not aimed at addressing fundamental questions related to cellular, molecular, or physiological mechanisms of biological or biomedical relevance. Two (2) white females withdrew their applications.

One (1) AAIAHNPI female was selected. Her research was in molecular and cellular mechanisms that regulate the asymmetric stem cell division which was compatible to the focus of the department.

JOB OPPORTUNITY BULLETIN

As of Wednesday, June 14, 2017

Department: Medicine

Job Title: Asst Prof/Basic Sciences - Occupational

Recruiter: Joyce Smith

Search Code: 2016-385

Date Posted: 10/21/2015 **Posting Deadline:**

Purpose of Class :

UConn Health is seeking a faculty member with training in the physical sciences or engineering to assume directorship of the Ergonomics Technology Center (ETC), which contains an extensively equipped human factors laboratory for advanced sound, vibration, musculo-skeletal and human performance research. This would be a joint appointment in both the Department of Medicine and in the newly formed Department of Biomedical Engineering (BME). The preferred candidate should have an interest in both graduate biomedical engineering education and in cross-disciplinary research with clinicians, basic scientists, and organizational psychologists. The candidate should also have an interest in workforce health and workplace design.

Job Duties

Educational:

Direct MSE BME students in laboratory procedures and methods

Contribute to or direct MSE BME students in thesis preparation

Direct an ergonomics or BME related course at the graduate level

Contribute to cross-disciplinary research training for graduate students through the Division of Occupational and Environmental Medicine (DOEM)

Sponsor, supervise and prepare PhD students in BME and compatible disciplines

Collaborate in the development of an extramurally funded training center

Research:

Conduct independent and collaborative research related to DOEM's research program

Supervise a laboratory-based research team

Collaborate with or conduct independent research in hearing, hearing protection and speech communications

Cross-disciplinary activity

Collaborate with and provide biomedical device development to the Center for the Promotion of Health in the New England Workplace (CPH-NEW), a national Total Worker Health Center.

Collaborate with ongoing research activities concerning the aging workforce, and tool and job design

Participate in the activities of the Department of Biomedical Engineering and the Department of Medicine

Job Requirements

A PhD in biomedical engineering or in mechanical, electrical or electronic engineering or applied physics with biomedical engineering related experience

Proven ability to organize work efficiently, prioritize tasks, work with deadlines and within budgets, and pursue defined goals in the face of conflicting demands

Experience with MatLab, LabView and CAD and 3-D printing programs, and related software

Practical experience with the design, development and construction of custom-made electronic devices with sensors for physical agents or physiological parameters

Familiarity with the procedures of real-time data logging of physical agents or physiological metrics

Strong quantitative research skills, including

Experience with modern digitized data acquisition systems

Operation of modern laboratory equipment (e.g., dynamic signal analyzers, laser vibrometer, digital signal processors)

Experience with statistical analysis packages

Evidence of independent funding and experience with successfully preparing research applications

Preferred Qualifications:

Experience in working with human subjects and clinical populations.

Experience in the cross-disciplinary training of health professionals from diverse fields, including medicine, dentistry, engineering, psychology, nutrition, and economics.

Experience with factors influencing hearing and speech communication

Experience with sensing technology for activity, sound, vibration and metabolic monitoring

Experience with electronic circuit design and implementation, including the use of microprocessors

Experience with ergonomic workplace design

Experience in an academic, governmental, or commercial ergonomics program is desirable.

The ETC includes the following resources:

A Biodynamics Laboratory and an Acoustics Laboratory with an audiometric booth and a large anechoic chamber.

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Req: 2016-385

Date Started: 8/5/2016

JobTitle: Assistant Professor/Basic Science – Occupational Medicine in Medicine

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	23	18	5	9	2	0	0	0	0	9	3
TOTAL REJECTED APPLICANT	15	12	3	6	1	0	0	0	0	6	2
TOTAL QUAL. APPLICANT	8	6	2	3	1	0	0	0	0	3	1
TOTAL INTERVIEWED	1	1	0	0	0	0	0	0	0	1	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	0	0	1	0

Abbreviations in Posting:

MSE – Materials Science and Engineering

PhD – Doctor of Philosophy

CAD – computer aided design

This position was posted on ResearchGate and the UConn Health website.

The Hispanic female goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, six (6) white males and one (1) white female did not meet the minimum requirements for the following reasons: Two (2) white male's PhDs were not in the required biomedical engineering or in mechanical, electrical or electronic engineering or applied physics with biomedical engineering related experience. Four (4) white males did not have the required independent funding. One (1) white female did not have the required PhD.

The goal candidates, three (3) white males and one (1) white female were not interviewed for the following reasons: Three (3) white males applied after a hiring decision had been made. One (1) white female withdrew her application because she accepted another offer.

One (1) AAIANHNPI male was selected. He had a PhD in Electrical Engineering with biomedical engineering related experience and independent funding. He also had the preferred qualifications of experience in working with human subjects and clinical populations; and experience with electronic circuit design and implementation, including the use of microprocessors.

Req: 2016-424

Date Started: 8/19/2016

JobTitle: Assistant Professor/Clinical – Nephrology in the Department of Medicine

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	17	11	6	3	3	0	1	0	1	8	1
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	16	11	5	3	3	0	0	0	1	8	1
TOTAL INTERVIEWED	12	8	4	3	2	0	0	0	1	5	1
NOT OFFERED POSITION	11	7	4	2	2	0	0	0	1	5	1
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected.

JOB OPPORTUNITY BULLETIN

As of Thursday, June 15, 2017

Department: Emergency Medicine

Job Title: Asst Prof/Clinical - Traumatology and

Recruiter: Joyce Smith

Search Code: 2016-563

Date Posted: 12/17/2015 **Posting Deadline:** 11/9/2016

Purpose of Class :

Emergency Medicine Attending Physician

Responsibilities: The Emergency Medicine Physician (Assistant Professor) provides clinical care in the John Dempsey Hospital Emergency Department. Participates in clinical, academic, educational and research activities in the Department of Traumatology and Emergency Medicine.

Requirements: Certified or soon to be certified by ABEM, AOBEM. Skilled in adult and pediatric cardio-respiratory resuscitation, emergency airway techniques, resuscitation and evaluation of patients. Committed to high patient satisfaction, possesses excellent bedside clinical educator skills and is a team player. Connecticut MD license.

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Req: 2016-563

Date Started: 3/3/2017

JobTitle: Assistant Professor/Clinical – Traumatology and Emergency Medicine
in the Department of Emergency Medicine
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	7	5	2	4	1	1	0	0	0	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	7	5	2	4	1	1	0	0	0	0	1
TOTAL INTERVIEWED	5	4	1	3	0	1	0	0	0	0	1
NOT OFFERED POSITION	3	3	0	3	0	0	0	0	0	0	0
OFFERED POSITION	2	1	1	0	0	1	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	1	1	0	0	1	0	0	0	0	1

Abbreviations in Posting:

ABEM – American Board of Emergency Medicine

AOBEM – American Osteopathic Board of Emergency Medicine

MD – Doctor of Medicine

This position was posted on the UConn Health website.

The white male and Hispanic female goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, one (1) white female was not interviewed because she will not complete her fellowship until June 2017.

In this current reporting period an AAIANHNPI female was selected. She had a Connecticut MD license; the following certifications ABEM, Advanced Cardiac Life Support, Advanced Trauma Life Support, Pediatric Advanced Life Support, and Advanced Hazmat Life Support; eleven (11) years of Emergency Physician experience, and three (3) years of experience as an Assistant Professor/Clinical.

*A goal candidate, one (1) black male was selected in the last reporting period and was reported in the 2016 Affirmative Action Plan.

JOB OPPORTUNITY BULLETIN

As of Monday, August 21, 2017

Department: Cell Biology

Job Title: Asst Prof/Basic Sciences-Cell Biology

Recruiter: Joyce Smith

Search Code: 2016-564

Date Posted: 12/17/2015 **Posting Deadline:** 2/15/2016

Purpose of Class:

JOINT ASSISTANT PROFESSOR POSITION
CENTER FOR VASCULAR BIOLOGY/CALHOUN CARDIOLOGY CENTER

The Center for Vascular Biology (<http://cvb.uchc.edu>) and the Calhoun Cardiology Center (<http://heart.uchc.edu>) are conducting a national search for a tenure-track, joint faculty position in basic science research. We seek candidates with a strong records in vascular biology research. We seek candidate with a strong record in vascular biology research with particular emphasis on integrative or translational research and animal models or vascular or cardiovascular disease. Ares of research include but are not limited to: metabolic and diabetic complications or vascular disease, effects of immune cell and inflammatory contributions to vascular disease and cardiovascular stem cell./progenitor cell biology in heart and vascular repair. Questions regarding this search should be addressed to CVBSEARCH@uchc.edu

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2016-564

Date Started: 9/16/2016

JobTitle: Assistant Professor/Basic Science – Cell Biology in the Department of Cell Biology
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	18	12	6	4	3	0	0	0	0	8	3
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	18	12	6	4	3	0	0	0	0	8	3
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was advertised in the American Society for Cell Biology Newsletter and posted on the UConn Health website.

The white male goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, three (3) white females were not interviewed for the following reasons: One (1) white female withdrew her application. Two (2) white female's research were not in the areas of metabolic and diabetic complications or vascular disease, effects of immune cell and inflammatory contributions to vascular disease and cardiovascular stem cell/progenitor cell biology in heart and vascular repair. Their areas of research were developmental neurovascular malformations and reproductive biology and development which were not a good fit with our research areas.

One (1) white male was selected. His research in inflammatory contributions to vascular disease, animal models, integrative research were a good fit with our research areas.

JOB OPPORTUNITY BULLETIN

As of Wednesday, June 14, 2017

Department: Neurology

Job Title: Asst Prof/Clinical - NeuIntensivist

Recruiter: Joyce Smith

Search Code: 2016-619

Date Posted: 12/31/2015 **Posting Deadline:**

Purpose of Class :

Position Description

The Departments of Medicine and Neurology at the University of Connecticut School of Medicine and UConn Health are seeking a BC/BE Neurointensivist/Neurologist. Full-time Faculty; In-Residence track. 50% Critical Care/Medicine; 50% Neurology. Participate in resident and medical student education.

Exciting opportunity to join a dynamic & growing organization as it takes its Critical Care/Neurology program to the next level.

Duties and responsibilities:

Responsible for clinical service, teaching, and clinical investigation.

As a member of the Critical Care Unit (medical and surgical ICU), participate in the clinical care of patients in the closed critical care unit. In this role, the Neurointensivist will report directly to the Director of the ICU and the Chair of Medicine.

As a member of the Neurology Department, perform consultations and admit Neurology patients to John Dempsey Hospital, as well as provide outpatient care as needed in the Neurology Outpatient Clinic, for general neurology and subspecialty patients. In this role, the Neurointensivist will report to the Chair of Neurology.

Contribute to the administration and leadership of:

- the Critical Care Unit, as deemed necessary by the Director of the ICU; as well as
- the Department of Neurology, as directed by the Chair of Neurology.

Ensure compliance with UConn Health policies and procedures.

Participate in Critical Care APRN supervision and training.

Teach medical students, medical residents, and neurology residents and fellows at John Dempsey Hospital and Outpatient Clinic.

Participate in research and scholarly activities

Minimum Qualifications: Neurology Residency

Board eligible in Critical Care Medicine

Board certified/eligible in Neurology

Special and Preferred Qualifications: Board certified/eligible in Neurovascular Medicine encouraged

One or more years of fellowship training

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Req: 2016-619

Date Started: 7/8/2016

JobTitle: Assistant Professor/Clinical – NeuroIntensivist Neurologist in Neurology
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	1	1	0	0	0	0	0	0	1	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	1	1	0	0	0	0	0	0	1	1
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	0	0	1
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

Abbreviations in Posting:

BC/BE – Board Certified/Board Eligible

ICU – Intensive Care Unit

APRN – Advanced Practice Registered Nurse

This position was posted on the UConn Health website.

No goal candidates applied for this position.

One (1) AAIANHNPI female was selected. She had completed her Neurology residency at UConn Health and was completing her fellowship in Neurocritical Care in June 2016. She was board eligible in Critical Care Medicine and Neurology.

JOB OPPORTUNITY BULLETIN

As of Tuesday, April 4, 2017

Department: Medicine

Job Title: Asst Prof - Gastroenterology

Recruiter: Joyce Smith

Search Code: 2016-632

Date Posted: 1/13/2016

Posting Deadline:

Purpose of Class :

GASTROENTEROLOGY

The Division of Gastroenterology and Hepatology at the University of Connecticut School of Medicine is currently seeking an academic gastroenterologist. Our expanding division offers opportunities for teaching, clinical and basic science research. The division has a full service active clinical practice and is affiliated with a liver transplant center. Specific focus on motility and cancer prevention is sought. Qualified applicants may upload their CV through this job site.

Questions regarding this position may be addressed to Dr. John W. Birk at birk@uchc.edu

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Req: 2016-632

Date Started: 9/2/2016

JobTitle: Assistant Professor/Clinical – Gastroenterology – Department of Medicine
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	0	2	0	0	0	0	0	1	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	0	0	0	0	0	0	1
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	0	0	1
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

Abbreviations in Posting:

CV – curriculum vitae
Dr. - Doctor

This position was posted on the UConn Health website.

The Hispanic female goals had been met with previous hires and were no longer established hiring goals.

No goal candidates applied for this position.

One (1) AAIANHNPI female was selected. She was an MD who had been a Gastroenterology and Hepatology program fellow with UConn Health.

Req: 2016-671

Date Started: 11/1/2016

JobTitle: Assistant Professor/Clinical – Residency Program Director – Department of Medicine

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	12	9	3	8	2	0	0	0	0	1	1
TOTAL REJECTED APPLICANT	4	2	2	2	1	0	0	0	0	0	1
TOTAL QUAL. APPLICANT	8	7	1	6	1	0	0	0	0	1	0
TOTAL INTERVIEWED	4	4	0	3	0	0	0	0	0	1	0
NOT OFFERED POSITION	2	2	0	1	0	0	0	0	0	1	0
OFFERED POSITION	2	2	0	2	0	0	0	0	0	0	0
REFUSED POSITION	1	1	0	1	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

ABIM – American Board of Internal Medicine

GME – Graduate Medical Education

ACGME – Accreditation Council for Graduate Medical Education

DIO/GMEC – Designated Institutional Office/Graduate Medical Education Committee

APDIM – Alliance for Academic Internal Medicine

ACP – American College of Physicians

SGIM – Society of General Internal Medicine

CCC – Clinical Competency Committee

PEC – Program Evaluation Committee

ECFMG – Educational Commission for Foreign Medical Graduates

ERAS – Electronic Residency Application Service

This position was posted on Alliance for Academic Internal Medicine website and the UConn Health website. It was advertised in the Journal of Graduate Medical Education, American Journal of Medicine, and Journal of General Internal Medicine. This position was also advertised in the Annals of Internal Medicine and posted on their website.

The white male and Hispanic female goals had been met with previous hires and were no longer established hiring goals.

Req: 2016-671 continued

The goal candidate, one (1) white female did not meet the minimum requirements because she did not have the five (5) years of previous GME experience as a participating faculty member in an ACGME-accredited medicine residency program and at least three (3) years of administrative experience in a graduate medical education program

The goal candidate, one (1) white female was not interviewed because she withdrew her application.

One (1) white male was selected. He had been a residency program director since 1997 which included GME experience as a participating faculty member in an ACGME-accredited medicine residency program and administrative experience in a graduate medical education program.

JOB OPPORTUNITY BULLETIN

As of Monday, April 3, 2017

Department: Medicine

Job Title: Asst Prof - Residency Program Director

Recruiter: Joyce Smith

Search Code: 2016-671

Date Posted: 1/20/2016

Posting Deadline: 9/23/2016

Purpose of Class :

Program Director- Internal Medicine Residency

The Program Director is a single person given the authority and accountability for the operation of the Internal Medicine Residency Program and the establishment and maintenance of a stable educational environment. The Program Director must be certified in Internal Medicine by the ABIM, must possess/be eligible for a current license to practice in the State of Connecticut and must be eligible for a faculty appointment at the University of Connecticut. To be considered for this position, at least five years of previous GME experience as a participating faculty member in an ACGME-accredited medicine residency program and at least 3 years of administrative experience in a graduate medical education program is required.

Typical responsibilities of the program director include all those responsibilities outlined in the ACGME program requirements and include:

Dedicate at least 20 hours per week to the administrative and educational aspects of the program

Oversee and ensure the quality of didactic and clinical education at all sites

Monitor resident supervision at all sites

Administer and maintain an educational environment conducive to resident education without reliance on service

Implement policies and procedures consistent with institutional and program requirements for residents' working environment and duty hours

Approve the selection of faculty including associate directors and site directors at each site, evaluate those faculty annually and approve their continued participation in the program based on those evaluations

Supervise and support all internal medicine subspecialty programs to ensure their compliance with accreditation standards

Prepare and submit all information required or requested by the ACGME or the institution including biannual milestone evaluations of residents, annual updates to WebAds and submission of the annual program evaluation

Obtain review and approval of the DIO/GMEC before submitting requests or information to the ACGME

Additionally, the program director of the internal medicine residency program will be expected to:

Maintain an active clinical practice

Be actively involved in the teaching and supervision of residents

Participate in the didactic components of the program

Supervise residents in their clinical duties

Engage in faculty development programs to enhance teaching and/or administrative skills (local and national)

Participate in professional societies such as APDIM, ACP, SGIM

Appoint faculty to the Clinical Competency Committee and Program Evaluation Committee

Participate fully in the CCC and PEC

Chair the weekly Operations Committee meeting for the program and be responsible for the organization, implementation, and supervision of all aspects of the training program, including:

Curriculum Development

Program and Resident Evaluation

Scholarly Activity (both faculty and resident)

Oversee all aspects of resident recruitment ensuring for the selection of a highly qualified and diverse resident population

Oversee an effective residency advising program

Submit all information required to the ABIM annually

Disseminate program information through Town Meetings biannually.

Oversee Orientation and Graduation Ceremony of housestaff.

Meet with Vice Chair for Education in the Department of Medicine at least quarterly.

Conduct an annual program evaluation in accordance with institutional and ACGME standards; identify two areas for program improvement that will help the program achieve its aims/goals

Communicate the findings of the annual program evaluation to the Chair of Medicine, Vice-Chair, Chiefs and teaching faculty at each site

Ensure that the residency program and its residents are engaged in elements of the Clinical Learning Environment review (CLER) program including but not limited to:

Patient Safety

Quality Improvement

Reduction in Health Care Disparities

Serve as a member of a GME Committee or Subcommittee at the University of Connecticut if requested.

Participate in the School of Medicine's Internal Medicine Interest Group

Qualifications:

Required: applicants must meet all of those requirements outlined in the ACGME program requirements for Internal Medicine program Directors.

Preferred: applicants with previous experience as program director, familiarity with ACGME and ECFMG policies, WebAds, ERAS, ABIM policies and Fasttrack

Req: 2016-677

Date Started: 7/8/2016

JobTitle: Assistant Professor/Clinical – Pediatrics in the Department of Pediatrics

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	0	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

A goal candidate, one (1) Hispanic female was selected.

Req: 2016-710

Date Started: 08/05/2016

JobTitle: Assistant Professors/Basic Science – Neuroscience in the Department of Neuroscience

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	44	36	8	14	4	1	0	2	0	19	4
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	44	36	8	14	4	1	0	2	0	19	4
TOTAL INTERVIEWED	6	4	2	3	2	0	0	0	0	1	0
NOT OFFERED POSITION	3	2	1	1	1	0	0	0	0	1	0
OFFERED POSITION	3	2	1	2	1	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	2	2	0	2	0	0	0	0	0	0	0

The goal candidates, two (2) white males were selected.

Req: 2016-847

Date Started: 8/19/2016

JobTitle: Assistant Professor/Clinical – Family Medicine in the Department of Family Medicine

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	1	2	1	2	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	1	1	1	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected.

Req: 2016-880

Date Started: 9/16/2016

JobTitle: Assistant Professor/Clinical – Infectious Disease in the Department of Medicine

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	1	2	0	1	0	0	0	0	1	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	1	2	0	1	0	0	0	0	1	1
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Thursday, March 30, 2017

Department: Oral Health and Diag Sciences

Job Title: Asst Prof/Clinical - Endodontics

Recruiter: Jaishree Duggal

Search Code: 2016-977

Date Posted: 4/14/2016

Posting Deadline:

Purpose of Class :

The University of Connecticut School of Dental Medicine is seeking applications for a full time, assistant professor position in the Division of Endodontology,. Responsibilities include teaching endodontics in the predoctoral and postdoctoral programs, participation in research and other scholarly activities, treatment of patients, and service to the School and profession.

Qualified applicants must have a DDS/DMD degree, a certificate of advanced education in endodontics from a program accredited by the Commission on Dental Accreditation and American Board of Endodontics eligibility/certification. Appointment type, rank and salary will be commensurate with qualifications and experience.

Questions regarding the position should be addressed to Dr. Kamran Safavi, Professor and Chair, Division of Endodontology, UConn Health, at safavi@uchc.edu.

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Req: 2016-977

Date Started: 11/14/2016

JobTitle: Assistant Professor/Clinical – Endodontics
in the Department of Oral Health and Diagnostic Sciences
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	2	1	1	0	0	0	0	1	1	0
TOTAL REJECTED APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	1	1	0	0	0	0	0	1	1	0
TOTAL INTERVIEWED	2	1	1	0	0	0	0	0	1	1	0
NOT OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviations in Posting:

DDS – Doctor of Dental Science
DMD – Doctor of Dental Medicine

This position was posted on the UConn Health website.

The white male and Hispanic female goals had been met with previous hires and were no longer established hiring goals.

No goal candidates applied for this position.

One (1) Hispanic female was selected. She was a DDS and had a certificate of advanced education in endodontics from UConn Health which included two (2) years of service as a chief resident.

Req: 2016-1026

Date Started: 8/5/2016

JobTitle: Assistant Professor/Clinical – Orthopaedic Bone Oncology
in the Department of Orthopaedic Surgery
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	5	3	2	2	2	0	0	0	0	1	0
TOTAL REJECTED APPLICANT	2	1	1	0	1	0	0	0	0	1	0
TOTAL QUAL. APPLICANT	3	2	1	2	1	0	0	0	0	0	0
TOTAL INTERVIEWED	2	1	1	1	1	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected.

Req: 2016-1077

Date Started: 10/14/2016

JobTitle: Assistant Professor/Clinical – Neuropsychologist in the Department of Psychiatry

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	1	3	1	3	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	1	3	1	3	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Monday, April 3, 2017

Department: Family Medicine

Job Title: Asst Prof/Clinical

Recruiter: Joyce Smith

Search Code: 2016-1122

Date Posted: 5/24/2016

Posting Deadline:

Purpose of Class :

Assistant or Associate Professor/Clinical Family Medicine - Farmington and Hartford This fulltime faculty position will serve in the Department of Family Medicine where the responsibilities will include teaching, evaluation, and administration in the University of Connecticut/Saint Francis Hospital Family Medicine Residency Program, as well as some teaching within the medical student curriculum. The clinical scope of practice will include the care of both ambulatory and hospitalized patients and will occur at the Family Medicine Center at Asylum Hill (the joint resident/faculty practice for the Department) and at Saint Francis Hospital and Medical Center in Hartford, Connecticut. Inclusion of prenatal and delivery care in the scope of practice is highly desirable, though not absolutely required. In collaboration with the other faculty and staff, the faculty member will participate in the ongoing development and delivery of the didactic curriculum and clinical supervision for residents and medical students at the University of Connecticut School of Medicine. In addition, this person will participate in ongoing activities including clinical quality improvement initiatives, faculty development, the creation and submission of grant proposals to support continued and new educational/research initiatives, and the production of presentations and publications to disseminate the findings and outcomes of the activities listed above. Established knowledge/experience of current family medicine practice is essential, with familiarity with the use of electronic medical records highly desirable. Established teaching skills across the formats including didactic lectures, small group seminars, ambulatory precepting, and clinical bedside teaching will all be valuable. A proven track record demonstrating the ability to work collaboratively with others in a team/group to accomplish projects/tasks, and to balance multiple overlapping initiatives, are essential. Position Requirements M.D. or D.O. with prior teaching experience preferred; the scope of clinical practice will include both ambulatory and inpatient care, with inclusion of family-centered maternity care highly desirable. Must possess/acquire and maintain a license to practice medicine in the State of Connecticut. Prior faculty experience at the residency and/or medical student level(s) is highly desirable. Candidates with an established track record of publication/presentation will have a strong advantage. Additional advanced degrees (ie., M.P.H., M.S., or Ph.D.) advantageous if applicable, but not required. SCHEDULE: Fulltime faculty commitment strongly preferred, though will consider applicants interested in 80-100% FTE range. The ideal candidate will be able to begin position as soon as possible, even within the current academic year. SALARY: Competitive; commensurate with experience and congruent with AAMC Faculty Salary table guidelines. Please upload a letter of intent, CV and other related documents through this website. Questions should be addressed to Douglas Montgomery, MD, at mdouglas@stfranciscare.org

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Req: 2016-1122

Date Started: 9/2/2016

JobTitle: Assistant Professor/Clinical in the Department of Family Medicine

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	0	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	0	0	0	0	0	0	1
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	0	0	1
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

Abbreviations in Posting:

MD –Doctor of Medicine

DO – Doctor of Osteopathic Medicine

MPH – Master of Public Health

MS – Master of Science

Ph.D.– Doctor of Philosophy

FTE – full time equivalent

AAMC – Association of American Medical Colleges

CV – curriculum vitae

This position was posted on the UConn Health website.

The Hispanic female goals had been met with previous hires and were no longer established hiring goals.

No goal candidates applied for this position.

One (1) AAIANHNPI female was selected. She was an MD who had five (5) years of experience in academic medicine post residency; teaching experience in both residency education and medical school student education; and direct patient care experience of full scope Family Medicine in both the outpatient and inpatient settings.

JOB OPPORTUNITY BULLETIN

As of Wednesday, June 14, 2017

Department: Diagnostic Imaging & Therapeutics

Job Title: Asst Prof/Clinical

Recruiter: Joyce Smith

Search Code: 2016-1123

Date Posted: 5/24/2016

Posting Deadline: 6/7/2016

Purpose of Class :

Radiologist

Responsibilities will primarily involve clinical care of patients as a Radiologist and a member of the UConn Medical Group, the faculty practice plan of the School of Medicine.

Fellowship trained, experienced radiologist to perform studies in the areas of pediatric radiology, musculoskeletal radiology, body imaging, neuroradiology, chest, and interventional radiology. Additionally, the ideal candidate will also perform other general radiology duties as needed in CT, MR, arthrography, fluoroscopy, plain films, and musculoskeletal interventions.

Academic responsibilities will also include acting as the Radiology Residency Program Director and medical student education.

You will teach and precept residents, fellows, and medical students as part of your faculty responsibilities and may be assigned other duties and responsibilities as may be necessary (e.g. community outreach, lectures, committee membership, etc.).

Qualifications:

Successful completion of Fellowship training programs in Pediatric and Musculoskeletal Radiology

Competency in Body Imaging and general Diagnostic Radiology

American Board of Radiology certified in Diagnostic Radiology

Current State of CT medical license

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Req: 2016-1123

Date Started: 9/16/2016

JobTitle: Assistant Professor/Clinical in Diagnostic Imaging and Therapeutics

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	2	0	2	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	2	0	2	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

CT – Computed Tomography
MR – Magnetic Resonance
CT - Connecticut

This position was posted on the UConn Health website.

The white male and Hispanic female goals had been met with previous hires and were no long established hiring goals.

No goal candidates applied for this position.

One (1) white male was selected. He was a UConn Medical School graduate who completed a residency and a Fellowship training program in Musculoskeletal Radiology and a Fellowship in Pediatric Diagnostic Radiology. He was American Board of Radiology certified in Diagnostic Radiology and had a State of CT medical license.

Req: 2016-1240

Date Started: 9/2/2016

JobTitle: Assistant Professor/Clinical in Psychiatry
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	1	0	1	0	0	0	0	0	1	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	1	0
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected.

Req: 2017-100

Date Started: 11/14/2016

JobTitle: Assistant Professor/Clinical – Sports Medicine
in the Department of Orthopaedic Surgery
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	1	1	0	1	0	0	0	0	1	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	1	1	0	1	0	0	0	0	1	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Thursday, March 30, 2017

Department: Pediatrics

Job Title: Asst Prof- Glycogen Storage Disease

Recruiter: Joyce Smith

Search Code: 2017-145

Date Posted: 7/27/2016

Posting Deadline: 9/5/2016

Purpose of Class :

Research Scientist/Junior Faculty Member - Department of Pediatrics

PhD, MD or MD/PhD with expertise in animal models to study glycogen storage disease disorders, with expertise in gene sequencing and gene therapy.

Create and conduct experiments using a glycogen storage disease mouse model.

Process and analyze results and data from mouse model of experimentation.

Communicate results to the scientific community via published papers.

Collaborate with industry/academia to apply the results of research and develop new techniques, products or practices.

Present ongoing work and findings to colleagues at academic conferences, and summarize the nature of the research, methodology and results.

Teach, demonstrate to or supervise undergraduate, graduate students, residents and fellows, and train and supervise other members of GSD research laboratory.

Devise or help to draw up new research proposals and apply for funding and grants.

Carry out peer reviews of written publications and presentations to validate theories and inform research.

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Req: 2017-145

Date Started: 12/9/2016

JobTitle: Assistant Professor/Clinical – Glycogen Storage Disease Program
in the Department of Pediatrics
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	2	0	1	0	0	0	0	0	1	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	2	0	1	0	0	0	0	0	1	0
TOTAL INTERVIEWED	1	1	0	0	0	0	0	0	0	1	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	0	0	1	0

Abbreviations in Posting:

PhD – Doctor of Philosophy
MD – Doctor of Medicine
GSD – Glycogen Storage Disease

This position was posted on the UConn Health website.

The white male and Hispanic female goals had been met with previous hires and were no longer established hiring goals.

No goal candidates applied for this position.

One (1) AAIANHNPI male was selected. He has a PhD with expertise in animal models to study glycogen storage disease disorders, with expertise in gene sequencing and gene therapy.

JOB OPPORTUNITY BULLETIN

As of Monday, March 12, 2018

Department: Cell Biology

Job Title: Asst Prof/Basic Sciences

Recruiter: Joyce Smith

Search Code: 2017-202

Date Posted:

Posting Deadline: 8/18/2016

Purpose of Class:

Assistant Professor In-Residence position available to investigate mechanisms of luteinizing hormone signaling in the ovarian follicle.

Required Experience:

The successful candidate will have obtained a Ph.D. in zoology or biology, and have at least 4 years of postdoctoral experience in studying signaling by luteinizing hormone in mouse and rat ovarian follicles. This position requires extensive experience in microdissection and culture of ovarian follicles. Phos-tag gel electrophoresis, cyclic nucleotide phosphodiesterase assays, and confocal microscopy. The candidate should have at least 3 first author publications in high quality journals during the past 5 years. In depth computing skills are necessary for image analysis and statistical analysis.

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Req: 2017-202

Date Started: 9/2/2016

JobTitle: Assistant Professor/Basic Sciences in Cell Biology
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	1	0	1	0	0	0	0	0	1	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	1	0
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

Ph.D. – Doctor of Philosophy

This position was posted on the UConn Health website, and was open to UConn Health employees only.

The white male and Hispanic female goals had been met with previous hires and were no longer an established hiring goal.

No goal candidates applied for this position.

One (1) white male was selected. He had a Ph.D. in Zoology, and had spent four (4) years as a Postdoctoral Fellow at UConn Health studying the mechanisms of how luteinizing hormone signaling leads to changes in cyclic nucleotide levels in both mouse and rat ovarian follicles. Through this work, he had experience in microdissection of follicles from ovarian tissue, as well as follicle culture on Millicell membranes for experiments, and experience in using Phos-tag gel electrophoresis to study changes in phosphorylation state of proteins, performing cyclic nucleotide phosphodiesterase assays to quantify levels, and operating a confocal microscope; experience analyzing the data from these experiments, utilizing image analysis software and statistical analysis software. He had three (3) first author papers in highly respected journals since 2013.

Req: 2017-245

Date Started: 09/16/2016

JobTitle: Assistant Professor/Sciences in Neuroscience
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, August 2, 2017

Department: Medicine

Job Title: Asst Prof/Clinical - Internal Medicine

Recruiter: Joyce Smith

Search Code: 2017-823

Date Posted: 2/8/2017

Posting Deadline:

Purpose of Class:

The Department of Medicine, Division of General Internal Medicine at the University of Connecticut Health Center is seeking applications from BC/BE internists for primary care providers. Appointment will be at the rank of Assistant or Associate Professor. The successful candidate will excel at patient care. Opportunities for medical student and resident education are available.

We provide a comprehensive range of primary care services, currently in the following convenient locations: Farmington, West Hartford, East Hartford, Canton, Plainville, Simsbury and Mansfield (Storrs). Our physicians are board-certified in internal medicine and focus on prevention, wellness, screening and management of chronic medical problems. They are dedicated and work collaboratively to take care of patients in a cohesive and thoughtful manner. As part of the UConn Health Center, more than 450 UConn physicians, in more than 50 specialties, are available for consultation or referral; our physicians have admitting privileges at John Dempsey Hospital.

The University of Connecticut Health Center will be adding many new faculty members over the next few years as part of an exciting new initiative (Biosciences Connecticut), which also includes construction of a new patient care tower, ambulatory care building, renovation of research space, and expansion of the medical student class size.

Positions may be located in Southington, Avon/Canton or Farmington

Interested candidates should submit a cover letter and curriculum vitae through this site. The contact person is Ms. Cherell Curtis at 860-679-3493.

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Req: 2017-823

Date Started: 6/23/2017

JobTitle: Assistant Professor/Clinical in Internal Medicine

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	0	3	0	1	0	0	0	1	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	0	0	0	0	1	0	1
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	0	0	1
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

Abbreviations in Posting:

BC/BE – board certified/board eligible

This position was posted on the UConn Health website.

The white male and Hispanic female goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, one (1) white female did not meet the minimum requirements because she was not BC/BE.

One (1) AAIANHNPI female was selected. She was BC in Internal Medicine and had been working as a locum tenens at UConn Health.

2D. (Assistant Professor) Hires – Part Time to Full Time – Adjusted Work Schedule

**Assistant Professor/Clinical
(Prosthodontics and Operative Dentistry)**

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

**Assistant Professor/Clinical
(Endocrinology)**

One (1) AAIANHNPI female adjusted her work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Faculty

2E. Instructor

Goals

8 white males

1 black male

1 black female

JOB OPPORTUNITY BULLETIN

As of Monday, June 19, 2017

Department: Surgery

Job Title: Instructor/Clinical - Audiologist

Recruiter: Joyce Smith

Search Code: 2016-853

Date Posted: 3/8/2016

Posting Deadline:

Purpose of Class:

AUDIOLOGIST

The audiologist is responsible for providing comprehensive diagnostic and rehabilitative services to individuals of all ages. This position is located in Farmington but will also be assigned to our satellite office in Southington.

Responsibilities:

Adult and pediatric diagnostic audiometry

Neuro-diagnostic and threshold ABR, DPOAE, vestibular evaluations - VNG

The recommendation, dispensing and fitting of appropriate amplification.

Cochlear implant evaluations and programming of cochlear processors (current working exclusively with Cochlear Corporation

The assessment, fitting and management of osseointegrated systems

(BAHA; manufactured by Cochlear Corporation)

Clinical guidance and instruction (in lecture format) of audiology students, medical students and ENT residents may be requested.

Requirements:

AuD

ASHA Certificate of Clinical Competency in Audiology

Connecticut state license

2 plus years of experience preferred with strong clinical skills

Schedule: 40 hour work week, Monday through Friday, 8am-5pm

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Req: 2016-853

Date Started: 7/22/2016

JobTitle: Instructor/Clinical – Audiologist in the Department of Surgery

JobGroup: 2E-INSTRUCTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	0	3	0	3	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	3	0	0	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

ABR – Auditory Brainstem Response

DPOAE – Distortion Product Otoacoustic Emissions

VNG – Video-Nystagmography

ENT – Ear, Nose, and Throat

AuD – Doctor of Audiology

ASHA – American Speech-Language-Hearing Association

This position was posted on the UConn Health website.

No goal candidates applied for this position.

One (1) white female was selected. She was an AuD, had the ASHA Certificate of Clinical Competency in Audiology, Connecticut state license, and one (1) year of experience in an Audiologist practice.

JOB OPPORTUNITY BULLETIN

As of Monday, June 19, 2017

Department: Medicine

Job Title: Instructor/Basic Sciences

Recruiter: Joyce Smith

Search Code: 2016-881

Date Posted: 3/14/2016

Posting Deadline:

Purpose of Class:

INSTRUCTOR POSITION

We are seeking a motivated individual to join UConn Health in the Department of Medicine as an Instructor in the Department of Medicine. Qualifications include a PhD degree and completion of a postdoctoral fellowship. Although the position is primarily research, there may be some educational opportunities to teach in postgraduate programs. Candidate will work on a project evaluating menthol and nicotine content in cigarettes. Special consideration will be given to individuals with tobacco regulatory science experience.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2016-881

Date Started: 7/22/2016

JobTitle: Instructor/Basic Science in Medicine

JobGroup: 2E-INSTRUCTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	1	2	0	2	0	0	0	0	1	0
TOTAL REJECTED APPLICANT	2	1	1	0	1	0	0	0	0	1	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

PhD – Doctor of Philosophy

This position was posted on the UConn Health website.

No goal candidates applied for this position.

One (1) white female was selected. She had a PhD and two (2) years of experience in smoking research.

JOB OPPORTUNITY BULLETIN

As of Tuesday, June 20, 2017

Department: Cardiology

Job Title: Instructor/Clinical

Recruiter: Joyce Smith

Search Code: 2016-1169

Date Posted: 6/2/2016

Posting Deadline: 6/9/2016

Purpose of Class :

The Department of Family Medicine and the Calhoun Cardiology Center are recruiting a clinical bioinformatician faculty

Required Qualifications: advanced degree such as a PhD, knowledge in time-series model, multivariate statistical analysis, data mining and text mining, biostatistics expertise. Postdoctoral fellowship experiences.

Preferred qualifications: statistical process control, experiences with chronic disease data and monitoring and surveillance methodology, programming language such as MATLAB, tools such as GAMS, Lindo, CPLEX.

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Req: 2016-1169

Date Started: 9/2/2016

JobTitle: Instructor/Clinical in Cardiology

JobGroup: 2E-INSTRUCTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	0	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	0	0	0	0	0	0	1
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	0	0	1
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

Abbreviations in Posting:

PhD – Doctor of Philosophy

This position was posted on the UConn Health website.

No goal candidates applied for this position.

One (1) AAIANHNPI female was selected. She had experience in complex system development, especially syndromic surveillance, chronic disease monitoring, and clinical decision support system in chronic care with statistical engineering methodologies such as statistical process control, times-series model, multivariate statistical analysis, data mining, text mining, and data visualization tools; a PhD; and Postdoctoral fellowship experiences.

JOB OPPORTUNITY BULLETIN

As of Wednesday, June 21, 2017

Department: Craniofacial Sciences

Job Title: Instructor/Clinical

Recruiter: Joyce Smith

Search Code: 2017-093

Date Posted: 7/13/2016

Posting Deadline:

Purpose of Class:

Clinical Instructor - General Dentistry

Applications are being accepted for a clinical instructor position in the Division of General Dentistry. This is a clinical, non-tenure track position which is for a one year period with options for renewal on an annual basis contingent upon continued funding. The clinical instructor will be committed to approximately four days of direct patient care at an affiliated community site/clinic with teaching responsibilities at that site for students and residents on rotation. The remaining time will be committed to participation in didactic and clinical teaching and supervision at the undergraduate (predoctoral) and graduate (postdoctoral) levels. The clinical instructor may also pursue scholarly activities and research interests as appropriate.

The minimum qualifications are a DDS/DMD degree (or its equivalent) and advanced training in general dentistry from an ADA CODA approved postdoctoral general dentistry residency program, and eligibility for a CT dental license. Under certain conditions, individuals with non-US or Canadian dental degrees may be eligible for restricted dental licensure in CT. Applicants with experience in educational and/or community settings are preferred.

Applicants should upload their CV and other supporting documents through this site.

Questions regarding this search should be addressed to Dr. Steven Lepowsky, Senior Associate Dean for Education and Patient Care and Chair, Division of General Dentistry.

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Req: 2017-093

Date Started: 9/2/2016

JobTitle: Instructors/Clinical in Craniofacial Sciences

JobGroup: 2E-INSTRUCTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	9	5	3	2	1	0	2	3	3	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	14	9	5	3	2	1	0	2	3	3	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	5	2	3	0	0	0	0	2	3	0	0
REFUSED POSITION	2	2	0	0	0	0	0	2	0	0	0
TOTAL ACCESSIONS	3	0	3	0	0	0	0	0	3	0	0

Abbreviations in Posting:

DDS/DMD – Doctor of Dental Science/Doctor of Dental Medicine

ADA CODA – American Dental Association Commission on Dental Accreditation

CT – Connecticut

US – United States

CV – curriculum vitae

This position was posted on the UConn Health website.

The goal candidates, three (3) white males and one (1) black male were not interviewed for the following reasons: One (1) white male withdrew his application. One (1) white male indicated he was not interested in committing to approximately four (4) days of direct patient care. One (1) white male was counseled on disregard for institutional policies. One (1) black male's salary demands could not be met.

Three (3) Hispanic females were selected. They were DDS with CT dental licenses who had completed their residencies and fellowship trainings with UConn Health. They had the preferred experiences with educational and community settings.

JOB OPPORTUNITY BULLETIN

As of Monday, August 21, 2017

Department: Surgery

Job Title: Instructor/Clinical

Recruiter: Joyce Smith

Search Code: 2017-1041

Date Posted: 4/11/2017

Posting Deadline: 4/18/2017

Purpose of Class:

Minimum Qualification

PhD in Biochemistry and Molecular Biology

Experience

5 years of postdoctoral experience

5-6 years of experience in handling animals, maintaining mice breeding colonies.

Ability to isolate, culture and maintain endothelial cells, cardiomyocytes and fibroblasts from rat and mice heart.

Should be skilled in advanced molecular biology techniques, cell culture, stem cell handling, amplification and purification of adeno virus. Experience in gene manipulation technique such as silencing or knockdown by siRNA.

Skilled in light and fluorescence microscope, transmission electron microscopy (TEM), scanning electron microscopy (SEM) and confocal microscopy.

Should have tremendous expertise in making paraffin blocks, paraffin sectioning, cryo-sectioning.

Other expertise

Complex mice breeding strategies, genotyping, in vitro angiogenesis assays, adhesion, invasion and migration assays, flow cytometry, real-time PCR, western blotting, immunohistochemistry, immunofluorescence and immunocytochemistry, various enzyme analysis, homology modelling, molecular docking, in vitro biochemical analysis, handling complex data analysis, blood flow measurement in mice hind limb by laser doppler imaging, quantification of western blot data using Image J and Scion Image software, supervising students, train postdocs with techniques, participate/assist in manuscript writing for publication in scientific journals and/or presentations.

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Req: 2017-1041

Date Started: 6/1/2017

JobTitle: Instructor/Clinical in Surgery

JobGroup: 2E-INSTRUCTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	1	0	0	0	0	0	0	0	1	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	1	0	0	0	0	0	0	0	1	0
TOTAL INTERVIEWED	1	1	0	0	0	0	0	0	0	1	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	0	0	1	0

Abbreviations in Posting:

PhD – Doctor of Philosophy

PCR – polymerase chain reaction

This position was posted on the UConn Health website.

No goal candidates applied for this position.

One (1) AAIANHNPI male was selected. He had a PhD in Biochemistry and Molecular Biology and had completed six (6) years as a Postdoctoral Fellow at UConn Health where he had experience in handling laboratory animals and maintaining mice breeding colonies; experience isolating, culturing and maintain endothelial cells, cardio myocytes, and fibroblasts from rat and mice heart; experience in molecular biology techniques, cell culture, stem cell handling, amplification and purification of adeno virus; experience in gene manipulation technique such as silencing or knockdown by siRNA; experienced in light and fluorescence microscope, transmission electron microscopy, scanning electron microscopy and confocal microscopy; experienced in making paraffin blocks, paraffin sectioning, and cryo-sectioning. He also had complex mice breeding strategies, genotyping, in vitro angiogenesis assays, adhesion, invasion and migration assays, flow cytometry, real-time PCR, western blotting;, immunohistochemistry, immunofluorescence and immunocytochemistry, various enzyme analysis, homology modelling; molecular docking, in vitro biochemical analysis, handling complex data analysis, blood flow measurement in mice hind limb by laser Doppler imaging, quantification of western blot data using image J and Scion Image software, supervising students, training postdocs with techniques, participating in manuscript writing for publication in scientific journals and presentations.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3A. Registered Nurse

Goals

37 white females

Req: 2016-063

Date Started: 9/16/2016

JobTitle: Staff Nurse CN2 in the Farmington Surgery Center

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	100	10	90	9	68	0	9	0	9	1	4
TOTAL REJECTED APPLICANT	74	7	67	6	49	0	8	0	6	1	4
TOTAL QUAL. APPLICANT	26	3	23	3	19	0	1	0	3	0	0
TOTAL INTERVIEWED	11	1	10	1	9	0	0	0	1	0	0
NOT OFFERED POSITION	7	0	7	0	6	0	0	0	1	0	0
OFFERED POSITION	4	1	3	1	3	0	0	0	0	0	0
REFUSED POSITION	2	1	1	1	1	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	0	2	0	2	0	0	0	0	0	0

A goal candidate, one (1) white female was selected. *A goal candidate, one (1) white female was selected during the last reporting period and was discussed in the 2016 Affirmative Action Plan.

Req: 2016-533

Date Started: 11/28/2016

JobTitle: Nurse Correction – Functional Unit #1 in the Department of CMHC - Osborn

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	25	3	22	3	16	0	6	0	0	0	0
TOTAL REJECTED APPLICANT	6	0	6	0	5	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	19	3	16	3	11	0	5	0	0	0	0
TOTAL INTERVIEWED	5	1	4	1	3	0	1	0	0	0	0
NOT OFFERED POSITION	3	1	2	1	1	0	1	0	0	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2016-808

Date Started: 1/6/2017

JobTitle: Nurse Correction – Functional Unit #7 in CMHC-New Haven
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	19	4	15	3	9	1	4	0	1	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	18	4	14	3	8	1	4	0	1	0	1
TOTAL INTERVIEWED	4	0	4	0	2	0	1	0	1	0	0
NOT OFFERED POSITION	3	0	3	0	1	0	1	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Thursday, May 11, 2017

Department: ER/Radiology

Job Title: Staff Nurse CN II - Interventional Radiology

Recruiter: Lynn Stockwell

Search Code: 2016-821

Date Posted: 2/25/2016

Posting Deadline: 7/7/2016

Purpose of Class :

At UConn Health, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

REQUIREMENTS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; graduation from an accredited nursing program. Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions. Possession of knowledge, skills, abilities as stated above.

SPECIAL: Minimum 2 years acute care nursing experience required, to include IR/ER nursing experience, telemetry certification, CPR

PREFERRED: ER/Critical Care experience to include conscious sedation, ventilator care, cardiac monitoring proficiency, vassopressor and thrombolytic therapy; experience with angioplasties, thora/paracentesis; PICC line/dialysis catheter insertions; fully competent in sterile technique; ACLS certification; BSN

EXAMPLES OF DUTIES: Performs a full range of tasks in providing nursing care to assigned patients; performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; guides and supervises assigned personnel in the delivery of patient care; performs related duties as required.

SCHEDULE: This is a full time position, 40 hours/week, flexible 8 hour shifts; call hours required and holidays as needed; 1/2 hour unpaid meal break.

FULL TIME EQUIVALENT SALARY MINIMUM: \$61,734.

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Req: 2016-821

Date Started: 8/19/2016

JobTitle: Staff Nurse CN2 – Interventional Radiology
in the Department of Emergency Room/Radiology
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	22	6	16	6	13	0	0	0	1	0	2
TOTAL REJECTED APPLICANT	11	3	8	3	6	0	0	0	1	0	1
TOTAL QUAL. APPLICANT	11	3	8	3	7	0	0	0	0	0	1
TOTAL INTERVIEWED	3	2	1	2	1	0	0	0	0	0	0
NOT OFFERED POSITION	2	1	1	1	1	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

RN – Registered Nurse

CT – Connecticut

IR/ER – Interventional Radiology/Emergency Room

CPR – Cardiopulmonary Resuscitation

PICC – Peripherally Inserted Central Catheters

ACLS – Advanced Cardiovascular Life Support

BSN – Bachelor’s Degree in Nursing

This position was posted on the UConn Health website.

The goal candidates, six (6) white females did not meet the minimum requirements for the following reasons: Five (5) white females did not have the special requirements of a minimum two (2) years acute care nursing experience, including IR/ER nursing experience, telemetry certification, and CPR. One (1) white female did not have the required telemetry certification.

The goal candidates, six (6) white females were not interviewed for the following reasons: One (1) white female would not be available to start until after September. Three (3) white females did not have the current preferred Critical Care experience. Specifically, one of the white female’s experience was four (4) years ago, another of the white female’s experience was nineteen (19) years ago, and the other white females experience was ten (10) years ago. One (1) white female withdrew her application. One (1) white female did not have the preferred BSN and she was not currently enrolled in a BSN program.

Req: 2016-821 continued

The goal candidate, one (1) white female was interviewed and not selected because during the interview it was discovered that she was not currently enrolled in a BSN program which was a preferred requirement.

One (1) white male was selected. He had current four (4) years acute care nursing experience which included ER/critical Care nursing experience, telemetry certification, and CPR. He also had the preferred ACLS certification and was enrolled in a BSN program.

Req: 2016-939

Date Started: 7/22/2016

JobTitle: Nurse Correction – Functional Unit #9 in the Department of CMHC - Manson

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	10	0	10	0	7	0	2	0	1	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	9	0	9	0	6	0	2	0	1	0	0
TOTAL INTERVIEWED	3	0	3	0	3	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Tuesday, May 16, 2017

Department: CMHC-Cheshire

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2016-1062

Date Posted: 5/12/2016

Posting Deadline: 9/28/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 3:00 pm - 11:00 pm, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

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Req: 2016-1062

Date Started: 11/11/2016

JobTitle: Nurse Correction – Functional Unit #9 in the Department of CMHC - Cheshire

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	25	3	22	2	11	1	7	0	2	0	2
TOTAL REJECTED APPLICANT	3	0	3	0	2	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	22	3	19	2	9	1	6	0	2	0	2
TOTAL INTERVIEWED	5	2	3	2	0	0	2	0	1	0	0
NOT OFFERED POSITION	4	2	2	2	0	0	1	0	1	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

This position was posted on the UConn Health website.

Abbreviations in Posting:

RN – Registered Nurse

The goal candidates, two (2) white females did not meet the minimum requirements because they did not have the required one (1) year of experience as a RN or the allowable substitutions of a Bachelor’s degree in nursing or the two (2) years of experience as a Licensed Professional Nurse (LPN) working in a hospital, psychiatric or inmate setting and possession of a RN license or temporary permit in the State of Connecticut (CT).

The goal candidates, nine (9) white females were not interviewed for the following reasons: Three (3) white females withdrew their applications prior to scheduling an interview. One (1) white female was previously interviewed for another position and it was discovered that she had unsatisfactory performance and attendance issues. One (1) white female was selected for another UConn Health position. One (1) white female was a RN graduate May 2016 and did not have any correctional nurse experience. One (1) white female was a RN graduate October 2008 and did not have any correctional nurse experience. One (1) white female was a RN graduate May 2013 and did not have any correctional nurse experience. One (1) white female was a RN graduate May 2014 and did not have any correctional nurse experience.

One (1) black female, part-time UConn Health employee was selected. She was a RN graduate May 1988; was currently a RN per diem at CMHC; and was previously a full-time correctional nurse.

Req: 2016-1066

Date Started: 2/3/2017

JobTitle: Nurse Correction – Functional Unit #2 in the Department of CMHC - Garner
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	1	13	1	8	0	5	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	14	1	13	1	8	0	5	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	1	0	1	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female, part-time UConn Health employee was selected. She was an 1199 union member with contractual bargaining rights to the position.

Req: 2016-1067

Date Started: 9/30/2016

JobTitle: Nurse Correction – Functional Unit #2 in the Department of CMHC - Garner
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	0	7	0	4	0	2	0	1	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	3	0	2	0	0	0	0
TOTAL INTERVIEWED	3	0	3	0	2	0	1	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female, part-time UConn Health employee and 1199 union member had contractual bargaining rights to this position.

JOB OPPORTUNITY BULLETIN

As of Thursday, May 11, 2017

Department: CMHC-Corrigan/Radgowski

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2016-1085

Date Posted: 5/19/2016

Posting Deadline: 5/25/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 12:00 am - 8:00 am, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$48,295

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2016-1085

Date Started: 9/30/2016

JobTitle: Nurse Correction – Functional Unit #3 in the Department of CMHC-Corrigan/Radgowski
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	1	5	0	3	0	1	1	1	0	0
TOTAL REJECTED APPLICANT	2	1	1	0	1	0	0	1	0	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	2	0	1	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

RN – Registered Nurse

This position was posted on the UConn Health website.

The goal candidate, one (1) white female did not meet the minimum requirement because she did not have the required one (1) year of experience as a RN or the allowable substitutions.

The goal candidates, two (2) white females were not interviewed because they both withdrew their applications prior to scheduling interviews.

One (1) black female was selected. In May 2015 she graduated with a Bachelor’s degree in nursing.

Req: 2016-1136

Date Started: 10/28/2016

JobTitle: Nurse Correction – Functional Unit #2 in the Department of CMHC - Garner

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	0	4	0	3	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	2	0	1	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2016-1143

Date Started: 1/6/2017

JobTitle: Nurse Correction – Functional Unit #1 in the Department of CMHC - Osborn
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	16	2	14	1	10	1	3	0	1	0	0
TOTAL REJECTED APPLICANT	3	0	3	0	2	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	13	2	11	1	8	1	3	0	0	0	0
TOTAL INTERVIEWED	3	1	2	1	2	0	0	0	0	0	0
NOT OFFERED POSITION	2	1	1	1	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Thursday, May 11, 2017

Department: CMHC-Cheshire

Job Title: Nurse (Correctional Facility) - Functional Unit #9

Recruiter: Noreen Logan

Search Code: 2016-1148

Date Posted: 5/26/2016

Posting Deadline: 7/14/2016

Purpose of Class:

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

Those employees who received a lay off notice do not need to apply for a specific position at this time, however, they must submit the form attached to their lay off letter for their lay off election by July 14, 2016, in order to be considered for a vacancy.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 3:00 pm - 11:00 pm, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

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Req: 2016-1148

Date Started: 9/2/2016

JobTitle: Nurse Correction – Functional Unit #9 in the Department of CMHC - Cheshire
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	13	3	10	2	6	1	2	0	2	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	11	3	8	2	5	1	2	0	1	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

RN – Registered Nurse

This position was posted on the UConn Health website.

The goal candidate, one (1) white female did not meet the minimum requirements because she did not have a license or temporary permit as a RN in the State of Connecticut (CT).

The goal candidates, five (5) white females were not interviewed for the following reasons: Three (3) white females were selected for other UConn Health positions. One (1) white female did not have correctional nursing experience. One (1) white female withdrew her application.

One (1) white male was selected. He had nine and a half (9.5) years of RN experience working in psychiatric and one (1) year of correctional nursing experience.

Req: 2016-1173

Date Started: 10/28/2016

JobTitle: Staff Nurse CN2 – Operating Room – Vascular

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	28	5	23	3	14	0	3	1	4	1	2
TOTAL REJECTED APPLICANT	22	4	18	2	11	0	2	1	3	1	2
TOTAL QUAL. APPLICANT	6	1	5	1	3	0	1	0	1	0	0
TOTAL INTERVIEWED	3	0	3	0	2	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	3	0	3	0	2	0	0	0	1	0	0
REFUSED POSITION	2	0	2	0	1	0	0	0	1	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2016-1188

Date Started: 8/19/2016

JobTitle: Staff Nurse CN2 – Outpatient in the Department of Neag Comprehensive Cancer Center
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	0	8	0	6	0	2	0	0	0	0
TOTAL REJECTED APPLICANT	3	0	3	0	2	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	4	0	1	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, May 31, 2017

Department: Operating Room

Job Title: Staff Nurse CN II - OR

Recruiter: Lynn zz-Stockwell

Search Code: 2016-1212

Date Posted: 6/20/2016

Posting Deadline:

Purpose of Class :

Registered Nurse Operating Room

At UConn Health, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

REQUIREMENTS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; graduation from an accredited nursing program. Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions. Possession of knowledge, skills, abilities as stated above.

SPECIAL: Two (2) years OR nursing experience.

PREFERRED: BSN; Orthopedic, Spine, Vascular OR nursing experience

EXAMPLES OF DUTIES: Performs a full range of tasks in providing nursing care to assigned patients; performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; guides and supervises assigned personnel in the delivery of patient care; performs related duties as required.

SCHEDULE: This is a full time position, 40 hours/week, rotating shifts (7:00 a.m. - 3:30 p.m., 9:30 a.m. - 6:00 p.m., 3:00 p.m. - 11:30 p.m.) with weekends, holidays and on-call as needed; 1/2 hour unpaid meal break.

FULL TIME EQUIVALENT SALARY MINIMUM: \$61,734, salary dependent on experience

Recruitment Bonus of \$3000.00 - \$1500.00 will be paid at the successful completion of the six month working test period, then \$1500.00 six months later.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2016-1212

Date Started: 12/9/2016

JobTitle: Staff Nurse CN2 – In the Operating Room

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	30	3	27	2	20	0	1	1	4	0	2
TOTAL REJECTED APPLICANT	25	1	24	0	18	0	0	1	4	0	2
TOTAL QUAL. APPLICANT	5	2	3	2	2	0	1	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

RN – Registered Nurse

CT – Connecticut

OR – Operating Room

BSN – Bachelor’s Degree in Nursing

This position was posted on the UConn Health website.

The goal candidates, eighteen (18) white females did not meet the minimum requirements for the following reasons: Seventeen (17) white females did not have the special requirement of two (2) years of OR nursing experience. One (1) white female did not have a current RN license in the State of CT and she was not eligible.

The goal candidates, two (2) white females were not interviewed for the following reasons: One (1) white female was not interviewed because she sent an e-mail stating she was no longer interested in this position. One (1) white female’s only experience was in labor and delivery. She did not have the preferred Orthopedic, spine, or Vascular nursing experience.

One (1) white male was selected. He was a licensed RN in the State of CT, had two (2) years of OR nursing experience, and the preferred requirements of a BSN, Orthopedic, and Spine nursing experience.

JOB OPPORTUNITY BULLETIN

As of Thursday, May 11, 2017

Department: Operating Room

Job Title: Staff Nurse CN II

Recruiter: Lynn Stockwell

Search Code: 2016-1213

Date Posted: 6/20/2016

Posting Deadline: 6/26/2016

Purpose of Class :

At UConn Health, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This is a New Grad RN position for the OR - Cardiothoracic/Vascular surgery.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

REQUIREMENTS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; graduation from an accredited nursing program. Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions. Possession of knowledge, skills, abilities as stated above.

PREFERRED: BSN, previous student nurse OR experience (Capstone or Internship), Periop 101

EXAMPLES OF DUTIES: Performs a full range of tasks in providing nursing care to assigned patients; performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; guides and supervises assigned personnel in the delivery of patient care; performs related duties as required.

SCHEDULE: This is a full time New Grad position, 40 hours/week, rotating 7a - 3:30p and 9:30a - 6p, weekends, evenings, holidays and on-call as needed; 1/2 hour unpaid meal break.

FULL TIME EQUIVALENT SALARY MINIMUM: \$57,595.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2016-1213

Date Started: 9/16/2016

JobTitle: Staff Nurse CN2 in the Operating Room

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	2	12	1	3	0	2	1	4	0	3
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	14	2	12	1	3	0	2	1	4	0	3
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

RN – Registered Nurse

OR – Operating Room

CT – Connecticut

BSN – Bachelor’s Degree in Nursing

This position was posted on the UConn Health website.

The goal candidates, three (3) white females were not interviewed because they were not qualified University Health Professional (UHP) union members with contractual bargaining interviewing rights to the position. We only interviewed UHP union members with contractual bargaining interviewing rights to the position.

One (1) black female, part-time UConn Health Staff Nurse employee and UHP union member was selected. She had the preferred BSN and was recommended by her current manager.

Req: 2016-1220

Date Started: 11/25/2016

JobTitle: Nurse Correction – Functional Unit #1 in the Department of CMHC - Osborn

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	2	7	2	4	0	3	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	9	2	7	2	4	0	3	0	0	0	0
TOTAL INTERVIEWED	2	1	1	1	0	0	1	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

One (1) white male, part-time UConn Health 1199 union member was selected. He had contractual bargaining rights to this position.

Req: 2016-1228

Date Started: 11/11/2016

JobTitle: Staff Nurse CN2 – PACU
in the Department of Postoperative Services
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	32	1	31	1	24	0	3	0	1	0	3
TOTAL REJECTED APPLICANT	15	0	15	0	10	0	2	0	1	0	2
TOTAL QUAL. APPLICANT	17	1	16	1	14	0	1	0	0	0	1
TOTAL INTERVIEWED	6	0	6	0	6	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	4	0	4	0	4	0	0	0	0	0	0
REFUSED POSITION	2	0	2	0	2	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	2	0	0	0	0	0	0

Two (2) goal candidates, one (1) white female, part-time UConn Health employee and one (1) white female were selected.

JOB OPPORTUNITY BULLETIN

As of Tuesday, May 16, 2017

Department: Endoscopy

Job Title: Staff Nurse CN II - Endoscopy

Recruiter: Lynn zz-Stockwell

Search Code: 2016-1229

Date Posted: 6/21/2016

Posting Deadline: 10/18/2016

Purpose of Class :

At UConn Health, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position is for Endoscopy.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

REQUIREMENTS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; graduation from an accredited nursing program. Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions. Possession of knowledge, skills, abilities as stated above.

SPECIAL: ACLS; minimum 1 year Critical Care experience

PREFERRED: two (2) years of ICU or GI nursing experience

EXAMPLES OF DUTIES: Performs a full range of tasks in providing nursing care to assigned patients; performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; guides and supervises assigned personnel in the delivery of patient care; performs related duties as required.

SCHEDULE: This is a full time position, 40 hours/week, Monday - Friday, rotating shifts 7a - 3:30p, 7:30a - 4:00p and 8a - 4:30p; minor holidays as needed; 1/2 hour unpaid meal break.

FULL TIME EQUIVALENT SALARY MINIMUM: \$61,734.

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Req: 2016-1229

Date Started: 11/14/2016

JobTitle: Staff Nurse CN2 – Endoscopy in the Department of Endoscopy

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	38	3	35	2	24	0	6	1	4	0	1
TOTAL REJECTED APPLICANT	23	2	21	1	14	0	4	1	3	0	0
TOTAL QUAL. APPLICANT	15	1	14	1	10	0	2	0	1	0	1
TOTAL INTERVIEWED	8	1	7	1	5	0	1	0	1	0	0
NOT OFFERED POSITION	6	0	6	0	4	0	1	0	1	0	0
OFFERED POSITION	2	1	1	1	1	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on our UConn Health website.

Abbreviations in Posting:

RN – Registered Nurse

CT – Connecticut

ACLS – Advanced Cardiovascular Life Support

ICU – Intensive Care Unit

GI – Gastroenterology

The goal candidates, fourteen (14) white females did not meet the minimum requirements for the following reasons: Two (2) white females did not have the required ACLS. Ten (10) white females did not have the required one (1) year of Critical Care experience. One (1) white female did not possess and was not eligible for a RN license in the State of CT. One (1) white female did not have Critical Care experience.

The goal candidates, five (5) white females were not interviewed for the following reasons: One (1) white female did not have a current CT RN license. One (1) white female withdrew her application. One (1) white female did not return phone calls to schedule an interview. One (1) white female chose not to schedule an interview due to required hours. One (1) white female was dropped during her working test period.

Req: 2016-1229 continued

The goal candidates, four (4) white females were interviewed and not selected for the following reasons: One (1) white female's Critical Care experience was nine (9) years ago. She has been working for the Department of Education for the past nine (9) years and lacked direct patient care experience. One (1) white female during the interview stated that the hours were not a good fit for her because of the late cases and the potential for being called in. One (1) white female was unable to identify Endoscopy procedures, which is a preferred experience. One (1) white female was third choice because of her limited Endoscopy experience.

The goal candidate, one (1) white female was offered the position and declined.

One (1) white male was selected. He had current ACLS, the preferred two (2) years of Critical Care experience, as well as two (2) years of experience with Endoscopy procedures that were done in the Emergency Room.

JOB OPPORTUNITY BULLETIN

As of Tuesday, May 16, 2017

Department: Neag Comp Cancer Center

Job Title: Staff Nurse CN II - Apheresis

Recruiter: Lynn zz-Stockwell

Search Code: 2016-1230

Date Posted: 6/21/2016

Posting Deadline: 6/27/2016

Purpose of Class :

At UConn Health, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

REQUIREMENTS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; graduation from an accredited nursing program. Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions. Possession of knowledge, skills, abilities as stated above.

SPECIAL: Minimum two (2) years Apheresis nursing experience

PREFERRED: Experience with Sickle Cell patients; BSN

EXAMPLES OF DUTIES: Performs a full range of tasks in providing nursing care to assigned patients; performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; guides and supervises assigned personnel in the delivery of patient care; performs related duties as required. Direct nursing care includes: apheresis, blood draws, peripheral and central line access, IV fluids, pain management, phlebotomy, blood product infusion, and vaccinations.

SCHEDULE: This is a full time position, 40 hours/week, Monday - Friday, 8:00 a.m. - 4:30 p.m., minor holidays as needed; 1/2 hour unpaid meal break.

FULL TIME EQUIVALENT SALARY MINIMUM: \$61,734.

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Req: 2016-1230

Date Started: 10/28/2016

JobTitle: Staff Nurse CN2 – Apheresis in the Department of Neag Comprehensive Cancer Center

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	2	1	2	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	2	1	1	1	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on the UConn Health website.

Abbreviations in Posting:

RN – Registered Nurse

CT – Connecticut

BSN – Bachelor’s Degree in Nursing

IV - intravenous

One (1) white female did not meet the minimum requirements because she did not have the two (2) years of Apheresis nursing experience.

One (1) white male was selected. He had thirteen (13) years of Apheresis nursing experience, a CT RN license, and experience with Sickle Cell patients.

Req: 2016-1242

Date Started: 9/16/2016

JobTitle: Nurse Correction Mental Health – Functional Unit #6
in the Department of CMHC - Bridgeport
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	4	10	3	5	1	4	0	1	0	0
TOTAL REJECTED APPLICANT	4	1	3	1	1	0	2	0	0	0	0
TOTAL QUAL. APPLICANT	10	3	7	2	4	1	2	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Thursday, May 11, 2017

Department: ER/Radiology

Job Title: Staff Nurse CN II - Interventional Radiology

Recruiter: Lynn Stockwell

Search Code: 2017-008

Date Posted: 7/1/2016

Posting Deadline: 8/2/2016

Purpose of Class :

At UConn Health, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position is for Interventional Radiology.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

REQUIREMENTS: Candidates must possess and maintain or be eligible for a current RN license in the State of CT; graduation from an accredited nursing program. Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions. Possession of knowledge, skills, abilities as stated above.

SPECIAL: 2 years current Critical Care nursing experience in ICU/CCU, IR or ER; ACLS; CPR

PREFERRED: Procedural experience with angioplasties, thoracentesis/paracentesis, PICC line/dialysis catheter insertions, competency in sterile technique; BSN

EXAMPLES OF DUTIES: Performs a full range of tasks in providing nursing care to assigned patients; performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; guides and supervises assigned personnel in the delivery of patient care; performs related duties as required.

SCHEDULE: This is a full time position; 40 hours/week, rotating 7a - 3:30p, 7:30a - 4p and 8a - 4:30p; minor holidays as needed; 1/2 hour unpaid meal break.

FULL TIME EQUIVALENT SALARY MINIMUM: \$61,734.

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Req: 2017-008

Date Started: 9/16/2016

JobTitle: Staff Nurse CN2 – Interventional Radiology in the Department of ER/Radiology
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	0	11	0	7	0	2	0	0	0	2
TOTAL REJECTED APPLICANT	3	0	3	0	2	0	0	0	0	0	1
TOTAL QUAL. APPLICANT	8	0	8	0	5	0	2	0	0	0	1
TOTAL INTERVIEWED	5	0	5	0	3	0	1	0	0	0	1
NOT OFFERED POSITION	4	0	4	0	3	0	0	0	0	0	1
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

RN – Registered Nurse

CT – Connecticut

ICU/CCU – Intensive Care Unit/Coronary Care Unit

IR - Interventional Radiology

ER – Emergency Room

ACLS – Advanced Cardiovascular Life Support

CPR – Cardiopulmonary Resuscitation

PICC – Peripherally Inserted Central Catheters

BSN – Bachelor’s Degree in Nursing

This position was posted on our UConn Health website.

The goal candidates, two (2) white females did not meet the minimum requirements for the following reasons: One (1) white female did not have the required two (2) years Critical Care Nursing experience in ICE/CCU, IR or ER. One (1) white female did not have the required Critical Care nursing experience in ICE/CCU, IR or ER, and she did not have ACLS.

The goal candidates, two (2) white females were not interviewed for the following reasons: One (1) white female withdrew her application. One (1) white female did not have the preferred BSN.

Req: 2017-008

The goal candidates, three (3) white females were interviewed and not selected for the following reasons: One (1) white female's experience with patients was nine (9) years ago and it was discovered in the interview that she did not have the special requirement of ACLS. One (1) white female's current experience is in an Intermediate Care Unit, she has not worked in a Critical Care unit since 2015. One (1) white female indicated she was no longer interested in the position.

One (1) black female was selected. She has been working in Critical Care nursing for the past eight (8) years.

JOB OPPORTUNITY BULLETIN

As of Tuesday, May 16, 2017

Department: CMHC-Garner

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-065

Date Posted: 7/7/2016

Posting Deadline: 7/13/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

THIS POSITION IS POSTED FOR CURRENT UConn Health/CMHC 1199 EMPLOYEES ONLY.

Those employees who received a lay off notice do not need to apply for a specific position at this time, however, they must submit the form attached to their lay off letter for their lay off election by July 14, 2016, in order to be considered for a vacancy.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 4:00 pm - 12:00 am, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

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Req: 2017-065

Date Started: 10/28/2016

JobTitle: Nurse Correction – Functional Unit #2 in the Department of CMHC - Garner

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	1	2	0	0	1	1	0	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	1	2	0	0	1	1	0	1	0	0
TOTAL INTERVIEWED	2	0	2	0	0	0	1	0	1	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

This position was posted on the UConn Health website.

Abbreviations in Posting:

RN – Registered Nurse

No goal candidates applied for this position.

One (1) black female was selected. She was a RN graduate May 2009 and was a State of Connecticut licensed RN.

JOB OPPORTUNITY BULLETIN

As of Tuesday, May 16, 2017

Department: CMHC-Garner

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-066

Date Posted: 7/7/2016

Posting Deadline: 7/13/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

THIS POSITION IS POSTED FOR CURRENT UConn Health/CMHC 1199 EMPLOYEES ONLY.

Those employees who received a lay off notice do not need to apply for a specific position at this time, however, they must submit the form attached to their lay off letter for their lay off election by July 14, 2016, in order to be considered for a vacancy.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 4:00 pm - 12:00 am, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-066

Date Started: 10/28/2016

JobTitle: Nurse Correction – Functional Unit #2 in the Department of CMHC - Garner

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	0	2	0	1	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

This position was posted on the UConn Health website.

Abbreviations in Posting:

RN – Registered Nurse

One (1) white female was not interviewed because she was selected for another UConn Health position.

One (1) Hispanic female was selected. She was a RN graduate May 2012 and was a State of Connecticut licensed RN.

JOB OPPORTUNITY BULLETIN

As of Wednesday, May 31, 2017

Department: CMHC-MacDougall/Walker

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-068

Date Posted: 7/7/2016

Posting Deadline: 8/24/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

THIS POSITION IS POSTED FOR CURRENT UConn Health/CMHC 1199 EMPLOYEES ONLY.

Those employees who received a lay off notice do not need to apply for a specific position at this time, however, they must submit the form attached to their lay off letter for their lay off election by July 14, 2016, in order to be considered for a vacancy.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 3:00 pm - 11:00 pm, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-068

Date Started: 12/9/2016

JobTitle: Nurse Correction – Functional Unit #4 in the Department of CMHC-MacDougall/Walker
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	5	2	3	2	2	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	1	3	1	2	0	1	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviation in Posting:

RN – Registered Nurse

This position was posted on the UConn Health website.

The goal candidates, two (2) white females were not interviewed for the following reasons: One (1) white female withdrew her application. One (1) white female was selected for another UConn Health vacancy.

One (1) black female was selected. She was a RN graduate May 2015 and had a State of CT RN license.

Req: 2017-076

Date Started: 9/16/2016

JobTitle: Nurse Correction – Functional Unit #1 in the Department of CMHC - Osborn
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	5	3	2	3	2	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	3	2	3	2	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

One (1) white male, part-time UConn Health employee and 1199 union member was selected. He had contractual bargaining rights to this position.

Req: 2017-089

Date Started: 8/19/2016

JobTitle: Staff Nurse CN2 – Outpatient – Diagnostic Imaging
in the Department of Diagnostic Imaging and Therapeutics
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	0	7	0	5	0	2	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	6	0	6	0	4	0	2	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female was selected. This was a rehire per a stipulated agreement between UConn Health and the University Health Professional Union.

Req: 2017-104

Date Started: 9/16/2016

JobTitle: Staff Nurse CN2 – Outpatient in the Department of Neag Comprehensive Cancer Center
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	0	7	0	7	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	5	0	0	0	0	0	0
TOTAL INTERVIEWED	4	0	4	0	4	0	0	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-142

Date Started: 11/14/2016

JobTitle: Nurse Correction Mental Health – Functional Unit #5 in the Department of CMHC –York
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	1	8	1	7	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	8	1	7	1	6	0	0	0	1	0	0
TOTAL INTERVIEWED	5	1	4	1	3	0	0	0	1	0	0
NOT OFFERED POSITION	4	1	3	1	2	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-159

Date Started: 9/16/2016

JobTitle: Staff Nurse CN2 – PACU in the Department of Postoperative Services

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	5	0	5	0	3	0	1	0	0	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	2	0	1	0	0	0	1
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-181

Date Started: 2/17/2017

JobTitle: Nurse Correction – Functional Unit #5 in CMHC - York
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	12	2	10	0	5	1	3	1	1	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	11	2	9	0	5	1	2	1	1	0	1
TOTAL INTERVIEWED	4	1	3	0	2	0	1	1	0	0	0
NOT OFFERED POSITION	3	1	2	0	1	0	1	1	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-185

Date Started: 10/14/2016

JobTitle: Nurse Correction – Functional Unit #3
in the Department of CMHC – Corrigan/Radgowski
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	2	5	1	4	1	1	0	0	0	0
TOTAL REJECTED APPLICANT	2	1	1	1	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	1	4	0	3	1	1	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, May 17, 2017

Department: CMHC-MacDougall/Walker

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-186

Date Posted: 8/4/2016

Posting Deadline: 8/10/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 3:00 pm - 11:00 pm, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

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Req: 2017-186

Date Started: 11/28/2016

JobTitle: Nurse Correction – Functional Unit #4
in the Department of CMHC – MacDougall/Walker
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	1	5	0	2	1	2	0	0	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	1	4	0	1	1	2	0	0	0	1
TOTAL INTERVIEWED	1	1	0	0	0	1	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	1	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	1	0	0	0	0	0

This position was posted on the UConn Health website.

Abbreviations in Posting:

RN – Registered Nurse

The goal candidate, one (1) white female did not meet the minimum requirements because she did not have the required one (1) year of experience as a licensed Registered Nurse and she did not have the allowable substitutions.

The goal candidate, one (1) white female was not interviewed because she was selected for another UConn Health position.

One (1) black male was selected. He graduated with a Bachelor’s degree in nursing in February 2016 and had a State of Connecticut RN license.

JOB OPPORTUNITY BULLETIN

As of Thursday, June 1, 2017

Department: UMG-General Medicine

Job Title: Staff Nurse CN II - General Medicine

Recruiter: Lynn zz-Stockwell

Search Code: 2017-216

Date Posted: 8/12/2016

Posting Deadline: 8/25/2016

Purpose of Class :

At the UCHC, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position is for UMG - General Medicine.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited nursing program and two (2) years professional nursing experience.

Special Requirements:

*Incumbents must possess and maintain a current RN license to practice nursing in the State of Connecticut..

Preferred Experience:

Ambulatory experience; BSN

EXAMPLES OF DUTIES:

Performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; performs related duties as required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions.

WORK SCHEDULE: 40 hours per week, Monday - Friday, 8 am - 5 pm, or 8:30 - 5:30 as needed, with a 60 minute unpaid meal break, minor holidays as needed.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$61,734.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2017-216

Date Started: 1/6/2017

JobTitle: Staff Nurse CN2 – Outpatient in the Department of General Medicine
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	35	6	29	4	17	1	7	0	4	1	1
TOTAL REJECTED APPLICANT	12	1	11	1	4	0	4	0	3	0	0
TOTAL QUAL. APPLICANT	23	5	18	3	13	1	3	0	1	1	1
TOTAL INTERVIEWED	8	2	6	1	5	1	0	0	1	0	0
NOT OFFERED POSITION	6	1	5	0	4	1	0	0	1	0	0
OFFERED POSITION	2	1	1	1	1	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – UConn Health Center

UMG – UConn Medical Group

RN – Registered Nurse

BSN – Bachelor’s Degree in Nursing

This position was posted on the UConn Health website.

The goal candidates, four (4) white females did not meet the minimum requirements because they did not have the required two (2) years of professional nursing experience.

The goal candidates, eight (8) white females were not interviewed for the following reasons: Seven (7) white females did not have the preferred ambulatory experience. One (1) white female withdrew her application.

The goal candidates, four (4) white females were interviewed and not selected for the following reasons: One (1) white female was selected for another UConn Health position. One (1) white female correctly answered 4.5/7 didactic questions without elaboration. We had a safety concern with one of her responses to a situational question and she did not elaborate or provide details with other situational questions. One (1) white female correctly answered 5/7 didactic questions and her response to one situational question did not stress urgency. One (1) white female correctly answered 7/7 didactic questions but did not elaborate or provide details. Her response to a situational question did not contain a plan of evaluation and as a result did not seek provider involvement.

Req: 2017-216 continued

The goal candidate, one (1) white female was offered the position and declined.

One (1) white male was selected. He had the preferred ambulatory experience; correctly answered 7/7 didactic questions with elaboration and situational responses were thorough.

Req: 2017-217

Date Started: 10/14/2016

JobTitle: Staff Nurse CN2 – Outpatient – Infusion Room
in the Department of Neag Comprehensive Cancer Center
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	0	3	0	1	0	2	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	1	0	1	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, May 17, 2017

Department: Neag Comp Cancer Center

Job Title: Staff Nurse CN II - Sickle Cell Institute

Recruiter: Lynn zz-Stockwell

Search Code: 2017-218

Date Posted: 8/12/2016

Posting Deadline: 10/14/2016

Purpose of Class :

At the UCHC, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position will support the New England Sickle Cell Institute.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited nursing program and two (2) years acute care nursing experience.

Special Requirements:

*Incumbents must possess and maintain a current RN license to practice nursing in the State of Connecticut..

Preferred Experience:

BSN, infusion experience, Oncology experience, outpatient experience, ONS chemotherapy and biotherapy provider card, OCN certification

EXAMPLES OF DUTIES:

Performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; performs related duties as required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions.

WORK SCHEDULE: 40 hours per week, Monday - Friday, 8 am - 4:30 pm, with a 30 minute unpaid meal break.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$61,734.

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Req: 2017-218

Date Started: 11/25/2016

JobTitle: Staff Nurse CN2 – Outpatient – Sickle Cell Institute
in the Department of Neag Comprehensive Cancer Center
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	25	3	22	3	14	0	6	0	2	0	0
TOTAL REJECTED APPLICANT	11	3	8	3	5	0	2	0	1	0	0
TOTAL QUAL. APPLICANT	14	0	14	0	9	0	4	0	1	0	0
TOTAL INTERVIEWED	6	0	6	0	4	0	2	0	0	0	0
NOT OFFERED POSITION	5	0	5	0	4	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

This position was posted on the UConn Health website.

Abbreviations in Posting:

RN – Registered Nurse

BSN – Bachelor’s Degree in Nursing

ONS – Oncology Nursing Society

OCN – Oncology Certified Nurse

The goal candidates, five (5) white females did not meet the minimum requirements because they did not have the required two (2) years acute care nursing experience.

The goal candidates, five (5) white females were not interviewed for the following reasons: Two (2) white females did not have the preferred outpatient experience. One (1) white female missed her scheduled interview and did not return our phone call. When one (1) white female was contacted to schedule an interview she indicated she was no longer interested in the position. One (1) white female’s postpartum/antepartum experience was not applicable to this position.

The goal candidates, four (4) white females were interviewed and not selected for the following reasons: One (1) white female’s acute care experience was three (3) years ago and she did not have experience with sickle cell patients. During the interview she indicated she had an opportunity at a cancer center but found it too stressful. One (1) white female’s acute care experience was over a year ago and she did not have experience with sickle cell patients. Two (2) white female’s preferred outpatient experiences were not as a RNs.

One (1) black female part-time UConn Health employee was selected. She had the preferred experiences of outpatient infusion and chemotherapy. She also had experience with sickle cell patients, experience with port access, and current acute care nursing experience.

Req: 2017-224

Date Started: 3/17/2017

JobTitle: Staff Nurse CN2 in the Cardiac Catheter Laboratory

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	17	3	14	2	10	0	1	0	1	1	2
TOTAL REJECTED APPLICANT	8	1	7	0	4	0	1	0	1	1	1
TOTAL QUAL. APPLICANT	9	2	7	2	6	0	0	0	0	0	1
TOTAL INTERVIEWED	4	0	4	0	3	0	0	0	0	0	1
NOT OFFERED POSITION	3	0	3	0	2	0	0	0	0	0	1
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female, part-time UConn Health employee was selected.

JOB OPPORTUNITY BULLETIN

As of Thursday, May 11, 2017

Department: CMHC-Garner

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-226

Date Posted: 8/18/2016

Posting Deadline: 8/24/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 4:00 pm - 12:00 am, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

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Req: 2017-226

Date Started: 10/28/2016

JobTitle: Nurse Correction – Functional Unit #2 in the Department of CMHC - Garner

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	3	11	1	9	1	1	1	0	0	1
TOTAL REJECTED APPLICANT	3	0	3	0	3	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	11	3	8	1	6	1	1	1	0	0	1
TOTAL INTERVIEWED	3	0	3	0	2	0	0	0	0	0	1
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

This position was posted on our UConn Health website.

Abbreviations in Posting:

RN – Registered Nurse

The goal candidates, three (3) white females did not meet the minimum requirements for the following reasons: One (1) white female does not have the required one (1) year of experience as a RN or the allowable substitutions of a Bachelor’s degree in nursing or the two (2) years of experience as a Licensed Professional Nurse (LPN) working in a hospital, psychiatric or inmate setting and possession of a RN license or temporary permit in the State of Connecticut (CT). Two (2) white females do not have the required RN license or temporary permit in the State of CT.

The goal candidates, four (4) white females were not interviewed for the following reasons: One (1) white female was previously employed at UConn Health and was dropped from her initial working test period. Two (2) white females were selected for another UConn Health position. One (1) white female was previously interviewed for another position and it was discovered that she had unsatisfactory performance and attendance issues.

The goal candidates, two (2) white females were interviewed and not selected for the following reasons: One (1) white female was a RN graduate January 1997 and she did not have experience in a psychiatric or inmate setting. Her experience was in assisted care facilities and nursing homes. One (1) white female was selected for another UConn Health position.

One (1) AAIANHNPI female was selected. She was a RN graduate March 1994 and was currently working full time in a hospital in an inpatient adult dual-diagnosis psychiatric unit. Psychiatric settings are similar to inmate settings.

JOB OPPORTUNITY BULLETIN

As of Friday, August 4, 2017

Department: Neag Comp Cancer Center

Job Title: Staff Nurse CN II - Cancer Center

Recruiter: Lynn zz-Stockwell

Search Code: 2017-242

Date Posted: 8/23/2016

Posting Deadline: 4/5/2017

Purpose of Class:

At the UCHC, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position will be located in the Outpatient Pavillion Cancer Center and will be required to float to the Cancer Center Clinics, New England Sickle Cell Institute, Colon Cancer Prevention Program, Radiation Oncology and the Infusion Room.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited nursing program and two (2) years professional nursing experience.

Special Requirements:

*Incumbents must possess and maintain a current RN license to practice nursing in the State of Connecticut.

SPECIAL: Minimum 2 years acute care nursing experience.

PREFERRED: BSN, oncology/hematology experience, radiation oncology experience, outpatient experience, ONS chemotherapy & biotherapy provider card, OCN certification.

Performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; performs related duties as required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions.

WORK SCHEDULE: 40 hours per week, Monday - Friday, 8:30 am - 5:30 pm, with a 60 minute unpaid meal break, minor holidays as needed.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$61,734.

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Req: 2017-242

Date Started: 6/23/2017

JobTitle: Staff Nurse CN2 – Outpatient in Neag Comprehensive Cancer Center

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	34	1	33	0	27	0	2	0	1	1	3
TOTAL REJECTED APPLICANT	16	1	15	0	11	0	1	0	1	1	2
TOTAL QUAL. APPLICANT	18	0	18	0	16	0	1	0	0	0	1
TOTAL INTERVIEWED	3	0	3	0	2	0	1	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

RN – Registered Nurse

BSN – Bachelor’s Degree in Nursing

ONS – Oncology Nursing Society

OCN – Oncology Certified Nurse

This position was posted on our UConn Health website.

All of the white female goals had been met with previous hires and they were no longer established hiring goals.

One (1) black female was selected. She graduated from an accredited nursing program; had twenty-three (23) years of acute care professional nursing experience; possessed a current RN license to practice nursing in the State of Connecticut; and had oncology and outpatient experience.

Req: 2017-247

Date Started: 2/3/2017

JobTitle: Nurse Correction – Functional Unit #4 in CMHC-MacDougall/Walker
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	2	7	1	3	1	3	0	0	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	7	2	5	1	2	1	2	0	0	0	1
TOTAL INTERVIEWED	4	1	3	1	1	0	1	0	0	0	1
NOT OFFERED POSITION	3	1	2	1	0	0	1	0	0	0	1
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Thursday, May 18, 2017

Department: CMHC-York

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-248

Date Posted: 8/25/2016

Posting Deadline: 8/31/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 3:00 p.m. - 11:00 p.m., every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-248

Date Started: 11/28/2016

JobTitle: Nurse Correction – Functional Unit #5 in the Department of CMHC-York
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	5	2	3	1	2	1	0	0	0	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	2	3	1	2	1	0	0	0	0	1
TOTAL INTERVIEWED	2	1	1	1	1	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on our UConn Health website.

Abbreviation in Posting:

RN – Registered Nurse

The goal candidate, one (1) white female was not interviewed because she had been a nursing supervisor since 2004 and has not had RN floor nursing experience since 2003.

The goal candidate, one (1) white female was interviewed and not selected because she withdrew her application after the interview.

One (1) white male was selected. He was a RN graduate September 1995, had a State of Connecticut RN license, and had RN hospital floor experience since 1997.

Req: 2017-249

Date Started: 1/6/2017

JobTitle: Nurse Correction – Functional Unit #4 in CMHC – MacDougall/Walker
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	5	1	4	0	1	1	2	0	0	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	4	1	3	0	1	1	1	0	0	0	1
TOTAL INTERVIEWED	3	0	3	0	1	0	1	0	0	0	1
NOT OFFERED POSITION	2	0	2	0	0	0	1	0	0	0	1
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, May 31, 2017

Department: CMHC-MacDougall/Walker

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-250

Date Posted: 8/25/2016

Posting Deadline: 8/31/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 3:00 p.m. - 11:00 p.m., every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-250

Date Started: 12/9/2016

JobTitle: Nurse Correction – Functional Unit #4 in the Department of CMHC-MacDougall/Walker
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	3	4	2	1	1	2	0	0	0	1
TOTAL REJECTED APPLICANT	3	1	2	1	1	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	4	2	2	1	0	1	1	0	0	0	1
TOTAL INTERVIEWED	2	1	1	1	0	0	0	0	0	0	1
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

Abbreviation in Posting:

RN – Registered Nurse

This position was posted on our UConn Health website.

The goal candidate, one (1) white female did not meet the minimum requirements because she did not have a license or temporary permit as a RN in the State of Connecticut (CT) or the allowable substitutions.

One (1) AAIANHNPI female was selected. She was a RN graduate August 2005 and had a State of CT RN license.

Req: 2017-272

Date Started: 12/9/2016

JobTitle: Nurse Correction Mental Health – Functional Unit #9
in the department of CMHC-Manson

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	28	3	25	2	13	1	8	0	2	0	2
TOTAL REJECTED APPLICANT	4	0	4	0	2	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	24	3	21	2	11	1	7	0	1	0	2
TOTAL INTERVIEWED	2	1	1	0	1	1	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	1	1	0	1	1	0	0	0	0	0
REFUSED POSITION	1	1	0	0	0	1	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-296

Date Started: 12/9/2016

JobTitle: Staff Nurse CN2 – Outpatient in the Department of Family Medicine

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	23	3	20	1	13	1	3	1	2	0	2
TOTAL REJECTED APPLICANT	7	2	5	1	2	1	1	0	1	0	1
TOTAL QUAL. APPLICANT	16	1	15	0	11	0	2	1	1	0	1
TOTAL INTERVIEWED	4	0	4	0	3	0	0	0	1	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, May 17, 2017

Department: CMHC-Osborn

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-314

Date Posted: 9/15/2016

Posting Deadline: 11/16/2016

Purpose of Class:

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a licensed Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 3:00 pm - 11:00 pm, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

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Req: 2017-314

Date Started: 12/23/2016

JobTitle: Nurse Correction – Functional Unit #1 in the Department of CMHC - Osborn

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	20	4	16	1	11	1	3	2	1	0	1
TOTAL REJECTED APPLICANT	4	1	3	1	2	0	0	0	0	0	1
TOTAL QUAL. APPLICANT	16	3	13	0	9	1	3	2	1	0	0
TOTAL INTERVIEWED	2	1	1	0	0	0	1	1	0	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	1	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	1	0	0	0

This position was posted on our UConn Health website.

Abbreviations in Posting:

RN – Registered Nurse

The goal candidates, two (2) white females did not meet the minimum requirements for the following reasons: One (1) white female was a Licensed Practical Nurse who had not yet acquired the educational requirements to obtain a RN license in the State of Connecticut (CT). One (1) white female did not have the required one (1) year of experience as a licensed Registered Nurse and she did not have the allowable substitutions.

The goal candidates, nine (9) white females were not interviewed for the following reasons: One (1) white female did not respond to repeated requests to schedule an interview. Five (5) white females did not have correctional nursing experience. One (1) white female withdrew her application prior to scheduling an interview. One (1) white female withdrew her application after her interview. One (1) white female was a former State of CT employee who had been previously interviewed. When conducting a background check it was discovered that she had two (2) suspensions for poor judgement and neglect.

One (1) Hispanic male, part-time UConn Health employee was selected. He was currently working as a Nurse Correction in our Osborn facility.

Req: 2017-329

Date Started: 12/9/2016

JobTitle: Nurse Correction – Functional Unit #5 in the Department of CMHC - York
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	0	11	0	10	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	3	0	3	0	3	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	8	0	8	0	7	0	0	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

One (1) Hispanic female was selected. She was an 1199 union member at another state agency with contractual bargaining rights to this position.

JOB OPPORTUNITY BULLETIN

As of Wednesday, May 31, 2017

Department: CMHC-Manson

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-374

Date Posted: 10/6/2016

Posting Deadline: 10/12/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a licensed Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 11:00 pm - 7:00 am, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

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Req: 2017-374

Date Started: 1/6/2017

JobTitle: Nurse Correction – Functional Unit #9 in CMHC - Manson
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	10	0	10	0	4	0	3	0	2	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	9	0	9	0	4	0	3	0	1	0	1
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviation in Posting:

RN – Registered Nurse

This position was posted on our UConn Health website.

The goal candidates, four (4) white females were not interviewed for the following reasons: One (1) white female did not attend her scheduled interview and she did not contact us to reschedule it. Two (2) white females did not respond to repeated requests to schedule an interview. One (1) white female was a former State of Connecticut employee who resigned with unsatisfactory performance and attendance.

One (1) Hispanic female was selected. She was a RN graduate May 2002 and had a State of CT RN license.

Req: 2017-397

Date Started: 12/23/2016

JobTitle: Staff Nurse CN2 – Outpatient – in UConn Medical Group Storrs

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	10	0	10	0	8	0	0	0	1	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	8	0	8	0	6	0	0	0	1	0	1
TOTAL INTERVIEWED	3	0	3	0	3	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, May 31, 2017

Department: CMHC-Cheshire

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-408

Date Posted: 10/20/2016 **Posting Deadline:** 10/26/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a licensed Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 11:00 pm - 7:00 am, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-408

Date Started: 12/23/2016

JobTitle: Nurse Correction – Functional Unit #9 in the Department of CMHC - Cheshire

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	1	6	0	3	0	3	1	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	7	1	6	0	3	0	3	1	0	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviation in Posting:

RN – Registered Nurse

This position was posted on our UConn Health website.

The goal candidates, three (3) white females were not interviewed for the following reasons: One (1) white female withdrew her application because she was not interested in third shift. One (1) white female did not respond to repeated requests to schedule an interview. One (1) white female was a former State of CT employee that resigned with unsatisfactory performance and attendance.

One (1) black female was selected. She was a RN graduate August 2009 and had a State of CT RN license.

JOB OPPORTUNITY BULLETIN

As of Wednesday, May 31, 2017

Department: CMHC-Osborn

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-409

Date Posted: 10/20/2016 **Posting Deadline:** 10/26/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a licensed Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 7:00 am - 3:00 pm, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-409

Date Started: 1/6/2017

JobTitle: Nurse Correction – Functional Unit #1 in CMCH - Osborn
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	0	6	0	2	0	3	0	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	6	0	6	0	2	0	3	0	1	0	0
TOTAL INTERVIEWED	2	0	2	0	0	0	2	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviation in Posting:

RN – Registered Nurse

This position was posted on our UConn Health website.

The goal candidates, two (2) white females were not interviewed for the following reasons: One (1) white female’s employment history was unstable she held eight (8) jobs in eight (8) years. One (1) white female was a RN graduate May 2014. She had prior experience as a Certified Nursing Assistant for one year and nine months (1.9) and two (2) years of experience as an Emergency Room Technician.

One (1) black female was selected. She was a RN graduate July 2012, had a State of CT RN license, and had prior experience as a Licensed Practical Nurse since 1988.

JOB OPPORTUNITY BULLETIN

As of Thursday, June 1, 2017

Department: CMHC-MacDougall/Walker

Job Title: Nurse (Correctional Facility)(ID Nurse) -

Recruiter: Noreen Logan

Search Code: 2017-423

Date Posted: 10/21/2016 **Posting Deadline:** 10/27/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation. This position has a concentration in the area of Infectious Disease Case Management.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a licensed Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services. Infectious Disease Case Management: will conduct comprehensive health history and assessments; review and address medication compliance; facilitate the ID clinic; obtain ID laboratory orders and report adverse findings; consult the ID physician with any significant change in patient condition; administer vaccines as ordered; provide patient education; refer to other health disciplines when applicable; conduct routine review of the infectious disease database to determine patient follow-up and perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 8:00 am - 3:00, Mon. - Fri. 70 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$53,969

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Req: 2017-423

Date Started: 1/6/2017

JobTitle: Nurse Correction – Functional Unit #4 in the Department of CMHC MacDougall/Walker
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	1	13	1	6	0	4	0	2	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	12	1	11	1	5	0	4	0	1	0	1
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviation in Posting:

RN – Registered Nurse

This position was posted on our UConn Health website.

The goal candidate, one (1) white female did not meet the minimum requirements because she did not have a State of Connecticut (CT) RN license or the educational requirements to obtain a temporary permit as a RN.

The goal candidates, five (5) white females were not interviewed for the following reasons: One (1) white female was selected for another UConn Health position. Three (3) white females did not have correctional nursing experience. One (1) white female withdrew her application.

One (1) black female, part-time UConn Health employee was selected. She was currently a Correctional Managed Health Care (CMHC) per diem RN. She was previously a full-time CHMC RN from October 2013 through May 2016.

Req: 2017-438

Date Started: 12/23/2016

JobTitle: Staff Nurse CN3 in the Department of UMG – ENT

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	0	8	0	6	0	0	0	1	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	7	0	7	0	5	0	0	0	1	0	1
TOTAL INTERVIEWED	6	0	6	0	4	0	0	0	1	0	1
NOT OFFERED POSITION	5	0	5	0	3	0	0	0	1	0	1
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female, part-time UConn Health employee was selected.

JOB OPPORTUNITY BULLETIN

As of Friday, August 4, 2017

Department: CMHC-Corrigan/Radgowski

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-446

Date Posted: 10/27/2016

Posting Deadline: 2/22/2017

Purpose of Class:

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a licensed Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience (see text below):

BSN degree + RN license

ASN degree + RN license + 1 year of RN full-time experience

ASN degree + RN license + 2 years of previous LPN full-time experience

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 8:00 am - 4:00 pm, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

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Req: 2017-446

Date Started: 6/23/2017

JobTitle: Nurse Correction – Functional Unit #3 in CMHC – Corrigan/Radgowski

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	16	3	13	2	10	1	1	0	1	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	14	3	11	2	9	1	0	0	1	0	1
TOTAL INTERVIEWED	8	3	5	2	4	1	0	0	0	0	1
NOT OFFERED POSITION	6	2	4	1	3	1	0	0	0	0	1
OFFERED POSITION	2	1	1	1	1	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

BSN – Bachelor’s Degree in Nursing
RN – Registered Nurse
ASN – Associate Degree in Nursing
LPN – Licensed Practical Nurse

This position was posted on our UConn Health website.

All of the white female goals had been met with previous hires and they were no longer established hiring goals.

One (1) white male was selected during this reporting period. He was a RN graduate June 2009; possessed a current RN license to practice nursing in the State of Connecticut; and had previously worked in Massachusetts Department of Corrections as a nurse.

JOB OPPORTUNITY BULLETIN

As of Thursday, June 1, 2017

Department: CMHC-MacDougall/Walker

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-457

Date Posted: 11/3/2016

Posting Deadline: 11/9/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a licensed Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 11:00 pm - 7:00 am, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-457

Date Started: 2/17/2017

JobTitle: Nurse Correction – Functional Unit #4 in CMHC – MacDougall/Walker
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	0	4	0	3	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	1	0	1	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviation in Posting:

RN – Registered Nurse

This position was posted on our UConn Health website.

The goal candidates, two (2) white females did not meet the minimum requirements for the following reasons: One (1) white female did not have the required State of Connecticut (CT) RN license or the educational requirements to obtain a temporary permit as a RN. One (1) white female did not have the required one (1) year of experience as a licensed RN or the allowable substitutions.

The goal candidate, one (1) white female was not interviewed because she did not attend her scheduled interview and she did not contact us to reschedule it.

One (1) black female was selected. She had a Bachelor’s degree in nursing and was a CT licensed RN.

Req: 2017-492

Date Started: 1/20/2017

JobTitle: Nurse Correction – Functional Unit #4 in CMHC – MacDougall/Walker

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	1	13	1	7	0	4	0	2	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	12	1	11	1	6	0	4	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, May 31, 2017

Department: CMHC-York

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-493

Date Posted: 11/10/2016 **Posting Deadline:** 11/16/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a licensed Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 3:00 pm - 11:00 pm, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-493

Date Started: 1/6/2017

JobTitle: Nurse Correction – Functional Unit #5 in the Department of CMHC - York
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	0	4	0	2	0	1	0	0	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	2	0	1	0	0	0	1
TOTAL INTERVIEWED	3	0	3	0	1	0	1	0	0	0	1
NOT OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

Abbreviation in Posting:

RN – Registered Nurse

This position was posted on our UConn Health website.

The goal candidate, one (1) white female was not interviewed because she did not attend her scheduled interview and she did not call us to reschedule it.

The goal candidate, one (1) white female was interviewed and not selected because she was selected for another UConn Health position.

One (1) AAIANHNPI female was selected. She was a RN graduate July 1989 and had a State of CT RN license.

JOB OPPORTUNITY BULLETIN

As of Wednesday, August 2, 2017

Department: CMHC-Bridgeport

Job Title: Nurse (Correctional Facility) Mental Health -

Recruiter: Noreen Logan

Search Code: 2017-511

Date Posted: 11/17/2016 **Posting Deadline:** 2/17/2017

Purpose of Class:

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

Must have Mental Health RN experience.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 8:00 a.m. - 3:00 p.m., Mon. - Fri. 70 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$53,969

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-511

Date Started: 5/26/2017

JobTitle: Nurse Correction Mental Health – Functional Unit #6 in CMHC - Bridgeport
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	10	0	10	0	5	0	4	0	1	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	8	0	8	0	3	0	4	0	1	0	0
TOTAL INTERVIEWED	5	0	5	0	1	0	3	0	1	0	0
NOT OFFERED POSITION	3	0	3	0	1	0	1	0	1	0	0
OFFERED POSITION	2	0	2	0	0	0	2	0	0	0	0
REFUSED POSITION	1	0	1	0	0	0	1	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

RN – Registered Nurse

This position was posted on our UConn Health website.

The goal candidates, two (2) white females did not meet the minimum requirements for the following reasons: One (1) white female did not have the required one (1) year of experience as a RN or the allowable substitutions. One (1) white female did not have the required one (1) year of experience as a RN or the allowable substitution of a Bachelor’s degree in nursing, or Registered Nursing license.

The goal candidates, two (2) white females were not interviewed for the following reasons: One (1) white female did not respond to repeated requests to schedule an interview. One (1) white female was a former state employee that resigned with unsatisfactory performance and attendance.

The goal candidate, one (1) white female was interviewed and not selected because she withdrew her application after the interview.

One (1) black female was selected. She had sixteen (16) years of experience as a RN; was a licensed RN; and had Mental Health RN experience.

JOB OPPORTUNITY BULLETIN

As of Thursday, June 1, 2017

Department: CMHC-Osborn

Job Title: Nurse (Correctional Facility) Mental Health -

Recruiter: Noreen Logan

Search Code: 2017-543

Date Posted: 11/24/2016 **Posting Deadline:** 11/30/2016

Purpose of Class :

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

Must have Mental Health RN experience.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 8:00 am - 3:00 pm, Mon. - Fri. 70 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$53,969

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Req: 2017-543

Date Started: 1/6/2017

JobTitle: Nurse Correction – Functional Unit #1 in the Department of CMHC-Osborn
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	0	4	0	2	0	1	0	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	2	0	1	0	1	0	0
TOTAL INTERVIEWED	3	0	3	0	1	0	1	0	1	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviation in Posting:

RN – Registered Nurse

This position was posted on our UConn Health website.

The goal candidate, one (1) white female was not interviewed because she withdrew her application.

The goal candidate, one (1) white female was interviewed and not selected because she withdrew her application after the interview.

One (1) Hispanic female, part-time UConn Health employee was selected. She was currently a Correctional Managed Health Care (CMHC) per diem RN. She was previously a full-time CHMC RN from October 2013 through May 2016.

Req: 2017-549

Date Started: 2/17/2017

JobTitle: Staff Nurse CN2 – Outpatient in the Department of Endoscopy

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	16	2	14	2	11	0	0	0	1	0	2
TOTAL REJECTED APPLICANT	12	0	12	0	10	0	0	0	0	0	2
TOTAL QUAL. APPLICANT	4	2	2	2	1	0	0	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-663

Date Started: 3/17/2017

JobTitle: Nurse Correction – Functional Unit #10 in the Department of CMHC-Northern
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	12	1	11	0	8	1	1	0	2	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	10	1	9	0	6	1	1	0	2	0	0
TOTAL INTERVIEWED	3	0	3	0	3	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-682

Date Started: 4/17/2017

JobTitle: Nurse Correction – Functional Unit #3 in CMHC – Corrigan/Radgowski

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	1	8	1	7	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	7	1	6	1	5	0	0	0	0	0	1
TOTAL INTERVIEWED	4	0	4	0	4	0	0	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-690

Date Started: 4/14/2017

JobTitle: Nurse Correction – Functional Unit #9 in CMHC Cheshire
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	0	4	0	4	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	4	0	0	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female, part-time UConn Health employee was selected.

JOB OPPORTUNITY BULLETIN

As of Thursday, August 3, 2017

Department: CMHC-Cheshire	Job Title: Nurse (Correctional Facility) - Functional		
Recruiter: Noreen Logan	Search Code: 2017-692	Date Posted: 1/12/2017	Posting Deadline: 1/18/2017

Purpose of Class:

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation. This position covers Cheshire Correctional and Manson Youth Institutions.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a licensed Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 7:00 am - 3:00 pm, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

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Req: 2017-692

Date Started: 6/9/2017

JobTitle: Nurse Correction – Functional Unit #9 in Cheshire
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	13	1	12	1	7	0	2	0	3	0	0
TOTAL REJECTED APPLICANT	3	0	3	0	2	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	10	1	9	1	5	0	1	0	3	0	0
TOTAL INTERVIEWED	3	1	2	1	0	0	1	0	1	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
OFFERED POSITION	2	1	1	1	0	0	0	0	1	0	0
REFUSED POSITION	1	0	1	0	0	0	0	0	1	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

RN – Registered Nurse

This position was posted on the UConn Health website.

The goal candidates, two (2) white females did not meet the minimum requirements of one (1) year of experience as a licensed RN or the allowable substitutions.

The goal candidates, five (5) white females were not interviewed for the following reasons: One (1) white female withdrew her application. One (1) white female was selected for another UConn Health position. One (1) white female was a RN graduate April 2014 with RN experience in obstetrics only. One (1) white female was a RN graduate May 2004 with RN experience in pediatrics and psychiatry only. She did not have hospital experience and her psychiatry experience didn't deal with drug and alcohol withdrawals which is an issue in our correctional facilities. One (1) white female was a RN graduate May 2004, with RN experience in nursing home care only.

One (1) white male was selected. He was a RN graduate December 2013 with hospital medical/surgery experience and drug and alcohol withdrawal experience. The Correctional facility has a hospital wing where patients are sent to recover after surgery.

Req: 2017-693

Date Started: 3/3/2017

JobTitle: Nurse Correction – Functional Unit #7 in the Department of CMHC – New Haven
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	10	0	10	0	7	0	2	0	1	0	0
TOTAL REJECTED APPLICANT	5	0	5	0	4	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	3	0	1	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female, part-time UConn Health employee was selected.

Req: 2017-694

Date Started: 6/9/2017

JobTitle: Nurse Correction – Functional Unit #6 in CMHC - Bridgeport
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	0	7	0	4	0	3	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	6	0	6	0	4	0	2	0	0	0	0
TOTAL INTERVIEWED	5	0	5	0	4	0	1	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
REFUSED POSITION	1	0	1	0	0	0	1	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, August 2, 2017

Department: Center For Quantitative Medicine

Job Title: Clinical Information Systems Supervisor -

Recruiter: Pamela Rucker

Search Code: 2017-703

Date Posted: 1/13/2017

Posting Deadline: 2/20/2017

Purpose of Class:

At UConn Health this grant funded position is the project technical lead responsible for development and optimization of a clinical information system required for receiving and analyzing diverse clinical, administrative and fiscal data required for the promotion of clinical practice transformation: and for reporting results to Centers for Medicare & Medicaid Services (CMMS) "Practice Transformation Network Initiatives".

Supervision Received:

Reports to the Director of the Center for Quantitative Medicine (CQM), and works under the technical direction of the CQM Director of Clinical Informatics and the CQM Director.

Supervision:

Serves as the technical lead and project manager for the operations of the clinical informatics team for the CMMS/ PTN cooperative agreement and may supervise Post docs and students.

Minimum Qualifications Required:

Knowledge, Skills & Ability:

Extensive knowledge of and skills with health IT systems administration, implementation and management. Understanding of healthcare data security issues. Knowledge of the principles and procedures for healthcare and claims data extraction, transport, normalization and analytic techniques. Knowledge of and ability to deploy and fine-tune healthcare quality and fiscal reporting tools. Strong interpersonal skills. Demonstrated ability to work effectively as a member of a complex team. Leadership ability to influence internal and external resources to a stated objective without formal lines of authority. Ability to communicate effectively orally and written with all levels. Considerable ability to understand and apply relevant State and Federal laws, statutes and regulations. Performs other related duties.

General Experience & Training:

Bachelor's degree in computer science, an engineering discipline, the life sciences, or public health. At least 6 years of recent clinical information systems work experience with demonstrated supervisory experience and a minimum two years of experience in one or more databases such as Oracle, DB2, SQL server. Demonstrated experience in the design implementation and support of a data warehouse including verification of data accuracy. Demonstrated experience managing large projects initiatives or implementations.

Substitution Allowed:

Master's degree may be substituted for one (1) year of the general experience. Informatics Nurse Certification may be substituted for two (2) years of the general experience.

Equivalent combination of training/education and experience may be considered.

Special Requirements:

Requires in-depth knowledge of health IT technical/software areas and/or business segments.

Preferred Qualification:

Master's or PhD degree in Computer Science, Public Health and/or Biomedical / Health Informatics. Knowledge and experience with electronic health records, including their data models, clinical facing data entry process and fields and ability to manipulate them. Experience in use of common healthcare ontologies, metadata, data modeling tools and their administration. Experience in UNIX shell scripting, PERL and JAVA.

Duties & Responsibilities:

Plans and implements the technical aspects of required Health IT systems including data abstraction tools and methods, a quality data warehouse, data marts, interface and translation engines, data analytic tools and healthcare data transport (HIE) systems as appropriate for the project. Provides work assignments, determines task priority and daily direction for the PTN project[s]; oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; establishes and maintains unit procedures; develops and makes recommendations on development of relevant policies and its execution; serves as liaison between clinicians, Information Technology and system vendors. Assists UConn Health and other affiliated organizations in assuring compliance with pertinent privacy and consent laws. Maintains contact both within and outside of the University with other stakeholders that might impact on program activities, in particular with the technical program leadership at the UMass Health Center and other clinical program partners. Utilizes computer systems for healthcare quality, data and financial records, reports and analyses. Carries out IT project planning business related activities. Performs other related duties as required.

Working Conditions: Work is conducted in usual office environment. Travel is required to other facilities and may require travel to neighboring states or national conferences.

Schedule: Ability to work flexible hours required to attend meetings and travel.

Full Time Equivalent Minimum Salary: \$84,552.00

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Req: 2017-703

Date Started: 4/17/2017

JobTitle: Clinical Information Systems Supervisor – PTN in Center for Quantitative Medicine

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	12	4	8	3	3	0	2	0	0	1	3
TOTAL REJECTED APPLICANT	8	1	7	1	3	0	2	0	0	0	2
TOTAL QUAL. APPLICANT	4	3	1	2	0	0	0	0	0	1	1
TOTAL INTERVIEWED	1	1	0	0	0	0	0	0	0	1	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	0	0	1	0

Abbreviations in Posting:

PTN – Practice Transformation Network

IT – Information Technology

PhD – Doctor of Philosophy

UNIX – command-line interpreter

PERL – programming language

JAVA – programming language

This position was posted on the UConn Health website.

The goal candidates, three (3) white females did not meet the minimum requirements for the following reasons: Two (2) white females did not have the required two (2) years of experience in one or more databases such as Oracle, DBS2, SQL server. One (1) white female did not have the required six (6) years of recent clinical information systems work experience.

One (1) AAIANHNPI male was selected. He had a Bachelor’s degree in computer science; twelve (12) years of recent clinical information systems work experience with supervisory experience and four (4) years of experience in databases. He also had the preferred qualifications of a PhD in Bioinformatics; knowledge and experience with electronic health records including their data models, clinical facing data entry process and fields and ability to manipulate them; experience in use of common healthcare ontologies, metadata, data modeling tools, and their administration; experience in JAVA.

JOB OPPORTUNITY BULLETIN

As of Friday, August 4, 2017

Department: Neag Comp Cancer Center

Job Title: Staff Nurse CN II - Cancer Center/Research

Recruiter: Lynn zz-Stockwell

Search Code: 2017-747

Date Posted: 3/19/2017

Posting Deadline:

Purpose of Class :

At the UCHC, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position will be located in the Outpatient Pavillion Cancer Center and will be required to float to the Cancer Center Clinics, New England Sickle Cell Institute, Colon Cancer Prevention Program, and Radiation Oncology.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited nursing program and two (2) years professional nursing experience.

Special Requirements:

*Incumbents must possess and maintain a current RN license to practice nursing in the State of Connecticut..

SPECIAL: Requires research nurse experience and Oncology experience.

PREFERRED: BSN, infusion experience, outpatient experience, ONS chemotherapy & biotherapy provider card, OCN certification, clinical trials, CITI training.

EXAMPLES OF DUTIES:

Performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; performs related duties as required.

Direct nursing care involved includes administering research drugs, blood draws, implanted port access, flushing central lines, IV fluids, pain management, blood product infusions, chemotherapy/infusion therapies and injections. A significant portion of time will be spent taking care of patients on clinical trials. This will include medication administration, clinical and research data tracking. Introduce screening consent to new cancer patients and get signature. Introduce the concept of clinical and investigator initiated studies that all patients will be asked to participate in, including biorepository. Coordinate surgical clearance or preoperative visits with signing of research consents. Connect to Clinical research staff in CTO to ensure awareness of OR times and collections needed. Collect data required for research data collection forms and keep-up active patient database for visits and other interventions.

WORKING CONDITIONS:

Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions.

WORK SCHEDULE: This is a full time Day position, 40 hours per week, Monday - Friday, 8:00 am - 4:30 pm, with a 30 minute unpaid meal break, minor holidays as needed.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$61,734.

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Req: 2017-747

Date Started: 6/23/2017

JobTitle: Staff Nurse CN2 – Outpatient in Neag Comprehensive Cancer Center/Research
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	16	0	16	0	12	0	2	0	0	0	2
TOTAL REJECTED APPLICANT	13	0	13	0	10	0	1	0	0	0	2
TOTAL QUAL. APPLICANT	3	0	3	0	2	0	1	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center
RN – Registered Nurse
BSN – Bachelor’s Degree in Nursing
ONS – Oncology Nursing Society
OCN – Oncology Certified Nurse
CITI – Collaborative Institutional Training Initiative
IV – intravenous
CTO – Clinical Trials Office
OR – Operating Room

This position was posted on the UConn Health website.

All of the white female goals had been met with previous hires and they were no longer established hiring goals.

One (1) white female was selected during this reporting period. She had a BSN in Nursing; seven (7) years of professional nursing experience; possessed a current RN license to practice nursing in the State of Connecticut; and had the preferred infusion, outpatient, and clinical trials experience.

JOB OPPORTUNITY BULLETIN

As of Saturday, July 29, 2017

Department: UMG-Ob/Gyn

Job Title: Staff Nurse CN II - OB

Recruiter: Joyce Smith

Search Code: 2017-791

Date Posted: 1/31/2017

Posting Deadline: 5/16/2017

Purpose of Class:

At the UCHC, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position is for Women's Health in Farmington.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited nursing program and two (2) years professional nursing experience.

Special Requirements:

Incumbents must possess and maintain a current RN license to practice nursing in the State of Connecticut..
Must have OB/GYN nursing experience.

PREFERRED: BSN; NST experience

EXAMPLES OF DUTIES:

Performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; performs related duties as required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions.

WORK SCHEDULE: 40 hours per week, generally Monday - Friday, 8 am - 5 pm , but requires flexibility to meet patient volumes and staff needs; with a 60 minute unpaid meal break and minor holidays as needed. May be required to travel to other UMG sites.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$61,743.

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Req: 2017-791

Date Started: 4/14/2017

JobTitle: Staff Nurse CN2 – Outpatient in Obstetrics/Gynecology

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	29	0	29	0	20	0	5	0	2	0	2
TOTAL REJECTED APPLICANT	9	0	9	0	7	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	20	0	20	0	13	0	4	0	1	0	2
TOTAL INTERVIEWED	8	0	8	0	5	0	1	0	0	0	2
NOT OFFERED POSITION	6	0	6	0	4	0	0	0	0	0	2
OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	0	2	0	1	0	1	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

RN – Registered Nurse

OB/GYN – Obstetrics/Gynecology

BSN – Bachelor’s Degree in Nursing

NST – Non-Stress test

UMG – UConn Medical Group

This position was posted on our UConn Health website.

The goal candidates, seven (7) white females did not meet the minimum requirements because they did not have the required OB/GYN experience.

The goal candidates, eight (8) white females were not interviewed for the following reasons: Four (4) white females did not have the preferred BSN. One (1) white female was contacted to schedule an interview and she was unavailable. Three (3) white females were not interviewed because the positions were offered to University Health Professional (UHP) union members with contractual rights to be interviewed.

The goal candidates, four (4) white females were interviewed and not selected because they did not have outpatient OB/GYN experience. This position is in our UConn Medical Group which provides outpatient services.

*One (1) white female, UHP was a lateral transfer and one (1) black female, part-time UConn Health, UHP employee was selected. The white female had the preferred BSN and NST experience as well as outpatient OB/GYN experience. The black female had the preferred BSN and NST experience as well as outpatient OB/GYN experience.

Req: 2017-819

Date Started: 3/31/2017

JobTitle: Nurse Correction – Functional Unit #3 in CMHC – Corrigan/Radgowski

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	5	1	4	0	3	1	1	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	4	1	3	0	3	1	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female, part-time UConn Health employee was selected.

Req: 2017-829

Date Started: 3/17/2017

JobTitle: Staff Nurse CN2 – Outpatient in the Neag Comprehensive Cancer Center

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	0	4	0	3	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	3	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-868

Date Started: 5/26/2017

JobTitle: Staff Nurse CN2 – Outpatient in Gastroenterology

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	19	1	18	1	13	0	3	0	0	0	2
TOTAL REJECTED APPLICANT	5	0	5	0	4	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	14	1	13	1	9	0	2	0	0	0	2
TOTAL INTERVIEWED	3	0	3	0	1	0	0	0	0	0	2
NOT OFFERED POSITION	2	0	2	0	0	0	0	0	0	0	2
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-891

Date Started: 6/9/2017

JobTitle: Staff Nurse CN2 – PACU in Postoperative Services

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	23	0	23	0	17	0	3	0	0	0	3
TOTAL REJECTED APPLICANT	17	0	17	0	12	0	3	0	0	0	2
TOTAL QUAL. APPLICANT	6	0	6	0	5	0	0	0	0	0	1
TOTAL INTERVIEWED	5	0	5	0	5	0	0	0	0	0	0
NOT OFFERED POSITION	4	0	4	0	4	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-892

Date Started: 5/26/2017

JobTitle: Staff Nurse CN2 in Endoscopy

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	19	1	18	0	16	0	1	0	0	1	1
TOTAL REJECTED APPLICANT	16	1	15	0	13	0	1	0	0	1	1
TOTAL QUAL. APPLICANT	3	0	3	0	3	0	0	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-894

Date Started: 4/17/2017

JobTitle: Staff Nurse CN2 in Procedure Center

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	38	1	37	0	33	0	1	1	1	0	2
TOTAL REJECTED APPLICANT	22	0	22	0	19	0	1	0	1	0	1
TOTAL QUAL. APPLICANT	16	1	15	0	14	0	0	1	0	0	1
TOTAL INTERVIEWED	12	0	12	0	11	0	0	0	0	0	1
NOT OFFERED POSITION	11	0	11	0	10	0	0	0	0	0	1
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, August 2, 2017

Department: CMHC-Cheshire

Job Title: Nurse (Correctional Facility) - Functional

Recruiter: Noreen Logan

Search Code: 2017-918

Date Posted: 3/9/2017

Posting Deadline: 3/15/2017

Purpose of Class:

In the Correctional Managed Health Care Program, this class is accountable for rendering professional nursing and/or mental health care to inmates and assisting in their rehabilitation. This position covers the Cheshire Correctional and Manson Youth Institutions.

EXPERIENCE AND TRAINING: Incumbents must possess one (1) year of experience as a licensed Registered Nurse.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for the General Experience. Two (2) years of experience as a Licensed Professional Nurse working in a hospital, psychiatric or inmate setting and possession of a Registered Nursing license substitutes for the General Experience (see text below):

BSN degree + RN license

ASN degree + RN license + 1 year of RN full-time experience

ASN degree + RN license + 2 years of previous LPN full-time experience

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit as a RN in the State of Connecticut; may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge and ability to apply professional nursing theory, practice and ethics; knowledge of current medications, their actions, interactions, uses and side effects; knowledge of medical, therapeutic and psychiatric nursing interventions and methods; knowledge of and ability to apply quality standards, procedures and protocols; knowledge of and sensitivity to cultural and socioeconomic difference; some knowledge of teaching, counseling and evaluation principles and techniques; interpersonal skills; oral and written communication skills; ability to act as a role model to health care staff by demonstrating and teaching professional behaviors; ability to learn specialized inmate care applicable to work assignment; ability to listen and provide empathetic assistance to inmates in meeting their needs and carrying out prescribed treatments; ability to develop therapeutic relationships with inmates and their caregivers; ability to respond to emergencies; ability to respond to and seek supervision; ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and teamwork; ability to analyze and evaluate proper care and treatment; ability to interview; some ability to develop curricula.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

EXAMPLE OF DUTIES: Incumbents in this class independently implement nursing process with inmates including carrying out physicians orders regarding diet, medication and treatment; perform assessments; change dressings; monitor and ensure quality care through observation and evaluation; report on physiological and mental health status of inmates; document nursing interventions on medical records; distribute and maintain records of controlled drugs and insure their security; maintain records and make reports; make decisions in routine cases; instruct inmates and staff regarding treatments, nursing plans and related inmate care issues directed towards an awareness and understanding of health/mental health issues; respond to emergencies; maintain availability of medications and supplies; ensure cleanliness of equipment and environment; may provide pre-certification for and coordination of inmates admitted to and discharged from acute care facilities; may formulate and implement nursing care plans; may administer routine tests; may conduct training; may delegate nursing tasks consistent with established protocols; may participate in psychotherapeutic and rehabilitation interventions; may conduct daily sick call; may physically restrain inmates, quell disturbances and otherwise assist mental health and correctional staff in emergencies; may provide related medical or mental health specialty services; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 7:00 am - 3:00 pm, every other weekend and holiday. 72 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

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Req: 2017-918

Date Started: 6/9/2017

JobTitle: Nurse Correction – Functional Unit #9 in CMHC-Cheshire
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	19	0	19	0	11	0	6	0	1	0	1
TOTAL REJECTED APPLICANT	9	0	9	0	6	0	2	0	1	0	0
TOTAL QUAL. APPLICANT	10	0	10	0	5	0	4	0	0	0	1
TOTAL INTERVIEWED	3	0	3	0	1	0	2	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

- BSN – Bachelor’s Degree in Nursing
- RN – Registered Nurse
- ASN – Associate Degree in Nursing
- LPN – Licensed Practical Nurse

This position was posted on our UConn Health website.

The goal candidates, six (6) white females did not meet the minimum requirements of one (1) year of experience as a licensed RN or the allowable substitutions.

The goal candidates, four (4) white females were not interviewed for the following reasons: Two (2) white females withdrew their applications. One (1) white female was selected for another UConn Health position. One (1) white female was a RN graduate May 2014.

The goal candidate, one (1) white female was interviewed and not selected because she was a former UConn Health employee that had been terminated and was not eligible for rehire.

One (1) black female was selected. She was a RN graduate May 2007 and had both medical and mental health experience.

JOB OPPORTUNITY BULLETIN

As of Friday, August 4, 2017

Department: UMG-Endocrine

Job Title: Staff Nurse CN II - Endocrinology

Recruiter: Lynn zz-Stockwell

Search Code: 2017-1037

Date Posted: 5/9/2017

Posting Deadline: 5/23/2017

Purpose of Class:

At the UCHC, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position is for Endocrinology.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited nursing program and two (2) years professional nursing experience.

Special Requirements:

Incumbents must possess and maintain a current RN license to practice nursing in the State of Connecticut.

Preferred Experience:

BSN, EMR, IDX and Endocrine experience preferred

EXAMPLES OF DUTIES:

Performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; performs related duties as required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions.

WORK SCHEDULE: 40 hours per week, Monday - Friday, 8:30 am - 5:30 pm, with a 60 minute unpaid meal break. Incumbent will be cross trained and may be required to float to other clinics.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$61,734.

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Req: 2017-1037

Date Started: 6/23/2017

JobTitle: Staff Nurse CN2 – Outpatient in Endocrine
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	16	2	14	2	10	0	2	0	1	0	1
TOTAL REJECTED APPLICANT	3	0	3	0	2	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	13	2	11	2	8	0	1	0	1	0	1
TOTAL INTERVIEWED	7	2	5	2	3	0	1	0	0	0	1
NOT OFFERED POSITION	3	1	2	1	0	0	1	0	0	0	1
OFFERED POSITION	4	1	3	1	3	0	0	0	0	0	0
REFUSED POSITION	2	0	2	0	2	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	1	1	1	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

RN – Registered Nurse

BSN – Bachelor’s Degree in Nursing

EMR – electronic medical record

IDX – scheduling software

This position was posted on our UConn Health website.

All of the white female goals had been met with previous hires and they were no longer established hiring goals.

One (1) white female was selected during this reporting period. She graduated from an accredited nursing program; had thirty (30) years of professional nursing experience; possessed a current RN license to practice nursing in the State of Connecticut; and had the preferred EMR, IDX and Endocrine experience.

*One (1) white male was selected during the next reporting period and will be discussed in the 2018 Affirmative Action Plan.

JOB OPPORTUNITY BULLETIN

As of Saturday, July 29, 2017

Department: Dermatology

Job Title: Staff Nurse CN II - Phototherapy

Recruiter: Lynn zz-Stockwell

Search Code: 2017-1039

Date Posted:

Posting Deadline: 4/24/2017

Purpose of Class:

At the UCHC, this class is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Guides and supervises assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position is for Phototherapy.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of the principles and practices of nursing; knowledge of relevant health center policies and procedures; considerable interpersonal skills; oral and written communication skills; ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited nursing program and two (2) years professional nursing experience.

Special Requirements:

*Incumbents must possess and maintain a current RN license to practice nursing in the State of Connecticut..

Preferred Experience:

BSN

EXAMPLES OF DUTIES:

Performs individualized nursing assessments for each assigned patient; develops/updates care plans utilizing established standards of care which include physician prescribed therapies and common nursing measures derived from disease related/therapy/personal needs; organizes/coordinates patient care; collaborates with staff to implement patient care plans; participates in staff/patient care conferences; assists in clinical education/orientation of other staff; performs related duties as required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift and restrain patients; may have exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to disagreeable conditions.

WORK SCHEDULE: 40 hours per week, Monday - Friday, 8 am - 5 pm, with a 60 minute unpaid meal break. May be required to float to other locations.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$61,734.

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Req: 2017-1039

Date Started: 6/9/2017

JobTitle: Staff Nurse CN2 – Outpatient in Dermatology

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	0	6	0	3	0	1	0	0	0	2
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	3	0	0	0	0	0	2
TOTAL INTERVIEWED	4	0	4	0	2	0	0	0	0	0	2
NOT OFFERED POSITION	3	0	3	0	2	0	0	0	0	0	1
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

Abbreviations in Posting:

UCHC – University of Connecticut Health Center
RN – Registered Nurse

This position was posted on our UConn Health website.

The goal candidate, one (1) white female was not interviewed because she withdrew her application.

The goal candidates, two (2) white females were interviewed and not selected for the following reasons: One (1) white female indicated she would have difficulty working these hours. One (1) white female withdrew her application.

One (1) AAIANHNPI female was selected. She had a BSN; six and a half (6.5) years of professional nursing experience; and possessed a current RN licensed to practice nursing in the State of Connecticut.

Req: 2017-1123

Date Started: 6/23/2017

JobTitle: Nurse Correction – Functional Unit #2 in CMHC - Garner

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	3	4	2	1	0	3	1	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	6	3	3	2	1	0	2	1	0	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

One (1) black female, part-time UConn Health employee, was selected. She was an 1199 union member with bargaining contractual rights to this position.

3A. (Registered Nurse) Hires – Part Time to Full Time – Adjusted Work Schedule

**Staff Nurse CN2
(Emergency Room Unit)**

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

**Staff Nurse CN2
(Postoperative Services Unit)**

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3B. Nursing Supervisor

Goals

2 white females

1 Hispanic female

1 AAIANHNPI female

3B. Nursing Supervisor

No hiring activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3C. Specialized Nurses

Goals

1 white female

1 black female

1 Hispanic male

1 AAIANHNPI male

1 AAIANHNPI female

Req: 2017-348

Date Started: 12/9/2016

JobTitle: Clinical Case Manager in Case Management

JobGroup: 3C-SPECIALIZED NURSES

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	WF	<i>BM</i>	BF	HM	<i>HF</i>	AM	AF
TOTAL APPLICANTS	17	3	14	2	11	1	2	0	0	0	1
TOTAL REJECTED APPLICANT	6	2	4	1	3	1	1	0	0	0	0
TOTAL QUAL. APPLICANT	11	1	10	1	8	0	1	0	0	0	1
TOTAL INTERVIEWED	4	1	3	1	2	0	0	0	0	0	1
NOT OFFERED POSITION	3	0	3	0	2	0	0	0	0	0	1
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

DME – Durable Medical Equipment

LTACH – Long Term Acute Care Hospital

PPS – Prospective Payment System

This position was posted on our UConn Health website.

The goal candidates, three (3) white females and one (1) black female did not meet the minimum requirements for the following reasons: Two (2) white females and one (1) black female did not have the required Master’s degree in nursing, or the allowable substitution of three (3) years of experience in acute care. One (1) white female did not have the required Master’s degree in nursing, or the allowable substitution of a Bachelor’s degree in nursing with three (3) years of experience in acute care.

The goal candidates, six (6) white females and one (1) black female were not interviewed for the following reasons: Five (5) white females and one (1) black female did not have knowledge of UConn Health resources, policies, and procedures. We only interviewed UConn Health employees who were knowledgeable with UConn Health resources, policies, and procedures. One (1) white female did not have knowledge of UConn Health resources, policies, and procedures and indicated in her cover letter that she wanted to work in an outpatient office setting. This position will be responsible for acute care hospital inpatients.

Req: 2017-348 continued

The goal candidates, two (2) white females and one (1) AAIANHNPI female were interviewed and not selected for the following reasons: Two (2) white females withdrew their applications. The duties of this position require that the Case Manager will work across a variety of settings to coordinate care for patients and families who demonstrate various capacities for health and vulnerability for illness across the health-illness continuum. One (1) AAIANHNPI female's experience in our medical surgical float pool did not provide her with this experience.

One (1) white male part-time UConn Health employee was selected. He had a Bachelor's degree in nursing with eighteen (18) years of experience in acute care. He has been employed in our float pool since September 2015 and had floated to all areas and units in our hospital and is knowledgeable of various disease modalities. He had worked for sixteen (16) years managing the care for patients and families and had an understanding of the principles and practices of case management.

JOB OPPORTUNITY BULLETIN

As of Thursday, June 29, 2017

Department: Case Management

Job Title: Clinical Case Manager

Recruiter: Lynn zz-Stockwell

Search Code: 2017-348

Date Posted: 9/26/2016

Posting Deadline: 10/20/2016

Purpose of Class :

At UConn Health this position is accountable for independently providing and facilitating clinical, financial and resource management support for patients and their families. Ensures proper delivery of appropriate medical, nursing, educational, psychosocial and other services in accordance with regulations and policies. Serves as a role model for Case Management efforts for other staff. This position will work in the office of Case Management will be responsible for acute care hospital inpatients; must be a Registered Nurse.

SUPERVISION RECEIVED: Work under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED: May lead clerical staff as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL & ABILITY

Considerable knowledge of principles and practices of case management; knowledge of various disease modalities and expected and adverse outcomes of therapeutic interventions; knowledge of standards of practice for interdisciplinary delivery of patient care; UConn Health resources, policies and procedures; patient's bill of rights; managed care and insurer issues; and community resources; excellent interpersonal and oral and written communication skills; problem solving skills and the ability to establish priorities and manage effectively; ability to elicit relevant information and cooperation of patients and staff, and to adapt teaching methods to individual needs; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Master's degree in nursing.

SUBSTITUTION(S) ALLOWED:

Bachelor's degree in nursing with three years experience in acute care.

SPECIAL REQUIREMENTS:

Incumbents in this class must maintain licensure as a registered nurse

DUTIES AND RESPONSIBILITIES:

This position will be responsible for integrating knowledge, skills and competencies such as clinical judgment, data collection and interpretation, communication, caring practice, care planning, knowledge of resources, collaboration, systems thinking, and advocacy to effectively coordinate transitional care that best matches hospital and community healthcare resources to patient / family needs.

The Case Manager will work across a variety of settings to coordinate care for patients and families who demonstrate various capacities for health and vulnerability for illness across the health-illness continuum.

Assess patient/family clinical status needs related to medical diagnosis, treatment plan, treatment providers, treatment options, financial resources and discharge planning needs.

Facilitates and secures all post-acute care referrals for homecare, DME, LTACH, Hospice and skilled nursing facilities.

Facilitates transitions within the hospital as well as direct admissions and transfers from other facilities as it relates to clinical bed management.

Interprets critical data and makes recommendations to effect improvement in outcomes based on trends in inappropriate, inefficient or costly utilization.

Intervenes to suggest creative options for inappropriate admissions; documents case manager intervention and comparison to established criteria for medical necessity.

Establishes ongoing dialogue with patient/family to determine if patient's needs are being met.

Monitors critical aspects of care affecting reimbursement; provides point of contact for community physicians, staff, payers and patient regarding plan of care and questions related to discharge and resource utilization.

Develops collaborative relationships with home care agencies or post-acute facilities to provide appropriate clinical documentation (e.g., PPS) and to support quality patient care

Performs other related duties as required.

SCHEDULE: This is a full time position, 40 hours/week, to be scheduled generally Monday - Friday, 8:00 a.m. to 4:30 p.m., but there will be occasional rotation to 10:30 a.m. - 7:00 p.m.; rotating weekends, holidays (minor and major) and on-call shifts, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$77,438.

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Req: 2017-567

Date Started: 2/17/2017

JobTitle: Nurse Consultant in CMHC – Central Office

JobGroup: 3C-SPECIALIZED NURSES

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	10	0	10	0	9	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	10	0	10	0	9	0	0	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 5, 2017

Department: Ob/Gyn Nursing

Job Title: Lactation Nurse

Recruiter: Lynn zz-Stockwell

Search Code: 2017-735

Date Posted:

Posting Deadline: 1/25/2017

Purpose of Class :

This position is accountable for planning, implementing, and evaluating direct care and staff education in support of lactating mother-infant dyads. Primary areas of responsibility are with Labor & Delivery and OB

SUPERVISION RECEIVED:

Works under limited supervision of the Manager of L&D/OB..

SUPERVISION EXERCISED:

Leads other assigned staff.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of breastfeeding care and educational principles, practices and procedures and techniques required to assess learning needs and develop educational plans; Professional knowledge of the health care principles, practices and procedures to assess health care needs for antepartum, intrapartum, postpartum patients and newborns to toddlers; knowledge of pharmaceuticals and the effects on lactation; basic knowledge of federal, statewide and regulatory agency regulations; excellent verbal and written communication and interpersonal skills; computer skills; ability to work independently as well as being an effective and diplomatic member of the health care team

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Graduate of accredited nursing program: Bachelor's Degree in Nursing preferred. Three [3] years hospital-based nursing experience required; L&D, nursery, or postpartum experience strongly preferred. International Board of Certified Lactation Consultants (IBCLC) certification required. Registered nurse, licensed to practice nursing in the State of Connecticut. Basic Life Support [BLS] certification required.

EXAMPLES OF DUTIES:

Evaluates infant readiness for breastfeeding using theory based practices; interpreting the changing physiological and developmental attributes of the mother-infant dyad; and recommends a plan of action to support the breastfeeding dyad. Plans and prioritizes individualized patient care in accordance with standards of care for lactation support and approved policies and procedures. Partners with mother (and partner) to identify desired outcomes for breastfeeding infant(s) during hospital stay and at discharge. Collaborates with other members of Health Care Team to plan and provide optimal lactation support both to inpatients and in the Outpatient Pavilion as needed. Provides lactation consultation. Clearly documents all pertinent aspects of lactation support including: plan of care, summaries of patient interaction. Status and mother-infant dyad adjustment, and unexpected events or changes in the overall lactation support plan. Participates in the development, review, and revision of all policies and procedures related to lactation support. Participates in the initial and ongoing instruction of patient care staff in the theory, principles, and techniques of lactation support. Coordinates indirect lactation support activities. Participates in research activities which promote breastfeeding. Demonstrates support for the mission, values and goals of the organization through behaviors that are consistent with UConn Health Standards. Performs other related duties as required.

WORKING CONDITIONS:

May have exposure to communicable/infectious diseases. May require extensive periods of talking, walking, standing, bending, pushing and some lifting of equipment.

SCHEDULE: This is a full time salaried position, 40 hours/week, schedule will vary depending on the needs of the patients, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$73,694.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-735

Date Started: 3/3/2017

JobTitle: Lactation Nurse in Ob/Gyn Nursing

JobGroup: 3C-SPECIALIZED NURSES

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	0	2	0	2	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

OB – Obstetrics

L&D – Labor and Delivery

This position was posted on our UConn Health website for our employees.

The white female hiring goal was met with a previous hire and was no longer an established hiring goal.

No goal candidates applied for this position.

One (1) white female, part-time UConn Health employee was selected. She had a Bachelor’s Degree in Nursing; seven (7) years hospital-based nursing experience; IBCLC and BLS certification; and was licensed to practice nursing in the State of Connecticut.

JOB OPPORTUNITY BULLETIN

As of Friday, August 4, 2017

Department: Case Management

Job Title: Clinical Case Manager

Recruiter: Lynn zz-Stockwell

Search Code: 2017-836

Date Posted: 2/10/2017

Posting Deadline: 3/21/2017

Purpose of Class:

At UConn Health this position is accountable for independently providing and facilitating clinical, financial and resource management support for patients and their families. Ensures proper delivery of appropriate medical, nursing, educational, psychosocial and other services in accordance with regulations and policies. Serves as a role model for Case Management efforts for other staff. This position will work in the office of Case Management will be responsible for acute care hospital inpatients; must be a Registered Nurse.

SUPERVISION RECEIVED: Work under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED: May lead clerical staff as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL & ABILITY

Considerable knowledge of principles and practices of case management; knowledge of various disease modalities and expected and adverse outcomes of therapeutic interventions; knowledge of standards of practice for interdisciplinary delivery of patient care; UConn Health resources, policies and procedures; patient's bill of rights; managed care and insurer issues; and community resources; excellent interpersonal and oral and written communication skills; problem solving skills and the ability to establish priorities and manage effectively; ability to elicit relevant information and cooperation of patients and staff, and to adapt teaching methods to individual needs; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Master's degree in nursing.

SUBSTITUTION(S) ALLOWED:

Bachelor's degree in nursing with three years of experience in acute care.

SPECIAL REQUIREMENTS:

Incumbents in this class must maintain licensure as a registered nurse;

Current acute care case management experience

DUTIES AND RESPONSIBILITIES:

This position will be responsible for integrating knowledge, skills and competencies such as clinical judgment, data collection and interpretation, communication, caring practice, care planning, knowledge of resources, collaboration, systems thinking, and advocacy to effectively coordinate transitional care that best matches hospital and community healthcare resources to patient / family needs. The Case Manager will work across a variety of settings to coordinate care for patients and families who demonstrate various capacities for health and vulnerability for illness across the health-illness continuum. Assess patient/family clinical status needs related to medical diagnosis, treatment plan, treatment providers, treatment options, financial resources and discharge planning needs. Facilitates and secures all post-acute care referrals for homecare, DME, LTACH, Hospice and skilled nursing facilities. Facilitates transitions within the hospital as well as direct admissions and transfers from other facilities as it relates to clinical bed management. Interprets critical data and makes recommendations to effect improvement in outcomes based on trends in inappropriate, inefficient or costly utilization. Intervenes to suggest creative options for inappropriate admissions; documents case manager intervention and comparison to established criteria for medical necessity. Establishes ongoing dialogue with patient/family to determine if patient's needs are being met. Monitors critical aspects of care affecting reimbursement; provides point of contact for community physicians, staff, payers and patient regarding plan of care and questions related to discharge and resource utilization. Develops collaborative relationships with home care agencies or post-acute facilities to provide appropriate clinical documentation (e.g., PPS) and to support quality patient care. Performs other related duties as required.

SCHEDULE: This is a full time position, 40 hours/week, to be scheduled generally Monday - Friday, 8:00 a.m. to 4:30 p.m., rotating to 10:30 a.m. - 7:00 p.m.; rotating weekends, holidays (minor and major) and on-call shifts, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$77,438.

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Req: 2017-836

Date Started: 6/9/2017

JobTitle: Clinical Case Manager in Case Management

JobGroup: 3C-SPECIALIZED NURSES

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	12	0	12	0	10	0	1	0	0	0	1
TOTAL REJECTED APPLICANT	4	0	4	0	3	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	8	0	8	0	7	0	0	0	0	0	1
TOTAL INTERVIEWED	5	0	5	0	4	0	0	0	0	0	1
NOT OFFERED POSITION	4	0	4	0	3	0	0	0	0	0	1
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

DME – Durable Medical Equipment

LTACH – Long Term Acute Care Hospital

PPS – Prospective Payment System

This position was posted on our UConn Health’s website.

The white female goal had been met with a previous hire and was no longer an established hiring goal.

One (1) black female did not meet the minimum requirements because she did not have the required Bachelor’s degree in nursing.

One (1) AAIANHNPI female was interviewed and not selected because she did not have the special requirement of case management experience.

One (1) white female was selected. She had a Master’s degree in nursing; thirteen (13) years of experience in acute care which included four (4) years of case management experience.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3D. Clinical Supervisors

Goals

2 white females

1 black female

3D. Clinical Supervisors

No hiring activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3E. Clinical Group

Goals

8 white females

1 black male

5 black females

3 AAIANHNPI females

Req: 2016-666

Date Started: 8/5/2016

JobTitle: Physician Assistant – UHP in the Department of Surgery/Orthopedics Unit

JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	5	3	2	2	2	0	0	1	0	0	0
TOTAL REJECTED APPLICANT	1	1	0	0	0	0	0	1	0	0	0
TOTAL QUAL. APPLICANT	4	2	2	2	2	0	0	0	0	0	0
TOTAL INTERVIEWED	2	1	1	1	1	0	0	0	0	0	0
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2016-685

Date Started: 8/5/2016

JobTitle: Physical Therapist 2 – UHP in the Department of Rehab Services - Outpatient
JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	1	5	1	3	0	0	0	0	0	2
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	6	1	5	1	3	0	0	0	0	0	2
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2016-717

Date Started: 9/2/2016

JobTitle: Staff Physician - Functional Unit #5 in the Department of CMHC - York
JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	1	1	1	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	1	1	1	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2016-1146

Date Started: 10/14/2016

JobTitle: Psychologist Clinical – Functional Unit #2 in the Department of CMHC-Garner
JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Thursday, July 6, 2017

Department: Rehab Services - Outpatient

Job Title: Physical Therapist 2

Recruiter: Donna Seklecki

Search Code: 2017-134

Date Posted: 8/4/2016

Posting Deadline: 1/5/2017

Purpose of Class :

At UConn Health, this class is accountable for independently performing the full range of tasks in the implementation and development of Physical Therapy programs. This position will work in the area of Sports Medicine in Farmington, CT.

SUPERVISION RECEIVED:

Works under the general supervision of a staff member of higher rank.

SUPERVISION EXERCISED:

May lead/supervise staff of lower rank, or other staff as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of the principles and practices of physical therapy; knowledge of anatomy, physiology, kinesiology, neurology, neuroanatomy, general and abnormal psychology, group dynamics, human development, pharmacology; considerable knowledge of relevant agency policies and procedures; considerable knowledge of community resources; considerable interpersonal skills; considerable oral and written communication skills; ability to instruct others in principles and practices of physical therapy, ability to gain confidence, interest, and cooperation of physically, mentally and/or developmentally disabled clients; considerable ability to plan and implement a comprehensive physical therapy program.

EXPERIENCE AND TRAINING:

General Experience:

Bachelors Degree in Physical Therapy and two (2) years of experience as a therapist.

SPECIAL REQUIREMENTS:

Employees in this class will be required to possess and maintain current licensure in the State of Connecticut. Employees in this class may be required to travel within the State of CT in the course of their daily work.

PREFERRED: Masters Degree, Advanced Master Degree in Physical Therapy or Doctorate of Physical Therapy with 5 years experience focusing on ortho sports medicine and worker's compensation clients, experienced in the development of Clinical Practice Guidelines and Clinical Research. Orthopedic Clinical Specialist (OCS), Fellow American Academy of Orthopedic Manual Therapist (FAAOMPT).

WORKING CONDITIONS:

Incumbents in this class may be exposed to some risk of injury or physical harm, and to moderately disagreeable conditions while providing treatment to patients.

EXAMPLES OF DUTIES:

Develops/implements physical therapy treatment programs for physically disabled adults, pediatrics, psychiatry and substance abuse patients in both inpatient and outpatient settings; serves as consultant or clinical advisor to other staff; recommends program changes to caregiver's as appropriate; participates in department management; maintains records/schedules; participates in assigned clinics, rounds, patient conferences; develops, implements clinical learning experiences for residents and students; attend/participates in departmental and in service meetings; maintains patient confidentiality; supports quality assurance activities; performs other duties as required.

SCHEDULE: Full time, 40 hours per week, Monday and Wednesday, 7:30 a.m. to 4:00 p.m., Tuesday and Thursday, 10:30 a.m. to 7:00 p.m., Friday, 8:00 a.m. to 4:30 p.m., weekends & holidays may be required, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: TBD

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Req: 2017-134

Date Started: 2/17/2017

JobTitle: Physical Therapist 2 – UHP – in Rehabilitation Services
JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	5	2	5	1	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	2	1	1	1	0	0	0	0	0	0	1
TOTAL QUAL. APPLICANT	5	4	1	4	1	0	0	0	0	0	0
TOTAL INTERVIEWED	2	2	0	2	0	0	0	0	0	0	0
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

CT - Connecticut

This position was posted on the Connecticut Physical Therapy Association website, Indeed.com website, and our UConn Health website.

The goal candidate, one (1) AAIANHNPI female did not meet the minimum requirements because she did not have the required CT Physical Therapist license.

The goal candidate, one (1) white female was not interviewed because she did not have the preferred Doctorate of Physical Therapy.

One (1) white male was selected. He had the preferred Doctorate of Physical Therapy, a CT Physical Therapist license, and three (3) years of experience as a therapist focusing on orthopedic and sports medicine.

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 5, 2017

Department:**Job Title:** Diabetes Educator**Recruiter:** Lynn zz-Stockwell**Search Code:** 2017-162**Date Posted:** 7/29/2016**Posting Deadline:** 8/30/2016**Purpose of Class :**

At UCHC this classification provides self-management education/self-management training aimed at facilitating people with and at risk for diabetes related conditions to achieve behavior change goals which leads to better clinical outcomes. Provides consultative services to UCHC departments to assist with treatment/management of patients affected by diabetes.

SUPERVISION RECEIVED:

Works under limited supervision of a Diabetes Education Coordinator and collaboratively with Primary Care Physicians, Nurse Practitioners and Endocrinologists.

SUPERVISION EXERCISED:

May lead employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED:**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of current diabetes treatment, technology and management; considerable interpersonal skills; intermediate computer skills; considerable teaching skills; ability to lead and effectively manage groups; ability to develop a collaborative, therapeutic alliance with individuals; ability to communicate effectively (oral and written) with patients and health care teams; ability to be culturally sensitive in response to patients' needs; ability to think creatively; ability to establish and maintain effective working relationships with the public and health care teams.

EXPERIENCE AND TRAINING:**GENERAL EXPERIENCE:**

Registered Nurse or other certified/eligible healthcare professional with at least three (3) years of nursing or related healthcare practice experience and one (1) year recent experience providing diabetes self-management education.

SUBSTITUTION ALLOWED:

Master's degree may be substituted for one (1) year of the related professional experience.

REQUIRED LICENSE AND CERTIFICATION:

Certified or eligible for Certification as a Certified Diabetes Educator (CDE) and/or Board Certified in Advanced Diabetes Management (BC-ADM). If eligible at the time of hire must become certified within one (1) year of employment.

Active license in the State of Connecticut as a Registered Nurse (RN) or licensed in the related healthcare profession as required.

Current compliance with Continuing Medical Education (CME) requirements for certification as appropriate.

PREFERRED: Bi-lingual English/Spanish; experience with Diabetes Self-Management Program

EXAMPLES OF DUTIES:

Collects Diabetes self-management education/training program participants' assessment data, in a collaborative and outgoing manner; provides educational intervention; collaboratively develops educational goals, learning objectives and a plan for educational content and teaching methods with participants; educates patients on multiple basic and advanced technology to optimize blood glucose control, including blood glucose meters, continuous glucose sensors and insulin pumps; collaboratively develops an individualized follow up plan for each patient; documents assessment data and plans; evaluates effectiveness of educational services; conducts follow up assessments; utilizes a team approach to provide services and communicates with team members as needed; serves as a clinical diabetes resource to departments, colleagues, fellows, residents outside agencies and organizations regarding diabetes management; provides group classroom instruction for patients and their families; participates in the development of training materials; contributes to, and participates in, a continuous quality improvement process to measure, identify and address opportunities for improvement; performs other work-related duties as assigned.

SCHEDULE: This is a full time salaried position, Monday - Friday, 8:00 a.m. - 5:00 p.m., minor holidays as needed, 1 hour unpaid meal break. Occasional evening hours possible.

FULL TIME EQUIVALENT SALARY MINIMUM: \$ 69,784.

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Req: 2017-162

Date Started: 9/30/2016

JobTitle: Diabetes Educator in UConn Medical Group

JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	23	1	22	0	14	1	3	0	4	0	1
TOTAL REJECTED APPLICANT	20	1	19	0	12	1	3	0	3	0	1
TOTAL QUAL. APPLICANT	3	0	3	0	2	0	0	0	1	0	0
TOTAL INTERVIEWED	2	0	2	0	1	0	0	0	1	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

This position was posted on our UConn Health website.

The goal candidates, twelve (12) white females, one (1) black male, three (3) black females, and one (1) AAIANHNPI female did not meet the minimum requirements because they did not have the required one (1) year of experience providing diabetes self-management education.

The goal candidate, one (1) white female was not interviewed because we chose to only interview candidates who were Registered Nurses.

The goal candidate, one (1) white female was interviewed and not selected because she did not have recent diabetes education experience. Her experience was five (5) years ago.

One (1) Hispanic female was selected. She was a Registered Nurse who had seven (7) years of nursing experience with four (4) years of current experience providing diabetes self-management education; eligible for certification as a CDE; licensed in the state of Connecticut as a Registered Nurse and had the preferred requirements of bi-lingual English/Spanish and utilizing some of the teaching materials that were currently used in our Diabetes Self-Management Program.

Req: 2017-309

Date Started: 4/17/2017

JobTitle: Occupational Therapist 2-UHP Inpatient and Outpatient in Rehabilitation Services

JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	26	1	25	1	19	0	1	0	3	0	2
TOTAL REJECTED APPLICANT	16	0	16	0	14	0	0	0	1	0	1
TOTAL QUAL. APPLICANT	10	1	9	1	5	0	1	0	2	0	1
TOTAL INTERVIEWED	2	0	2	0	1	0	0	0	1	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-317

Date Started: 10/14/2016

JobTitle: Dentist – Functional Unit #3 in CMHC – Corrigan/Radgowski

JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	1	0	1	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

One (1) white male, part-time UConn Health employee was selected. He was an 1199 union member with contractual bargaining rights to the position.

Req: 2017-931

Date Started: 4/28/2017

JobTitle: Clinical Perfusionist in Perfusion Services

JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	WF	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	2	0	2	0	2	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

3E. (Clinical Group) Hires – Part Time to Full Time – Adjusted Work Schedule

**Poison Information Specialist
(Emergency Medicine)**

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

**Physician Assistant UHP
(Canton Urgent Care)**

One (1) white male adjusted his work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3F. Research

Goals

30 white males

3 Hispanic males

10 AAIANHNPI males

JOB OPPORTUNITY BULLETIN

As of Thursday, July 6, 2017

Department: Center on Aging

Job Title: Clinical Research Assistant I

Recruiter: Pamela Rucker

Search Code: 2016-1116

Date Posted: 5/25/2016

Posting Deadline: 6/8/2016

Purpose of Class :

At UConn Health this grant funded position will be responsible for independently performing a full range of tasks for a project related to the physical and mental health of older (50+) prisoners. This position is located in the Center on Aging.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead lower level employees.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of research protocols, principles and procedures; knowledge of aspects of clinical trials such as screening, interviewing, case reports forms; knowledge of experimental design, mathematics, statistics, computer applications and written communication skill; ability to organize and work with data; knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications) involved with clinical trials and other research; ability to work as a member of a project team; applying procedures; knowledge of clinical tasks required for research (e.g. phlebotomy, centrifugation, interviewing). Must be able to work independently and possess excellent communication skills both orally and written, considerable attention to detail and follow through.

EXPERIENCE AND TRAINING:

General Experience:

Bachelor's degree in the appropriate scientific discipline, e.g. Psychology, Gerontology, Social Work or related discipline. Degrees in other areas may be substituted on a case-by-case basis.

Substitution Allowed:

Certification as a Clinical Research Coordinator (CCRC) by SOCRA or an equivalent with five (5) years of appropriate practical clinical research experience may be substituted for the Bachelor's degree. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

SPECIAL REQUIREMENTS:

Experience conducting face-to-face interviews in the context of a clinical research study.

Integrity in working with confidential information and positive attitude towards research and older persons and must be willing to conduct in-person interviews with older prisoners (with pre-established procedures in place to ensure safety).

Experience working with Microsoft Word and Excel.

Must have valid CT driver's license and reliable transportation and must be willing to drive throughout the state of CT to CT Department of Corrections (DOC) facilities. (Mileage and parking are reimbursable). Flexibility to work Non-standard work week hours (early morning or evenings) may be necessary on occasion.

PREFERRED QUALIFICATIONS:

Master's degree in psychology or a related field.

Prior experience administering diagnostic assessments of mental health such as the SCID.

EXAMPLES OF DUTIES:

Obtaining informed consent from subjects, all of whom are incarcerated in one of several CT State Correctional facilities. Performing structured interviews with subjects. Administering cognitive testing to subjects. Administering physical functioning tests to subjects. Coordinating the subject interview schedule. Data entry of study data. Working with the database manager and on maintaining the study database. Obtaining informed consent from subjects. Literature reviews. Preparing summaries of research results

WORKING CONDITIONS:

Incumbents in this class may be exposed to communicable / infectious diseases.

This position will involve conducting in-person interviews with prisoners age 50 and older.

Schedule: 40 hours per week, Monday - Friday, 8:00am - 5:00pm with a 60 minute unpaid mealbreak

*****Some early morning or evening or weekend hours on occasion *****

*****Must be flexible to change hours as project and interview schedules require*****

Full Time Equivalent Minimum Salary: \$49,462.00

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Req: 2016-1116

Date Started: 8/19/2016

JobTitle: Clinical Research Assistant 1 in Center on Aging

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	79	28	51	15	33	7	12	4	2	2	4
TOTAL REJECTED APPLICANT	63	24	39	15	25	3	8	4	2	2	4
TOTAL QUAL. APPLICANT	16	4	12	0	8	4	4	0	0	0	0
TOTAL INTERVIEWED	5	1	4	0	2	1	2	0	0	0	0
NOT OFFERED POSITION	4	1	3	0	1	1	2	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

IRB – Institutional Review Board

SOCRA – Society of Clinical Research Associates

CT – Connecticut

SCID – Structured Clinical Interviews for Disorders

This position was posted on our UConn Health website.

The goal candidates, fifteen (15) white males, four (4) Hispanic males and two (2) AAIANHNPI male did not meet the minimum requirements for the following reasons: Twelve (12) white males, three (3) Hispanic males and one (1) AAIANHNPI male did not have the special requirements of experience conducting face-to-face interviews in the context of a clinical research study. Three (3) white males did not have the required Bachelor's degree in the appropriate scientific discipline, e.g. Psychology, Gerontology, Social Work or related discipline or the allowable substitutions. One (1) Hispanic male did not have the special requirements of experience conducting face-to-face interviews in the context of a clinical research study, and experience working with Microsoft Word and Excel. One (1) AAIANHNPI male's application did not contain a work history and he did not submit a resume.

One (1) white female was selected. She had a Master's degree in Social Work, experience conducting face-to-face interviews in the context of a clinical research study, experience working with Microsoft Word and Excel, and a valid CT driver's license.

JOB OPPORTUNITY BULLETIN

As of Thursday, July 6, 2017

Department: Ctr Vascular Biology

Job Title: Research Assistant 2

Recruiter: Pamela Rucker

Search Code: 2016-1227

Date Posted: 6/22/2016

Posting Deadline: 6/29/2016

Purpose of Class :

At UConn Health this class is accountable for independently performing a full range of tasks for assigned research projects with a major focus of the project on the use of transgenic mice to test the function of proteins in vivo, including the production of new mouse lines.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade in the performance of routine research duties and under closer supervision when performing more advanced tasks.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of relevant research protocols, principles and practices. Experience in the field of Developmental Biology, experience in ES cell culture, blastocyst injection and embryo transfer is essential. Prior work experience with animals such as managing transgenic mouse colonies, generation and analysis of genetic mouse model. Experience with intraperitoneal and subcutaneous injections and survival surgery. Analysis experience must include frozen histology, immunohistochemistry and DNA extraction from tissues for PCR. Familiarity with mouse anatomy, experience in tissue harvest from heart, brain, liver, lung and eye. In vitro culture and manipulation of cells with experience in cell transfection by electroporation and transfection, lentivirus preparation and infection. Must have worked with TALEN or CRISPR- mediated nucleases for genetic manipulation. Experience with PCR- based ligation cloning, bacterial culture and plasmid isolation. Must have worked with biohazardous (BL2) and radioactive substances and be familiar with safety protocols. Experience working with instrumentation and computers with experience in Adobe Photoshop. Must have experience with machine and website maintenance and in training students. Must be adept in organizational software specifically Excel and Filemaker Pro. Must have experience with shipping and ordering in the laboratory setting. Must have oral and written communications skills; ability to identify, produce, organize, analyze, evaluate, interpret and present data.

EXPERIENCE AND TRAINING

General Experience:

Bachelors degree in the Molecular Biology plus one (1) year of research experience in a relevant discipline. Degrees in other areas may be substituted on a case by case basis.

PREFERRED EXPERIENCE:

Greater than 10 years of post graduate research experience in Cell Biology.

Greater than 10 years experience in ES cell culture.

EXAMPLES OF DUTIES:

May conduct routine technical laboratory tests including semen analyses, radioimmunoassays, microscopic, chemical, and/or other related tests; may prepare and maintain cultures; may make both simple and moderately complex solutions; may perform animal dissection to obtain samples for study; may inject laboratory animals and draw blood and serum; may perform data collection; may interview research participants; may perform data analysis; records and reports test results; researches literature to determine methods applicable to the study being performed; performs laboratory maintenance; performs related duties as required.

Schedule: 40 hrs per week, Mon - Fri, 8:30am - 5:00pm with a 30 minute unpaid mealbreak

Full Time Equivalent Minimum Salary: \$57,595.00

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Req: 2016-1227

Date Started: 8/5/2016

JobTitle: Research Assistant 2 in Center for Vascular Biology

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	23	8	15	1	7	1	2	3	0	3	6
TOTAL REJECTED APPLICANT	22	8	14	1	6	1	2	3	0	3	6
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

DNA – deoxyribonucleic acid
PCR – polymerase chain reaction
ES – embryonic stem

This position was posted on our UConn Health website.

The goal candidates, one (1) white male, three (3) Hispanic males, and three (3) AAIANHNPI males did not meet the minimum requirements for the following reasons: One (1) white male did not have the required Bachelor’s degree in Molecular Biology or related discipline plus one (1) year of research experience in relevant discipline. Three (3) Hispanic males and three (3) AAIANHNPI males did not have the required experience with TALEN or CRISPR – mediated nucleases for genetic manipulation.

One (1) white female was selected. She had a Bachelor’s degree in Molecular Biology, fifteen (15) years of research experience in developmental biology, which includes ES cell culture and blastocyst injection, and experience with TALEN mediated nucleases for genetic manipulation

JOB OPPORTUNITY BULLETIN

As of Thursday, July 6, 2017

Department: Center on Aging

Job Title: Clinical Research Associate II

Recruiter: Pamela Rucker

Search Code: 2017-001

Date Posted: 6/30/2016

Posting Deadline: 7/7/2016

Purpose of Class :

This position is under the Money Follows the Person (MFP) grant and will serve as the Project Manager for the Connecticut LTSS rebalancing plan evaluation. Position will be part of a team dedicated to evaluating public policy designed to improve the health and well-being of older adults, people with disabilities, and their families. Position will serve as team resource for health policy research expertise, managing policy research and analysis of programs, practices and initiatives related to the overall State health and Long Term Services and Supports (LTSS) systems.

Supervision Received:

Works under the general direction from the Principal Investigator.

Supervision Exercised:

Supervises staff as assigned to the related segment of the program

Primary Responsibilities:

Analyzes the State's progress on the LTSS rebalancing plan, evaluating key rebalancing benchmarks; inter-relationships of State health and LTSS policies; implications for State Agencies and potential effects on older adults, persons with disabilities, their families and caregivers. Supervises work of Research Assistants participating in the team research and analysis projects. Takes the lead in authoring research publications and presentations and supervises others in writing project reports. Supervises others in complex research and provides training in; data collection, interviews and focus groups, data analysis and drafting project reports. Collaborates with research team members, State agency staff, community organizations and research participants to facilitate all aspects of research efforts. Plays a substantial independent role in the preparation of grants and contracts. Responsible for data quality control and quality assurance. Performs other related duties as assigned.

Knowledge, Skills & Abilities:

Knowledge of health policy research principles and procedures, including but not limited to, interviewing stakeholders, reviewing case report forms and policy documents, analyzing administrative data records, etc. Extensive knowledge of Connecticut agencies, legislation, rebalancing initiatives and policies concerning health and LTSS. Knowledge of regulatory procedures including but not limited to, IRB, HSP, Medicare and Medicaid. Knowledge of data management and basic statistics. Skilled in the use of computerized databases and computer applications such as, but not limited to Microsoft office suite, SPSS, internet, etc. Excellent oral and written communication skills. Considerable interpersonal and organization skills. Excellent project management skills. Ability to work as a member of a project team and independently. Ability to effectively lead and supervise.

General Experience and Training:

Master's degree in social work, psychology, public health or gerontology or related discipline

Five [5] years research experience, one year of which must have been at the equivalent of a Research Associate 1 level.

Research and program evaluation experience in the health and human services area.

Demonstrated experience in policy analysis research project management including Results Based Accountability reporting.

Experience conducting research interviews and focus groups with older adults, people with disabilities, State policy makers and service providers.

Experience communicating analysis and research findings to various audiences, including state agencies and legislature.

Preferred:

Experience working with older adults, people with disabilities and their families. Strong knowledge of Medicare and Medicaid services for older adults and people with disabilities.

Working conditions and Physical Effort: Ability to travel throughout state for meetings.

Schedule: 40 hrs per week, Mon-Fri, 8:00am - 4:30pm with a 30 minute unpaid mealbreak

Full Time Equivalent Minimum Salary: \$84,552.00

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Req: 2017-001

Date Started: 7/22/2016

JobTitle: Clinical Research Associate 2 in the Center on Aging

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	21	4	17	3	10	0	3	0	0	1	4
TOTAL REJECTED APPLICANT	19	4	15	3	8	0	3	0	0	1	4
TOTAL QUAL. APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

IRB – Institutional Review Board

HSP – Human Subject Protection

SPSS – Statistical Package for the Social Sciences

This position was posted on our UConn Health website.

The goal candidates, three (3) white males and one (1) AAIANHNPI male did not meet the minimum requirements for the following reasons: Three (3) white males did not have the required knowledge of CT agencies, legislation, rebalancing initiatives and policies concerning health and LTSS. One (1) AAIANHNPI male did not have the required Master’s degree in social work, psychology, public health or gerontology or related discipline plus five (5) years research experience, one (1) year at the equivalent of a Research Associate 1 level.

One (1) white female was selected. She had a Master’s degree in social work, six (6) years research experience with one (1) year at a Research Associate 1 level, knowledge of CT agencies, legislation, rebalancing initiatives, and policies concerning health and LTSS. She had the preferred experience working with older adults, people with disabilities and their families along with knowledge of Medicare and Medicaid services for older adults and people with disabilities.

JOB OPPORTUNITY BULLETIN

As of Friday, July 7, 2017

Department: Child&FamilyStudies

Job Title: Research Associate 1

Recruiter: Pamela Rucker

Search Code: 2017-002

Date Posted: 7/1/2016

Posting Deadline: 7/29/2016

Purpose of Class :

At UConn Health this Grant Funded position is accountable for assisting in the design/development of complex research projects/programs; may act as a resource person in a prescribed research technique or field. This position is located in the Child & Family Studies department.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS & ABILITIES:

Considerable knowledge of relevant research protocols, principles and procedures, considerable knowledge of relevant advanced scientific techniques; knowledge of research practices; knowledge of experimental design, mathematics, statistics, computer applications, oral and written communication skills; ability to work independently, to attend to detail, problem solve and be organized; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

An Master's degree, plus two (2) years of relevant administrative experience, preferably in a health science/health care setting.

Substitutions Allowed:

Bachelors Degree and three (3) years of relevant experience, preferably in a health science/health care setting, may be substituted for the general experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to travel.
2. Experience presenting at national conferences.
3. Experience with person with developmental disabilities
4. Experience working with interdisciplinary professionals and/or students.

EXAMPLES OF DUTIES:

Assists in the design/development of complex research projects/programs; acts as a specialist in a designated field ; keeps abreast of the latest technical and scientific developments in relevant field; may plan unit work flow, determine priorities, schedule, assign, oversee or review work; may establish unit procedures; may recommend policies, standards; may prepare reports, correspondences; designs and implements experiments; translates data collection theory into practice, works with grant budgets, contributes to research publications; conducts literature searches; may train lower level employees; trains fellows, medical/dental students; post-docs in related research techniques; performs other duties as required.

SCHEDULE: 40 hours week; Monday thru Friday between 8:30 am - 5:00 pm, some flexibility based on departmental needs

FULL TIME EQUIVALENT SALARY: \$73,694

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Req: 2017-002

Date Started: 8/19/2016

JobTitle: Research Associate 1 in Child and Family Studies

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	85	23	62	10	30	5	12	2	5	6	15
TOTAL REJECTED APPLICANT	81	23	58	10	27	5	12	2	5	6	14
TOTAL QUAL. APPLICANT	4	0	4	0	3	0	0	0	0	0	1
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on our UConn Health website.

The goal candidates, ten (10) white males, two (2) Hispanic males, and six (6) AAIANHNPI males did not meet the minimum requirements for the following reasons: Five (5) white males, two (2) Hispanic males, and four (4) AAIANHNPI males did not have the special requirement of experience with person with developmental disabilities. One (1) white male did not have the special requirement of experience presenting at national conferences. Two (2) white males and one (1) AAIANHNPI male did not have the required Master's degree, plus two (2) years of relevant administrative experience, or the allowable substitutions. One (1) white male and one (1) AAIANHNPI male did not have the special requirements of experience with person with developmental disabilities and experience presenting at national conferences. One (1) white male did not have the required two (2) years of relevant administrative experience, the special requirements of experience with person with developmental disabilities and experience presenting at national conferences.

One (1) white female was selected. She had a Master's degree, four (4) years of relevant administrative experience, experience presenting at national conferences, experience with person with developmental disabilities, and experience working with interdisciplinary professionals and students.

Req: 2017-122

Date Started: 9/16/2016

JobTitle: Clinical Research Associate 1 (Quality Improvement Advisor)
in Center for Public Health

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	65	13	52	9	28	1	7	2	2	1	15
TOTAL REJECTED APPLICANT	33	8	25	4	11	1	2	2	1	1	11
TOTAL QUAL. APPLICANT	32	5	27	5	17	0	5	0	1	0	4
TOTAL INTERVIEWED	5	1	4	1	3	0	0	0	1	0	0
NOT OFFERED POSITION	2	1	1	1	1	0	0	0	0	0	0
OFFERED POSITION	3	0	3	0	2	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	3	0	3	0	2	0	0	0	1	0	0

Abbreviations in Posting:

QIAs – Quality Improvement Advisors

IRB – Institutional Review Board

FDA – Food and Drug Administration

SOCRA – Society of Clinical Research Associates

This position was posted on our UConn Health website.

The goal candidates, four (4) white males, two (2) Hispanic males, and one (1) AAIANHNPI male did not meet the minimum qualifications for the following reasons: Two (2) white males did not have the required knowledge of screening, interviewing, reviewing medical records and statistics. One (1) white male and one (1) Hispanic male did not have the required Master’s Degree in a Public Health or a clinical discipline, plus two (2) years of appropriate clinical research experience or the allowable substitutions. One (1) white male and one (1) Hispanic male did not have the required ability to understand and apply principles of healthcare transformation and to implement change packages provided by CMMI. One (1) AAIANHNPI male did not have the required knowledge of clinical trials and knowledge of CMMI.

The goal candidates, four (4) white males were not interviewed because their applications were received after candidates were interviewed and selected for the position.

Req: 2017-122 continued

The goal candidate, one (1) white male was interviewed and not selected because during the interview it was discovered that he did not have the minimum requirement of the ability to understand and apply principles of healthcare transformation and to implement change packages provided by CMMI. He also did not have the preferred qualifications of organizational quality improvement (QI) experience; data management experience with collection, organization, cleaning of data; experience collecting and analyzing key quality indicators with corresponding deployment of interventions to improve processes and outcomes; and capacity to support process improvement.

Two (2) white females and one (1) Hispanic female, part-time UConn Health employee were selected because they met the minimum requirements and they had the preferred qualifications of organizational quality improvement (QI) experience; data management experience with collection, organization, cleaning of data; experience collecting and analyzing key quality indicators with corresponding deployment of interventions to improve processes and outcomes; and capacity to support process improvement.

JOB OPPORTUNITY BULLETIN

As of Friday, July 7, 2017

Department: Ctr - Public Health

Job Title: Clinical Research Associate I (Quality

Recruiter: Pamela Rucker

Search Code: 2017-122

Date Posted: 7/19/2016

Posting Deadline: 10/10/2016

Purpose of Class:

*****There are 3 Positions*****

The Quality Improvement Advisors will be engaged in the Southern New England Practice Transformation Network (SNEPTN), which is a Center for Medicare and Medicaid Innovation (CMMI) funded Practice Transformation Network under its Transitioning Clinical Practices Initiative (TCPI), and a collaboration between UConn Health and UMass Medical School (UMMS). These positions will be stationed at UConn Health and will assist UConn Health's SNEPTN team and its leadership, but will also coordinate with QIAs stationed at the University of Massachusetts Medical School in approaches to serving clinical practices. The QIAs will be responsible for ongoing training, support, encouragement, consultation, and monitoring of practices and health systems as they strive for clinical, quality and operational improvements. The QIAs will also assist in the development and implementation of learning collaboratives focused on supporting practices and health systems in transforming the way they deliver care.

SUPERVISION RECEIVED:

Receives general supervision from the principle investigator or other employee of higher rank.

SUPERVISION EXERCISED:

Leads multiple research assistants, para-professionals, clerical or other staff members of lower rank, as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of clinical research protocols, principles and procedures; Considerable knowledge of clinical trials and other clinical research methods such as screening, interviewing, reviewing case report forms, reviewing medical records; considerable knowledge of experimental design, mathematics, statistics, computer applications and procedures, computerized databases; considerable knowledge of quality and operational improvements; oral and written communication skills; managerial, interpersonal and organizational skills; ability to identify, produce, organize, analyze, evaluate and interpret data; knowledge of regulatory procedures (e.g.. informed consent, IRB applications, FDA regulations) involved with clinical research; ability to work as a member of a project team and independently; demonstrated excellent interpersonal skills (including the ability to establish and maintain effective relationships with physicians,administration and staff);ability to understand and apply principles of healthcare transformation and to implement changes packages provided by CMMI;proficient computer skills including familiarity with Microsoft applications; ability to travel within the State of Connecticut and the Commonwealth of Massachusetts;ability to convene meetings and training sessions for practices and health system sites;excellent organizational skills including the ability to efficiently utilize time and financial resources;supervisory ability

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

A Master's Degree in a Public Health or a clinical discipline, plus two (2) years of appropriate clinical research experience.

SUBSTITUTIONS ALLOWED:

Bachelor's Degree and three (3) years of appropriate clinical research experience or certification as a Clinical Research Professional (CCRP) by SOCRA or equivalent with ten (10) years of appropriate practical clinical research experience. If not certified at the time of hire must take and pass the certification within one (1) year of employment.

PREFERRED QUALIFICATIONS:

Evidence of organizational quality improvement (QI) experience. Data management experience: collection, organization, cleaning of data. Experience collecting and analyzing key quality indicators with corresponding deployment of interventions to improve processes and outcomes. Experience/familiarity with Dental/Oral health initiatives. Demonstrated capacity to support process improvement. Knowledge of healthcare delivery systems, Medicare, Medicaid, health information technology systems.

EXAMPLES OF DUTIES:

Foster practices' or health systems' understanding and implementation of models of care delivery that foster coordination and integration of care across clinical disciplines and levels of care, team-based care, patient and family engagement, population health, the meaningful use of health information technology-including electronic health records and telemedicine-and the use of data for continuous quality improvement. Successfully implement new health delivery models at practices and health care systems. Identify barriers to implementing health care delivery model at the practice and health care system level and help practices address these barriers. Coach the participating practices towards successful implementation of organizational policy, procedural, and workflow changes that will facilitate implementation of the model of care. Provide content expertise for curriculum and presentations in learning collaboratives and provide presentations. Develop a sustainability plan for practices and health systems to be able to continue quality improvement activities beyond the transformation specialist's time with the practice. Develop leadership and quality improvement skill sets at practices and health systems. Provide technical assistance to practices and health systems. Provide a mechanism of information exchange and dissemination to share best practices among practices and health systems. Provide QI leadership to practices and health systems working with site teams to delineate needs and opportunities at each site, to prioritize areas of focus, assess available and needed resources, and assist in implementation. Develop and implement plan for sustainability and spread within practices and health systems. Provide tools to practices and health systems sites to support transformation. Participate in practices/health system based program evaluation activities. Compile and analyze site data and use this information to inform technical assistance and develop action plan for each site. Comply with established internal UConn departmental policies, procedures, and objectives. Comply with all health and safety regulations and requirements. Perform other similar and related duties as required or directed.

WORKING CONDITIONS:

Incumbents in this class may be exposed to communicable/infectious diseases.

Schedule:40 hrs per week, Monday - Friday, 8:00am - 5:00pm with a 60 minute unpaid mealbreak
*****Time flexibility is needed according to job demands*****

Full Time Equivalent Minimum Salary: \$73,694.00

Req: 2017-130

Date Started: 11/28/2016

JobTitle: Clinical Research Associate 2 – Data Scientist in Public Health

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	26	12	14	5	6	2	2	1	1	4	5
TOTAL REJECTED APPLICANT	18	8	10	4	3	2	2	1	0	1	5
TOTAL QUAL. APPLICANT	8	4	4	1	3	0	0	0	1	3	0
TOTAL INTERVIEWED	2	1	1	0	1	0	0	0	0	1	0
NOT OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

PI – Principal Investigator

PTN – Practice Transformation Network

CQM – Clinical Quality Measures

R – programming language

SOCRA – Society of Clinical Research Associates

EHR – Electronic Health Record

This position was posted on our UConn Health website.

The goal candidates, four (4) white males, one (1) Hispanic male, and one (1) AAIANHNPI male did not meet the minimum requirements for the following reasons: One (1) white male did not have the required programming skills in R and other appropriate languages, as routinely required in an innovative advanced data science environment. Three (3) white males and one (1) Hispanic male did not have the required Master’s degree in mathematical or statistical sciences or closely related field plus five (5) years of relevant data science work experience, and they did not have the required programming skills in R and other appropriate languages, as routinely required in an innovative advanced data science environment. One (1) AAIANHNPI male was not authorized to work in the United States.

The goal candidates, one (1) white male and two (2) AAIANHNPI males were not interviewed for the following reasons: One (1) white male’s application was received after interviews were conducted and a candidate was selected. One (1) AAIANHNPI male withdrew his application. One (1) AAIANHNPI male did not have the preferred experience with healthcare related data.

Req: 2017-130 continued

The goal candidate, one (1) AAIANHNPI male was interviewed and not selected because during the interview it was discovered that he did not have the preferred experience with healthcare related data and he did not have the minimum requirement of excellent oral communication skills. He was unable to express his thoughts clearly which would present a challenge in interacting with clinicians involved in the project and team members.

One (1) white female was selected. She had a Bachelor's degree in Mathematics and Physics with six (6) years of relevant data science work experience; programming skills in R and other appropriate languages, as routinely required in an innovative advanced data science environment; experience with healthcare related data; and she had excellent oral communication skills because she was able to articulate her thoughts.

JOB OPPORTUNITY BULLETIN

As of Tuesday, July 11, 2017

Department: Ctr - Public Health

Job Title: Clinical Research Associate II- Data

Recruiter: Pamela Rucker

Search Code: 2017-130

Date Posted: 7/19/2016

Posting Deadline: 9/22/2016

Purpose of Class:

The Data Specialist in this position will take the lead in the analysis of clinical and operational data from primary care providers, as part of large-scale practice transformation effort.

SUPERVISION RECEIVED:

Reports to the PI and co-PI of the PTN contract, and works under the leadership of the CQM Director of Clinical Informatics and the CQM Director.

SUPERVISION:

Supervises other data scientists, graduate students, and postdoctoral researchers in data science, as appropriate.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of relevant research protocols, principles and procedures, knowledge of relevant advanced scientific techniques; Considerable knowledge of data science and familiarity with data analysis methods, including statistical and machine learning algorithms, network science approaches, data visualization tools, and relevant software packages. Relevant computer applications/resources. Ability to identify and implement novel mathematical or statistical data analysis methods. Ability to acquire knowledge about related areas, such as data security or operations research methods, and to apply them in a practice transformation context. Excellent written and oral communication skills. Ability to identify, produce, quantify, organize, analyze, evaluate, interpret and report data; supervisory ability.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Master's degree in the mathematical or statistical sciences or closely related field plus 5 years of relevant data science work experience. Demonstrated relevant programming skills in R and other appropriate languages, as routinely required in an innovative advanced data science environment.

SUBSTITUTION:

Bachelor's Degree and six (6) years of appropriate data science work experience or certification as a CLinical Research Professional (CCRP) by SOCRA or equivalent with twelve (12) years of appropriate practical clinical research experience. If not certified at the time of hire must take and pass the certification within one (1) years of employment.

SPECIAL EXPERIENCE:

One (1) year of the general experience must have been at the level of Research Associate 1.

PREFERRED QUALIFICATION:

Familiarity with healthcare related data, for example claims data, EHR data and lab Data.

EXAMPLES OF DUTIES:

Plans unit workload and determines priorities; schedules, assigns, oversees, and reviews work; establishes and maintains unit procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations. Develops a data analytics platform including a wide range of data analysis tools, software packages, and workflows. Carries out analysis of clinical and operational data sets from a range of health care providers, using a wide variety of mathematical and statistical analysis methods, as appropriate. Works closely with other clinical and biomedical informatics faculty and staff in developing and implementing appropriate data science techniques. Works with the entire project team to collect, manage, and store data in a way suitable for analysis. Communicates data analysis results to the entire project team, clinicians, and other healthcare personnel. Actively engages with the data science research community in order to keep abreast of cutting edge new approaches, algorithms, and software. Assists in writing scientific publications and disseminates novel research results through journal and other publications, as well as presentations at conferences and other venues. Acts as liaison with operating units, agencies, and outside officials regarding unit policies and procedures. Performs other related duties as required.

WORKING CONDITIONS:

Work is conducted in usual office environment.

Travel is required to other facilities and may require out of state travel to neighboring states or national conferences..

Schedule: 40 hrs per week, Mon - Fri , 8:00am - 5:00 pm with a 60 minute unpaid mealbreak

*****FLEXIBILITY NEEDED ACCORDING TO JOB DEMANDS*****

Full Time Equivalent Minimum Salary \$84,552.00

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-143

Date Started: 9/30/2016

JobTitle: Research Assistant 1 in the Neag Comprehensive Cancer Center

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	OM	<i>OF</i>
TOTAL APPLICANTS	1	0	1	0	0	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	0	0	0	0	0	0	1
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	0	0	1
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

One (1) AAIANHNPI female, part-time UConn Health employee was selected. She was an UConn Health Professional (UHP) union member with contractual bargaining recall rights to the position.

JOB OPPORTUNITY BULLETIN

As of Tuesday, July 11, 2017

Department: Calhoun Cardiology Center - CCC

Job Title: Clinical Research Assistant I

Recruiter: Donna Seklecki

Search Code: 2017-377

Date Posted:

Posting Deadline: 10/18/2016

Purpose of Class :

At UConn Health this position is responsible for independently performing related support task for assigned clinical research projects/programs or segments of programs/projects. This position is based primarily in Springfield, Massachusetts and will involve working with substance abuse treatment participants.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL & ABILITY:

Knowledge of research protocols, principles and procedures; knowledge of aspects of clinical trials such as screening, interviewing, case reports forms; knowledge of experimental design, mathematics, statistics, computer applications and written communication skill; ability to organize and work with data; knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications) involved with clinical trials and other research; ability to work as a member of a project team; applying procedures; knowledge of clinical tasks required for research (e.g. specimen collection, interviewing).

EXPERIENCE AND TRAINING:

General Experience: Bachelor's degree in Psychology or Social Science with demonstrated ability to perform psychiatric evaluation, physiological testing and behavioral treatment administration.

SUBSTITUTIONS ALLOWED:

Certification as a Clinical Research Coordinator (CCRC) by SOCRA or an equivalent with five (5) years of appropriate practical clinical research experience may be substituted for the Bachelor's degree. College training in a relevant discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree.

WORKING CONDITIONS:

Incumbents in this class may be exposed to communicable / infectious diseases.

SPECIAL REQUIREMENTS:

Incumbents in this classification may be required to work some evenings and weekend hours and be willing to travel between Connecticut and Massachusetts.

PREFERRED: One year of related research work experience involving substance abuse patients.

SUPERVISION RECEIVED:

Works under general supervision of an employee of higher grade

SUPERVISION EXERCISED:

May lead lower level employees.

EXAMPLES OF DUTIES:

Performs a range of duties in conducting clinical research, provides support services for assigned research projects; recruits subjects; assists in determining eligibility; conducts structured psychiatric evaluations; administers physiological assessments in a human lab setting; administers behavioral interventions; schedules appointments; enters, manages and analyzing data using Filemaker Pro, SPSS, Excel and Access; performs tests and interacts with patients; assists higher level research staff on assigned projects; receives and executes assignments in designated research protocols, procedures, techniques and equipment; prepares IRB applications, consent forms, annual reports and continuations; maintains other regulatory documents; performs data entry, queries, editing and retrieval; maintains research charts on all participants; reviews medical records and other source documents in order to abstract data; reviews study data report forms for completeness; disseminate information to other research staff; receives training in designated research protocols, procedures and techniques that the supervisor deems appropriate; performs other related duties as assigned.

SCHEDULE: Full time, 40 hours per week, primarily Monday - Friday, 8:00 a.m. to 4:30 p.m., flexibility required to work before 8:00 a.m. and evening and weekend hours as necessary to accommodate research needs, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$49,462

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Req: 2017-377

Date Started: 10/28/2016

JobTitle: Clinical Research Assistant 1 in Calhoun Cardiology Center

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

IRB – Institutional Review Board

SOCRA – Society of Clinical Research Associates

SPSS – Statistical Package for the Social Sciences

This position was posted on our website for UConn Health employees only.

No goal candidates applied.

One (1) white female was selected. She had a Bachelor's degree in Human Development and Family Studies with experience performing psychiatric evaluations, physiological testing and behavioral treatment administration. She had been working as a special payroll employee at UConn Health performing the duties of this position.

JOB OPPORTUNITY BULLETIN

As of Monday, July 10, 2017

Department: Pediatrics

Job Title: Research Assistant 2

Recruiter: Marisa Leone

Search Code: 2017-395

Date Posted: 10/14/2016 **Posting Deadline:** 10/21/2016

Purpose of Class :

At the UCHC this class is accountable for independently performing a full range of tasks for assigned research projects, programs or segments.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of relevant research protocols, principles and practices; knowledge of scientific techniques; knowledge of experimental design, mathematics/statistics, relevant computer applications, laboratory equipment and procedures; knowledge of a science such as chemistry, biology, microbiology, pharmacology; knowledge of physical and data resources in applicable scientific fields; oral and written communications skills; ability to identify, produce, organize, analyze, evaluate, interpret and present data.

EXPERIENCE AND TRAINING

General Experience:

Bachelors degree in the appropriate discipline, i.e., Biology, Medical Technology, Biochemistry, plus one (1) year of research experience in a relevant discipline. Degrees in other areas may be substituted on a case by case basis. Requires broad laboratory experience and ability to implement and follow through on projects outlined by the principle investigator.

Substitutions Allowed:

College training in a relevant discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience to a maximum of four (4) years for a Bachelors degree.

SPECIAL REQUIREMENTS: Experience working with mineralized tissues that include injection of mineralization dyes to experimental animals, digital X-ray of whole animal skeletal, perfusion fixation and dissection of osseous tissue structures, and cryohistological methods for epifluorescence-imaging of mineralized structures. Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

Working Conditions:

Incumbents in this class may occasionally be required to lift heavy objects such as standard laboratory equipment and/or trays/boxes or glassware; may be exposed to such hazards as broken glass, toxic vapors, radioactive materials, and toxic or disease carrying substances.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade in the performance of routine research duties and under closer supervision when performing more advanced tasks.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:

Prioritize how components of an experiment will be performed, recording and quality control of the experimental results in computer databases and informing the PI of ongoing progress. Both human and cell culture sources will be used to perform western blots, RNA extraction and PCR studies, and DNA extraction for genotyping by Southern, PCR or direct sequencing. Basic molecular biology techniques of DNA cloning, cell transfection, qPCR calculations, facility with genomic databases and use of graphical and statistical programs; performs related duties as required.

SCHEDULE: 40 hour work week; Must be flexible based on Lab needs

FULL TIME EQUIVALENT MINIMUM SALARY: \$57,595

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Req: 2017-395

Date Started: 10/28/2016

JobTitle: Research Assistant 2 in Pediatrics

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	60	19	41	10	24	4	3	3	1	2	13
TOTAL REJECTED APPLICANT	59	19	40	10	24	4	3	3	1	2	12
TOTAL QUAL. APPLICANT	1	0	1	0	0	0	0	0	0	0	1
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	0	0	1
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

Abbreviations in Posting:

- UCHC – University of Connecticut Health Center
- PI – Principal Investigator
- RNA – ribonucleic acid
- PCR – polymerase chain reaction
- DNA – deoxyribonucleic acid
- qPCR – quantitative polymerase chain reaction

This position was posted on our UConn Health website.

The goal candidates, ten (10) white males, three (3) Hispanic males, and two (2) AAIANHNPI males did not meet the minimum requirements because they did not have the special requirements of experience working with mineralized tissues that include injection of mineralization dyes to experimental animals, digital X-ray of whole animal skeletal, perfusion fixation and dissection of osseous tissue structures, and cryohistological methods for epifluorescence-imaging of mineralized structures. All of these candidates were required to answer the question on their application if they had the special requirements. All of these candidates responded no to the question.

One (1) AAIANHNPI female was selected. She was currently a special payroll researcher at UConn Health and prior to that had ten (10) years of experience as a researcher at UConn Health. She had the special requirements of experience working with mineralized tissues that include injection of mineralization dyes to experimental animals, digital X-ray of whole animal skeletal, perfusion fixation and dissection of osseous tissue structures, and cryohistological methods for epifluorescence-imaging of mineralized structures.

Req: 2017-428

Date Started: 1/6/2017

JobTitle: Research Associate 2 in Pediatrics

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	24	10	14	5	9	3	1	0	1	2	3
TOTAL REJECTED APPLICANT	22	10	12	5	8	3	1	0	0	2	3
TOTAL QUAL. APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviations in Posting:

UCHC – UConn Health Center

VI – six

DNA – deoxyribonucleic acid

GSD – Glycogen Storage Disease

PCR – polymerase chain reaction

This position was posted on the UConn Health website.

The goal candidates, five (5) white males and two (2) AAIANHNPI males did not meet the minimum requirements because they did not have the special requirements of glycogen storage diseases, including animal model of glycogen storage disease type VI, and experience with genetic/DNA sequencing analysis of glycogen storage disease and maintaining mouse colonies.

One (1) Hispanic female was selected. She had a Bachelor’s degree and four (4) years of research experience in a health care setting with experience in glycogen storage diseases, including animal model of glycogen storage disease type VI, and experience with genetic/DNA sequencing analysis of glycogen storage disease and maintaining mouse colonies.

JOB OPPORTUNITY BULLETIN

As of Tuesday, July 11, 2017

Department: Pediatrics

Job Title: Research Associate 2

Recruiter: Marisa Leone

Search Code: 2017-428

Date Posted: 10/26/2016 **Posting Deadline:** 11/2/2016

Purpose of Class:

At the UCHC is class is accountable for performing as a specialist in a research area, performing the most complex research and related tasks, independent research projects, may act as a working lead for professional staff members. The purpose of this position is to conduct experiments such as genetic diagnosis, develop new therapies for cure and describe metabolic mechanism glycogen storage disease (Type Ia, Ib, and VI) with animal models.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS & ABILITIES

Considerable knowledge of relevant research protocols, principles and procedures, knowledge of relevant advanced scientific techniques; considerable knowledge of experimental design, mathematics, statistics, relevant computer applications/resources, laboratory equipment/procedures; considerable knowledge of a relevant science such as chemistry, biology, microbiology, pharmacology; considerable knowledge of physical and data resources in applicable research disciplines; oral and written communication skills; interpersonal skills; ability to identify, produce, quantify, organize, analyze, evaluation, interpret and report data; supervisory ability.

EXPERIENCE AND TRAINING

General Experience:

Master's Degree in a relevant discipline, plus three (3) years of appropriate research experience in a health care setting.

Substitutions Allowed:

Bachelors Degree and four (4) years of appropriate research experience, preferably in a health science/health care setting.

Special Experience:

One (1) year of the general experience must have been at a level equivalent to the Research Associate 1.

SPECIAL REQUIREMENTS: Must have strong background knowledge of glycogen storage diseases, including animal model of glycogen storage disease type VI. Skills for genetic/DNA sequencing analysis of glycogen storage disease and maintaining mouse colonies.

1. Incumbents in this class may be required to travel.

2. Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

SUPERVISION RECEIVED:

Receives general supervision from a principle investigator, faculty member or other employee of higher rank.

SUPERVISION EXERCISED:

Leads research assistant, para-professional, clerical or other staff members of lower rank, as assigned.

EXAMPLES OF DUTIES:

Maintains laboratory supplies inventory. Determine inventory level and orders for supplies. Laboratory/animal-based investigations within participated projects.

Participated projects - Assessment of Disorders of Carbohydrate Metabolism As A Cause of Ketotic Hypoglycemia in children - GSD Natural History Research project. - GSD Tissue Bank project. - Generation and Characterization of GSD VI mice. - DNA Sequential study in patients potentially suspicious of GSD or GSD type unknown - Collection of DNA samples for research.

Assists in writing scientific publications and disseminates novel research results through journal and other publications, as well as presentations at conferences and other venues.

Laboratory works - DNA extraction, PCR analysis, sequencing of patient DNA, collecting samples from patients - Animal tissue related works including histological analysis, genotyping, serum biochemistry, real-time PCR and western blot analysis

Animal room - Maintaining GSD-Vi mouse colony, weaning, set up mating cages, in vivo analyses, collecting tissue and serum samples

WORKING CONDITIONS:

Incumbents in this class may occasionally be required to lift standard laboratory equipment/supplies; may be exposed to some risk of injury from such elements as toxic vapors, and toxic radioactive materials and/or disease bearing substances; may be exposed to moderately disagreeable conditions.

SCHEDULE: 40 hour work week, flexible, based on lab needs.

FULL TIME EQUIVALENT MINIMUM SALARY: \$84,552

Req: 2017-452

Date Started: 11/11/2016

JobTitle: Research Associate 1 in Neag Comprehensive Cancer Center

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	14	3	11	1	4	1	0	0	1	1	6
TOTAL REJECTED APPLICANT	7	2	5	0	3	1	0	0	0	1	2
TOTAL QUAL. APPLICANT	7	1	6	1	1	0	0	0	1	0	4
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected.

Req: 2017-476

Date Started: 12/23/2016

JobTitle: Research Assistant 1 in Neag Comprehensive Cancer Center

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	25	11	14	6	8	2	0	2	1	1	5
TOTAL REJECTED APPLICANT	16	9	7	6	3	1	0	1	1	1	3
TOTAL QUAL. APPLICANT	9	2	7	0	5	1	0	1	0	0	2
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	0	0	1
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

One (1) AAIANHNPI female was selected. She was an UConn Health Professional (UHP) union member with contractual bargaining recall rights to the position.

Req: 2017-501

Date Started: 1/20/2017

JobTitle: Research Associate 1 in Health Disparities Institute

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	40	18	22	9	16	4	1	3	1	2	4
TOTAL REJECTED APPLICANT	36	15	21	7	15	4	1	2	1	2	4
TOTAL QUAL. APPLICANT	4	3	1	2	1	0	0	1	0	0	0
TOTAL INTERVIEWED	2	2	0	1	0	0	0	1	0	0	0
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	1	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	1	0	0	0

A goal candidate, one (1) Hispanic male was selected.

JOB OPPORTUNITY BULLETIN

As of Tuesday, July 11, 2017

Department: Orthopaedic Surgery

Job Title: Research Assistant 1

Recruiter: Marisa Leone

Search Code: 2017-502

Date Posted: 11/14/2016 **Posting Deadline:** 11/22/2016

Purpose of Class:

At the UCHC this class is accountable for performing the basic laboratory and/or related support tasks for assigned research projects/programs or segments of programs/projects.

SUPERVISION RECEIVED:

Works under the close supervision of an employee of higher grade; works more independently with acquired experience

SUPERVISION EXERCISED:

May lead paraprofessional clerical or other lower ranking employees as assigned.

EXAMPLES OF DUTIES:

Performs a limited range of related duties in conducting laboratory tests, provides support services for assigned research projects; characterize genetically engineered mice using microcomputed tomography and bone histomorphometric analysis (static and dynamic); will also carry out basic molecular techniques; may assist higher level research staff on assigned projects. Receives trainee assignments in designated research protocols, procedures, techniques and equipment; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Basic knowledge of research protocols, principles and procedures; basic knowledge of scientific techniques such as tissue culturing, reagent/solution preparation, staining, etc.; basic knowledge of experimental design, mathematics, statistics, computer applications, laboratory equipment and procedures; basic knowledge of a science such as; chemistry, biology, microbiology, pharmacology; basic knowledge of physical and data resources in application scientific disciplines; oral and written communication skills; ability to identify, produce, organize, analyze, evaluate and interpret data.

EXPERIENCE AND TRAINING:

General Experience:

Bachelors degree in an appropriate discipline, i.e., Biology, Medical Technology, Biochemistry, Psychology. Degrees in other areas may be substituted on a case by case basis.

SPECIAL REQUIREMENTS: Must have demonstrated experience with bone microcomputed tomography and bone histomorphometry.

PREFERRED QUALIFICATIONS: Master's degree in appropriate discipline.

SCHEDULE: 40 hour work week; generally 7am - 4pm; 5 days per week, as determined by research needs, some holidays and off-shifts.

FULL TIME EQUIVALENT MINIMUM SALARY: \$49,462

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-502

Date Started: 12/9/2016

JobTitle: Research Assistant 1 in Orthopaedic Surgery

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	32	19	13	9	9	6	1	0	0	4	3
TOTAL REJECTED APPLICANT	30	19	11	9	7	6	1	0	0	4	3
TOTAL QUAL. APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – UConn Health Center

This position was posted on the UConn Health website.

The goal candidates, nine (9) white males and four (4) AAIANHNPI males did not meet the minimum requirements because they did not have the special requirements of experience with bone microcomputed tomography and bone histomorphometry.

One (1) white female was selected. She had a Bachelors/Master’s degree in Biochemistry and experience with bone microcomputed tomography and bone histomorphometry.

JOB OPPORTUNITY BULLETIN

As of Tuesday, July 11, 2017

Department: Orthopaedic Surgery

Job Title: Research Assistant 1

Recruiter: Marisa Leone

Search Code: 2017-597

Date Posted: 12/7/2016

Posting Deadline: 1/12/2017

Purpose of Class:

At the UCHC this class is accountable for performing the basic laboratory and/or related support tasks for assigned research projects/programs or segments of programs/projects.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Educational knowledge of fundamental engineering solid mechanics, including Statics and Mechanics/Strength of Materials. Experience or educational knowledge in computer programming and computational analysis, including MATLAB and/or similar command language. Experience or knowledge in computer-controlled research instrumentation. Oral and written communication skills; ability to identify, produce, organize, analyze, evaluate and interpret data.

EXPERIENCE AND TRAINING:

General Experience:

Bachelors degree in an in Mechanical or Biomedical Engineering.

SPECIAL REQUIREMENTS:

Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

SUPERVISION RECEIVED:

Works under the close supervision of an employee of higher grade; works more independently with acquired experience

SUPERVISION EXERCISED:

May lead other lower ranking employees as assigned.

EXAMPLES OF DUTIES:

Perform image-based and mechanical property test measurements using tissue specimens. Develop and program algorithms for image processing and mechanical stress analysis. Write programming scripts for automated image acquisition and computational analysis. Operate micro-CT instrumentation and computer workstations. Develop novel mechanical test methods. Dissect/prepare tissue specimens. Manage rodent colony for aging studies. Performs related duties as required.

Working Conditions:

Incumbents in this class may be occasionally required to lift heavy objects such as standard laboratory equipment and/or trays/boxes or glassware.

SCHEDULE: 40 hour work week, Monday through Friday, generally 9am - 5:30pm, Ability to work flexible hours, including occasional evenings and/or weekends.

FULL TIME EQUIVALENT MINIMUM SALARY: \$49,462

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Req: 2017-597

Date Started: 2/17/2017

JobTitle: Research Assistant 1 in Orthopaedic Surgery

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	28	16	12	8	7	1	0	1	3	6	2
TOTAL REJECTED APPLICANT	16	7	9	5	5	0	0	1	2	1	2
TOTAL QUAL. APPLICANT	12	9	3	3	2	1	0	0	1	5	0
TOTAL INTERVIEWED	4	2	2	1	1	0	0	0	1	1	0
NOT OFFERED POSITION	3	2	1	1	0	0	0	0	1	1	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – UConn Health Center

Micro-CT – computed tomography

This position was posted on the UConn Health website.

The goal candidates, five (5) white males, one (1) Hispanic male, and one (1) AAIANHNPI male did not meet the minimum requirements because they did not have the required Bachelor's degree in Mechanical or Biomedical Engineering.

The goal candidates, two (2) white males and four (4) AAIANHNPI males were not interviewed for the following reasons: One (1) white male only had one (1) month of student research experience in a research environment which is not equivalent to professional experience. One (1) white male's interest was in Biopharmacy and not mechanics and imaging. One (1) AAIANHNP male's emphasis was electronics not mechanics and imaging. Two (2) AAIANHNPI males were not United States citizens and we were unable to sponsor at this level. One (1) AAIANHNPI male indicated he was looking for short term work prior to entering medical school.

The goal candidates, one (1) white male and one (1) AAIANHNPI male were interviewed and not selected because they met the minimum requirements and did not have the experience with micro-CT imaging and mechanical testing experience.

One (1) white female was selected. She had a Master's degree in Biomedical Engineering and experience with micro-CT imaging and mechanical testing experience.

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 12, 2017

Department: Center on Aging

Job Title: Research Assistant 1

Recruiter: Pamela Rucker

Search Code: 2017-697

Date Posted: 1/13/2017

Posting Deadline: 1/20/2017

Purpose of Class :

At UConn Health this grant funded position will be responsible for independently performing a full range of tasks for research projects related to older adults who are considered cognitively vulnerable and their family members. This position is located in the Center on Aging.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade

SUPERVISION EXERCISED:

May lead lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Basic knowledge of research protocols, principles and procedures; basic knowledge of aspects of clinical trials such as screening, interviewing, case report forms; basic knowledge of experimental design, mathematics, statistics, computer applications, and written communication skill; ability to organize and work with data; knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications) involved with clinical trials and other research; ability to work as a member of a project team; knowledge of clinical tasks required for research (e.g. phlebotomy, centrifugation, interviewing). Must be able to work independently and possess excellent communication skills both orally and written, considerable attention to detail and follow through.

EXPERIENCE AND TRAINING:

General Experience:

Bachelors degree in an appropriate discipline, i.e., Psychology, Gerontology, Social Work or other related discipline. Degrees in other areas may be substituted on a case by case basis.

Substitutions Allowed:

College training in a relevant discipline may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENTS:

Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases. Experience obtaining informed consent and conducting in-person interviews in the context of a clinical research study. Experience working with confidential information and abiding by all HIPAA regulations. Experience with older adults in research and/or clinical settings. Experience working with Microsoft Word, Excel and Access. Must have a valid CT driver's license and reliable transportation and must be willing to drive throughout the state of CT (mileage and parking are reimbursable). Flexibility to work non-standard work week hours (early morning or evenings) may be necessary on occasion.

PREFERRED QUALIFICATIONS:

Experience working with older adults with cognitive impairment and/or depression in research and/or clinical settings. Experience working with family members of older adults with cognitive impairment and/or depression in research and/or clinical settings. Experience working with RedCap data entry software.

EXAMPLES OF DUTIES:

Screening subjects for study eligibility vi telephone and in-person. Obtaining informed consent from subjects (and a family member when applicable). Performing structured interviews with subjects (and a family member when applicable). Administering cognitive testing to subjects. Coordinating research interview schedule. Entering study data into RedCap customized data bases. Working with the database manager and on maintaining the study database. Conducting scientific literature reviews.

Working Conditions:

Incumbents in this class may be exposed to communicable /infectious diseases.

Schedule: 40 hours per week, Monday - Friday 8:00am - 4:30pm with a 30 minute unpaid meal break

Full Time Equivalent Minimum Salary: \$49,462.00

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Req: 2017-697

Date Started: 3/31/2017

JobTitle: Research Assistant 1 in Center on Aging

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	82	30	52	19	37	4	6	1	3	6	6
TOTAL REJECTED APPLICANT	73	26	47	18	34	3	5	1	3	4	5
TOTAL QUAL. APPLICANT	9	4	5	1	3	1	1	0	0	2	1
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

IRB – Institutional Review Board

HIPAA – Health Insurance Portability and Accountability Act

CT - Connecticut

This position was posted on the UConn Health website.

The goal candidates, eighteen (18) white males, one (1) Hispanic male, and four (4) AAIANHNPI males did not meet the minimum requirements for the following reasons: One (1) white male submitted an incomplete application. One (1) white male did not have the required special experience of working with Microsoft Word, Excel, and Access, and he did not have experience in clinical research study. Sixteen (16) white males, one (1) Hispanic male, and three (3) AAIANHNPI males did not have the required special experience obtaining informed consent and conducting in-person interviews in the context of a clinical research study. One (1) AAIANHNPI male was not eligible to work in the United States.

The goal candidates, one (1) white male and two (2) AAIANHNPI males were not interviewed because they did not have the preferred experiences working with older adults with cognitive impairment and/or depression in research and/or clinical settings; experience working with family members of older adults with cognitive impairment and/or depression in research and/or clinical settings.

One (1) white female was selected. She had experience with recruitment, screening, obtaining informed consent and conducting in-person interviews in the context of a clinical research study; experience working with older adults with cognitive impairment as well as their families/caregivers in different settings.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 22, 2017

Department: Neag Comp Cancer Center

Job Title: Research Associate 1

Recruiter: Donna Seklecki

Search Code: 2017-702

Date Posted: 1/30/2017

Posting Deadline: 2/5/2017

Purpose of Class:

At the UConn Health this class is accountable for assisting in the design/development of complex research projects/programs; may act as a resource person in a prescribed research technique or field.

SUPERVISION RECEIVED:

Works under the limited supervision of a staff member of higher rank.

SUPERVISION EXERCISED:

Leads research assistants, para-professional, clerical or other staff members of lower rank as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of relevant research protocols, principles, procedures, considerable knowledge of relevant advanced scientific techniques; knowledge of research practices; knowledge of experimental design, mathematics, statistics, computer applications; laboratory equipment, laboratory techniques such as DNA sequencing, tissue culturing, monoclonal antibody generation, animal care; oral and written communication skills; ability to work independently, to attend to detail, problem solve and be organized; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

A Master's Degree or higher in a relevant discipline such as Molecular Biology, Biology, Biochemistry, Information Technology, plus two (2) years of appropriate research experience utilizing the programs listed in the Special Requirements and basis bioinformatics work in a research setting.

SUBSTITUTIONS ALLOWED:

Bachelors Degree and three (3) years of appropriate research experience, preferably in a health science/health care setting.

SPECIAL REQUIREMENTS:

Experience with Matlab and R. Work in data analysis pipeline development that combine one or more types of next generation sequencing data and adding the new bioinformatics analysis tools and pipelines to GALAXY.

Incumbents in the class may be required to travel.

Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

PREFERRED REQUIREMENTS: Both bioinformatics experience as well as general research/bench research.

WORKING CONDITIONS:

Incumbents in this class may occasionally be required to lift standard laboratory equipment/supplies; may be exposed to some risk of injury from such elements as toxic vapors, and toxic radioactive materials and/or disease bearing substances; may be exposed to moderately disagreeable conditions.

EXAMPLES OF DUTIES:

Assists in the design/development of complex research projects/programs; acts as a specialist in a designated field; keeps abreast of latest technical and scientific developments in relevant field; may plan unit work flow, determine priorities, schedule, assign, oversee or review work; may establish unit procedures; may recommend policies, standards; may prepare reports, correspondence; designs and implements experiments; translates data collection theory into practice, works with grant budgets, contributes to research publications; conducts literature searches; may train lower level employees; trains fellows, medical/dental students; post docs in related research techniques; within a laboratory setting evaluate, integrate and utilize existing algorithms for sequencing data analysis and epitope prediction. Work closely with immunologist and cancer researchers to develop bioinformatics pipelines for immunogenomics. Develop new algorithms and analysis tools for next generation sequencing data; performs other duties as required.

SCHEDULE: Full time, 40 hours per week, primarily Monday - Friday, 8:30 a.m. to 5:00 p.m., flexibility required to accommodate research needs, 30-minute unpaid meal break.

MINIMUM FULL TIME EQUIVALENT ANNUAL SALARY: \$ 73,694.00

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Req: 2017-702

Date Started: 3/3/2017

JobTitle: Research Associate 1 in Neag Comprehensive Cancer Center

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	19	7	12	4	6	1	0	1	1	1	5
TOTAL REJECTED APPLICANT	18	7	11	4	5	1	0	1	1	1	5
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

DNA – deoxyribonucleic acid

Matlab and R.Work – math based programs

GALAXY – web-based platform for data intensive biomedical research

This position was posted on the UConn Health website.

The goal candidates, four (4) white males, one (1) Hispanic male and one (1) AAIANHNPI male did not meet the minimum requirements for the following reasons: Four (4) white males and one (1) Hispanic male did not have the required experience with Matlab and R.Work in data analysis pipeline development that combine one or more types of next generation sequencing data and adding the new bioinformatics analysis tools and pipelines to GALAXY. One (1) AAIANHNPI male did not have the required experience with work in data analysis pipeline development that combine one or more types of next generation sequencing data and adding the new bioinformatics analysis tools and pipelines to GALAXY.

One (1) white female was selected. She had a Ph.D. in Biochemistry and six (6) years of experience as a Postdoctoral Fellow at UConn Health utilizing the programs listed in the special requirements and bioinformatics work in research setting.

Req: 2017-1046

Date Started: 4/14/2017

JobTitle: Research Assistant 1 in Pediatrics

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female was selected. She was on a recall list and had rights to this position.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 5, 2017

Department: Surgery

Job Title: Research Assistant 1

Recruiter: Marisa Leone

Search Code: 2017-1054

Date Posted:

Posting Deadline: 5/2/2017

Purpose of Class:

This position will assist the PIs and Co-Investigators in their studies of implantable devices such as sensors, infusion pumps and surgical meshes.

Minimum Qualifications - Knowledge Skills & Abilities:

Basic knowledge of research protocols, principles and procedures; knowledge of scientific techniques both in vitro and in vivo studies such as bacterial and cell culture, tissue culturing, selective and differential media reagent/solution preparation. Knowledge of experimental design, troubleshooting, mathematics including dilutions, statistics, computer applications, laboratory equipment and procedures. Knowledge of general science such as chemistry, biology, physics as well as more advanced topics such as microbial pathogenesis, metabolic regulation, pharmacogenomics with particularly strong microbiology background and experience. Basic knowledge of physical and data resources in application scientific disciplines. Knowledge of fluorescent and traditional microscopy. Oral and written communication skills. Ability to identify, produce, organize, analyze, evaluate and interpret data.

EXPERIENCE AND TRAINING:

General Experience: Bachelors or Masters degree in biomedical engineering or related science field including molecular biology immunology biomedical engineering.

Special Requirements: Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

Preferred Qualifications: MS or MA in molecular biology or biomedical engineering.

Experience in small animal (mice) surgery, both survival and non survival surgery. This includes implantation of small devices and biomaterials in small animals, wound closure, maintaining implanted devices of animals (e.g. transdermal sensors)

Monitoring of mice for distress or infection. Animal euthanasia, surgical removal of

implant and surrounding tissues, fixing, processing, sectioning and staining

(Including immunohistochemical staining) of the tissue for histology. Experience in the

evaluation of tissue histology for present of inflammation and fibrosis. Additionally

experienced in digital scanning of histologic sections for both mice and aquatic animals important and digitizing images for quantitative analysis. Knowledge and experience with implantable device data analysis, such as MARD analysis. Knowledge of bacteriostatic/ bactericidal as well as biofilm studies. Experience with computer software systems including Excel and Word on both Macintosh and PC computers.

BS and/or Masters degree in biomedical engineering or molecule biology. Experience in molecular biology including both mammalian and bacterial cells.

SCHEDULE: 40 hour work week, Monday - Friday, 8am - 5pm, occasional weekend work required, 1 hour unpaid meal

FULL TIME MINIMUM EQUIVALENT SALARY: \$49,462

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2017-1054

Date Started: 5/26/2017

JobTitle: Research Assistant 1 in Surgery

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

PI – Principle Investigators
MS – Master of Science
MA – Master of Arts
PC – personal computer
BS – Bachelor of Science

This position was posted on the UConn Health website for current employees only.

One (1) white female was selected. She was an UConn Health special payroll employee who had a BS in Biomolecular Science and had the preferred experience in small animal (mice) surgery, both survival and non-survival surgery.

3F. (Research) Hires – Part Time to Full Time – Adjusted Work Schedule

Research Assistant 3 (Molecular Biology & Biophysics)

One (1) white male adjusted his work schedule from part time to full time during the reporting period.

Research Associate 1 (Community Medicine and Health Care)

One (1) Hispanic female adjusted her work schedule from part time to full time during the reporting period.

Research Associate 2 (Child and Family Studies)

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3G. Clinical Technologist

Goals

1 white male

5 black females

1 Hispanic male

1 Hispanic female

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 12, 2017

Department: Core Lab

Job Title: Medical Technologist II

Recruiter: Donna Seklecki

Search Code: 2016-1004

Date Posted: 5/2/2016

Posting Deadline: 5/8/2016

Purpose of Class:

At the UConn John Dempsey Hospital this class is accountable for providing laboratory testing services to the hospital and community, primarily in the areas of chemistry, hematology, urinalysis and coagulation. This position will work primarily in the Core Lab.

SUPERVISION RECEIVED: Receives direction from the Core Supervisor, Chief Technologist, Laboratory Director or Manager, Core Laboratory Division Director or Department Head.

SUPERVISION EXERCISED: May exercise technical and functional supervision over technical and administrative support staff.

MINIMUM QUALIFICATIONS/KNOWLEDGE, SKILLS, ABILITY:

Knowledge of the practice and principles of basic laboratory operations, techniques and procedures utilized in the various divisions of the clinical laboratory; laboratory instrumentation including computers; scientific methods; safety procedures relating to a laboratory to include handling of highly infectious biological agents as well as potentially hazardous chemicals; relevant agency (internal and external) policies and procedures; operational characteristics of apparatus, equipment and materials used in a laboratory; interpersonal skills; oral and written communication skills; skill in drawing blood samples; skill in mathematical computations; ability to work quickly and accurately under stressful conditions.

EXPERIENCE AND TRAINING: General Experience for Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field and two (2) years of Medical Technology experience.

SPECIAL REQUIRED CERTIFICATION: (Med Tech 2): Accreditation as a Technologist from the Board of Registry (ASCP) in MT/MLS. If Medical Technologist Certification was received after 01/01/2004, Certification Maintenance Program (CMP) points to retain certification are required. (Med Tech 1): Must be eligible and/or taken the exam; must be certified within six (6) months of graduation.

SPECIAL/MANDATORY REQUIREMENTS:

Incumbents in this class will be given a visual color sampling.

PREFERRED EXPERIENCE AND TRAINING:

Bachelor's Degree in Medical Technology. Knowledge of Soft Computer Systems, IDX, and Siemens Invision.

WORKING CONDITIONS: Incumbents in this class are exposed to disagreeable odors, infectious materials, radioactive, toxic and other hazardous substances. Work requires visual strain due to prolonged/extended close examination of specimens and use of a microscope(light or fluorescent). Prolonged periods of standing, sitting and walking. Must be able to lift 50 pounds. Ability to bend and reach in order to operate instrumentation.

EXAMPLES OF DUTIES AND TECHNICAL SKILLS:

Performs phlebotomy on inpatient/outpatient, adult/children.

Utilizes the LIS, IDX, Siemens and other computer based systems to charge, process, and report patient results. Must have the ability to trouble shoot patient demographic and order entry in these systems. Accepts and promptly prepares patient specimens in order to perform and analyze in an efficient manner, basic diagnostic procedures (e.g., electrolyte, gram stains, blood cell counts, urinalysis, bleeding times, compatibility testing, etc.) designed to produce accurate reproducible results to meet the needs of patients, as requested by the medical staff. Follows standard operating procedures (SOP) developed to produce accurate reproducible results. Operates laboratory equipment/instrumentation (e.g., Chemistry and Hematology Analyzer, Automated Microbiology/Serology Analyzer, and Blood Bank equipment) consistent with standard operating procedures and manufacturer's instruction manuals. Prepares reagents, solutions and/or therapeutic products and restocks as required to complete necessary testing/requests according to the SOP, (e.g., daily review of results and quality control records). Maintains all records accurately, neatly and legibly in ink (unless otherwise required), (e.g., worksheets, chart reports). Must demonstrate, after receiving instruction and training, knowledge of the patient care requirements for all age groups as required by the laboratory standard operating procedures.

COMMUNICATION: Maintains effective communication with laboratory divisions and sections, other hospital departments, patients and public as necessary to assure dissemination of information and the identification/resolution of problems in support of the hospitals mission of patient care. Answers the telephone in a prompt and courteous manner identifying self and unit. Effectively and in a timely manner; communicates laboratory test results to the health care team. Communicates all appropriate information to patients necessary for their understanding of the procedure before, during and after designated procedure. Effectively communicates in a timely manner any unusual supply usage or critical supply levels to the supervisor to expedite ordering of required supplies for the continual service needs of patients.

QUALITY ASSURANCE: Performs required quality assurance and quality control procedures on a predetermined schedule to ascertain the reliability of reagents and laboratory equipment/instrumentation in order to assure timely accurate reproducible test results insuring quality patient care. Performs routine maintenance, calibrations and quality control of laboratory equipment/instrumentation as directed by the laboratory SOP within the predetermined time schedule, recognizing errors, responding in an appropriate manner and documenting completion. Recognizes basic instrument malfunctions and performs minor troubleshooting and aids in appropriate problem resolution, in a timely manner. Reports test results manually or via computer with limited errors as defined by laboratory section. Participates, as required, in proficiency testing/interpretation/reporting using established procedures. Perform related duties as required.

SCHEDULE: Full time, 40 hours per week, primarily 1st shift with one weekend a month to work 3rd shift, rotating weekends and holidays, may work 2nd or 3rd shift to accommodate departmental needs per contract, 30 minute unpaid meal break, may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as required in an assigned response position. This may require working a non-traditional work schedule or work outside the normal assigned duties during an incident and/or emergency.

MINIMUM FULL-TIME SALARY EQUIVALENT:

Med Tech 1 \$57,595

Med Tech 2 \$65,811

Req: 2016-1004

Date Started: 7/22/2016

JobTitle: Medical Technologist 2 in Core Laboratory

JobGroup: 3G-CLINICAL TECHNOLOGIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	BF	HM	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	15	5	10	4	6	0	1	1	1	0	2
TOTAL REJECTED APPLICANT	6	3	3	2	2	0	1	1	0	0	0
TOTAL QUAL. APPLICANT	9	2	7	2	4	0	0	0	1	0	2
TOTAL INTERVIEWED	4	0	4	0	2	0	0	0	0	0	2
NOT OFFERED POSITION	3	0	3	0	2	0	0	0	0	0	1
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

Abbreviations in Posting:

Med Tech 2 – Medical Technologist 2

MT/MLS – medical technician/medical laboratory scientist

Med Tech 1 – Medical Technologist 1

IDX – scheduling, billing, and accounts receivable software

This position was posted on the UConn Health website.

The goal candidates, two (2) white males, one (1) black female, and one (1) Hispanic male did not meet the minimum requirements because they did not have the special required ASCP in MT/MLS certification and they were not eligible to take the examination.

The goal candidates, two (2) white males and one (1) Hispanic female were not interviewed for the following reasons: Two (2) white males did not have the preferred experience with IDX and Siemens Invision. One (1) Hispanic female was not available for an interview.

One (1) AAIANHNPI female was selected. She had a Bachelor’s degree in Chemistry, five (5) years of medical technology experience, was certified medical technician, and had experience with IDX and Siemens Invision.

Req: 2017-968

Date Started: 6/23/2017

JobTitle: Medical Technologist 2 in Laboratory Medicine

JobGroup: 3G-CLINICAL TECHNOLOGIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	BF	HM	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	3	8	2	3	0	2	0	0	1	3
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	10	3	7	2	3	0	1	0	0	1	3
TOTAL INTERVIEWED	4	1	3	1	1	0	0	0	0	0	2
NOT OFFERED POSITION	3	0	3	0	1	0	0	0	0	0	2
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected.

Req: 2017-1044

Date Started: 6/23/2017

JobTitle: Medical Technologist 2 in Laboratory Medicine

JobGroup: 3G-CLINICAL TECHNOLOGIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	BF	HM	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	21	4	17	3	9	0	1	0	1	1	6
TOTAL REJECTED APPLICANT	15	4	11	3	4	0	1	0	1	1	5
TOTAL QUAL. APPLICANT	6	0	6	0	5	0	0	0	0	0	1
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

HIPAA – Health Insurance Portability and Accountability Act

ASCP – American Society for Clinical Pathology

SM – Special Microbiologist

NRM – National Registry of Microbiologists

ID - Identification

IDX – scheduling, billing, and accounts receivable software

HIV – Human Immunodeficiency Virus

EIA – enzyme immunoassay

BSL-2 and/or BSL-3 – Biosafety Levels

This position was posted on the UConn Health website.

The white male goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, three (3) white males, one (1) black female and one (1) Hispanic female did not meet the minimum requirements for the following reasons: One (1) white male and one (1) black female did not have the required Bachelor's degree in Medical Technology and two (2) years of experience in a progressive clinical Microbiology laboratory or the allowable substitutions. Two (2) white males and one (1) Hispanic female did not have the required knowledge of the technical aspects of the tests performed in bacteriology (including automated ID and antimicrobial susceptibility systems) serology, virology, parasitology, mycology, mycobacteriology, and molecular diagnostics.

Req: 2017-1044 continued

One (1) white female, part-time UConn Health employee was selected. She had a Bachelor's degree in Medical Technology; fourteen (14) years of experience in a progressive clinical Microbiology laboratory; and knowledge of the technical aspects of the tests performed in bacteriology (including automated ID and antimicrobial susceptibility systems) serology, virology, parasitology, mycology, mycobacteriology, and molecular diagnostics. She also had the preferred experience in IDX and Siemens; and possessed current certification as a Medical Technologist (ASCP).

JOB OPPORTUNITY BULLETIN

As of Saturday, July 29, 2017

Department: Laboratory Medicine

Job Title: Medical Technologist II -

Recruiter: Donna Seklecki

Search Code: 2017-1044

Date Posted: 4/21/2017

Posting Deadline: 5/12/2017

Purpose of Class:

At UConn Health, this class provides laboratory testing services to the hospital and community primarily in the areas of infectious diseases, environmental health, and suspected bioterrorist agents.

SUPERVISION RECEIVED: Receives direction from the Microbiology Supervisor, Chief Technologist, Laboratory Director or Manager, Microbiology Division Director or Department Head.

SUPERVISION EXERCISED: May exercise technical and functional supervision over technical and administrative support staff.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of:

Practices and principles of basic laboratory operations, techniques and procedures utilized in the areas of microbiology (e.g. virology, parasitology, mycology, mycobacteriology, and serology), chemistry, molecular diagnostics and / or immunology.

Life processes of various microorganisms and their effect on the human body; the etiologies and epidemiology of the agents of communicable diseases (Recognizes) Pathogens versus normal flora in clinical specimens

Safety procedures relating to a laboratory to include handling of highly infectious biological agents as well as potentially hazardous chemicals; appropriate hazardous clean up procedures; universal precautions and infection control procedures

Operational characteristics of apparatus, equipment and materials used in a laboratory.

Computer systems and techniques as applied within the field of a public health or clinical laboratory and related office management.

Ability to:

Demonstrate correct laboratory methods, practices and techniques.
Perform microbiological procedures; culture and isolate microorganisms; analyze and interpret information from microscopy; prepare, read and interpret slide preparations.

Analyze test results and biochemical reactions; identify microorganisms; interpret tests and quality control results; know principles of test systems.

Understand the principles and possess the ability to perform molecular testing without supervision. Ability to troubleshoot and optimize all molecular assays.

Observe safety precautions and handling of infectious specimens; remember principles involved in biochemical reactions; understand laboratory procedures.

Demonstrate correct laboratory methods, practices and techniques.

Manipulate and operate simple and complex laboratory equipment including computers; may perform maintenance and limited tear down and replacement of parts of laboratory equipment; problem-solve equipment malfunctions.

Perform basic laboratory techniques, including pipetting and follow test procedure directions as written. Ability to pipette small quantities accurately.

Explain procedures and findings to medical personnel.

Organize test data for the purpose of reporting and documenting test results for medical personnel's interpretation.

Analyze situations and arrive at accurate conclusions.

Learn, interpret and apply department policies, procedures, rules and regulations.

Guarantee confidentiality of laboratory test results and patient identity.

Prepare and record accurate laboratory reports.

Wear protective gear such as face shields, gloves and fluid resistant coats.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Understands and applies principles of customer service: communicates via phone or in person in a respectful, knowledgeable and professional manner.

Work quickly and accurately under stressful conditions

Follows principles of age-specific patient interaction and HIPAA regulations.

Participate in the quality assurance program

EXPERIENCE AND TRAINING:

Bachelor's degree in Medical Technology and two (2) years of experience in a progressive clinical Microbiology laboratory.

Substitution Allowed: Accreditation as a Technologist from the Board of Registry (ASCP) in Microbiology or a SM from the NRM may be substituted for the Bachelor's degree.

Special Experience Requirements:

*Knowledge of the technical aspects of the tests performed in bacteriology (including automated ID and antimicrobial susceptibility systems), serology, virology, parasitology, mycology, mycobacteriology, and molecular diagnostics.

*Incumbents in this class will be given a visual color sampling.

Preferred Experience and Training:

*Knowledge of Soft Computer Systems, IDX, and Siemens Invision.

*Possession of current certification as a Medical Technologist or Registered Clinical Microbiologist or the ability to obtain certification within 6 months (ASCP or NRM).

Working Conditions

May handle highly infectious agents and hazardous chemicals.

Work in an odorous environment.

Sit for long periods of time while using equipment, microscopes and inoculating specimens.

Bend or twist to reach into Biosafety hoods, lower cabinets and drawers and squat or kneel to remove supplies stored on lower shelves.

Fine hand manipulation is required to operate equipment, manipulate and pipette specimens.

Ability to lift 50 lb.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Performs microbiological and related biological and bio-chemical examinations on clinical and environmental specimens for the detection and identification of microbial agents of disease; identify microorganisms to the genus and species level; perform serological tests to aid in diagnosis of communicable and other diseases.

Utilizes automated systems, e. g. MicroScan, Bactec, ECI, Ampliprep, Taqman, Panther, and Cepheid GeneXpert, to perform susceptibility testing, blood culture techniques, immunological, and molecular diagnostic procedures.

Performs molecular testing procedures such as PCR (Polymerase Chain Reaction), for the identification of communicable disease agents, e.g. Babesia, Anaplasma, Chlamydia, Gonorrhea, HIV, HCV, HPV, and Thrombophilia Mutations

Use of the LIS, IDX, Siemens, and other computer based systems to charge, process, and report patient results. Must have the ability to trouble shoot patient demographic and order entry in these systems.

May perform virology procedures to isolate and identify viruses and mycoplasma, e.g. cell culture techniques, immunofluorescent procedures, and enzyme immunoassays.

May perform mycology and mycobacteriology procedures to isolate and identify yeast, dermatophytes, molds, other fungal agents and acid fast organisms.

Performs parasitology procedures to identify intestinal, blood and tissue parasites, and ectoparasites.

Performs serology procedures to diagnose HIV, Hepatitis, Lyme Disease, and other infectious diseases. Procedures include EIA, immunoblots, latex agglutination, immunofluorescence, and instrument assisted chemiluminescence.

Performs proficiency tests on simulated specimens.

May order and/or prepare testing culture media, stains, and reagents; prepare and examine slide preparations for the detection of microbial agents.

Accurately reads, interprets and records the results of laboratory tests and stains.

Integrates instrument data, quality control and test principles for accurate result reporting.

Assists with the collection and analysis of laboratory data; enter, retrieve and process computer generated lab reports.

Performs procedures for quality control and quality assurance of all laboratory analyses

Keeps records, prepare and update written reports and procedure manuals.

Provides or communicates highly technical and complex information clearly to physicians, medical personnel and the public.

May assist in research, planning and evaluation of alternate methods and new testing procedures.

May assist with training of laboratory or other related personnel.

Reviews and follows current literature to maintain state-of-the-art methodology and technologies in the field of microbiology and molecular biology.

Prepares and analyzes samples in a BSL-2 and/or BSL-3 laboratory environment, including suspected bioterrorist agents.

Meets and adheres to all requirements of regulatory agencies and state and federal statutes.

Performs phlebotomy.

Performs related duties as assigned.

WORK SCHEDULE: 40 hours per week, Monday-Friday, 7 am - 3:30 pm, including weekends and holidays, as assigned, with a 30 minute unpaid meal break.*

Flexibility in scheduling is necessary to accommodate departmental needs. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$65,811

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3H. Finance Group

Goals

1 black female

2 Hispanic females

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 12, 2017

Department: Patient Access

Job Title: Supervisor Patient Services & Accounts

Recruiter: Noreen Logan

Search Code: 2016-1175

Date Posted: 6/7/2016

Posting Deadline: 6/13/2016

Purpose of Class:

At the UCHC, this class is accountable for supervising the patient service functions in the Patient Access/Registration Unit.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; knowledge of patient accounting, professional fee billing systems and health care administration; considerable interpersonal skills; considerable oral and written communication skills; ability to schedule and prioritize workflow; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in a health care, patient services, patient accounts environment.

Substitutions Allowed: Bachelor's Degree and two (2) years of experience in a health care, patient services, patient accounts environment.

Special Experience: two (2) years of the experience must have been working with Physician and/or Hospital insurance verification; working knowledge of insurance rules & regulations and coverage guidelines.

Preferred Requirements: Working knowledge of EPIC, IDX or similar Patient Access/Registration System; two (2) years of recent direct supervisory experience in a Patient Access / Patient Services Department.

EXAMPLES OF DUTIES:

Schedules, assigns, oversee and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on the development of policies and standards; participates in unit budget development; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; ensures department and related activities are in compliance. Supervises and coordinates a wide range of activities within Patient Access Services which include pre-registration, insurance verification, patient payment estimation, and up-front cash collections; develops appropriate measures or standards for performance and uses these to monitor, evaluate and continuously improve services; performs related duties as required.

SCHEDULE: Monday through Friday, 8:00 am to 4:30 pm, 40 hour work week, 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$65,811

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2016-1175

Date Started: 8/19/2016

JobTitle: Supervisor Patient Services and Accounts in Patient Access

JobGroup: 3H-FINANCE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	63	10	53	7	32	1	12	1	6	1	3
TOTAL REJECTED APPLICANT	29	7	22	6	13	0	4	1	3	0	2
TOTAL QUAL. APPLICANT	34	3	31	1	19	1	8	0	3	1	1
TOTAL INTERVIEWED	6	3	3	1	2	1	0	0	1	1	0
NOT OFFERED POSITION	5	3	2	1	1	1	0	0	1	1	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UHC – UConn Health Center

EPIC – integrated electronic medical records system

IDX – billing and accounts receivable software

This position was posted on our UConn Health website.

The goal candidates, four (4) black females and three (3) Hispanic females did not meet the minimum requirements of six (6) years of experience in a health care, patient services, patient accounts environment or the allowable substitutions. All of the candidates were required to answer specific questions on their application related to the minimum requirements. All of these candidates responded no to the question, did they meet the above minimum requirements.

The goal candidates, eight (8) black females and two (2) Hispanic females were not interviewed for the following reasons: Five (5) black females and one (1) Hispanic female did not have the preferred two (2) years of direct supervisory experience in a Patient Access/Patient services Department. One (1) black female did not have the preferred working knowledge of EPIC, IDX or similar Patient Access/Registration System. One (1) black female did not show for a scheduled interview. One (1) black female was selected for another UConn Health position. One (1) Hispanic female withdrew her application.

The goal candidate, one (1) Hispanic female was interviewed and not selected. She was a University Health Professional (UHP) union member with contractual bargaining rights to be interviewed and she did not have the preferred requirement of two (2) years of recent direct supervisory experience in a Patient Access/Patient Services Department.

One (1) white female was selected. She had twenty-seven (27) years of healthcare Patient Access which included working knowledge of EPIC, IDX or similar Patient Access/Registration System and sixteen (16) years of direct supervisory experience in Patient Access.

JOB OPPORTUNITY BULLETIN

As of Friday, July 14, 2017

Department: Clinical Business Services

Job Title: Reimbursement Analyst I

Recruiter: Marisa Leone

Search Code: 2017-430

Date Posted: 10/27/2016 **Posting Deadline:** 11/30/2016

Purpose of Class :

At UCHC this position is responsible for independently performing a full range of tasks in reimbursement analysis, including development of procedures to ensure recovery of all inpatient and outpatient charges, contract management, external financial reporting, revenue capture, accounts receivables analysis and regulatory compliance monitoring.

MINIMUM QUALIFICATION REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practices of financial management; knowledge of the healthcare reimbursement; considerable ability in the interpretation and analysis of complex financial, statistical and technical data; considerable interpersonal skills, oral and written communication skills; considerable knowledge of insurance billings and collection procedures including CPT and ICD-9 coding; advanced spreadsheet and computer skills; advanced analytical skills; supervisory ability; knowledge and ability to apply relevant Federal and State laws, statutes and regulations; knowledge of statistical methodologies

EDUCATION AND TRAINING:

General Experience: Six (6) years experience in healthcare environment related to revenue captures, healthcare reimbursement procedures, including working knowledge of CPT and ICD- 9 codes.

Substitution Allowed:

Bachelor's degree in financial management, accounting, healthcare administration or closely related field may be substituted for four (4) years of the experience.

SPECIAL REQUIREMENTS: Advanced proficiency with Excel spreadsheets including pivot tables and advanced formulas.

PREFERRED QUALIFICATIONS: Master's Degree in healthcare administration, accounting, business, or relate field. Working knowledge of hospital operations and reimbursement methodologies.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead staff as assigned.

EXAMPLES OF DUTIES:

Develops techniques, such as variance reporting, for effective analyses of reimbursement trends and provides reimbursement patterns and trends to management; Reviews, analyzes and interprets insurance payments and denials to ensure proper payment; Works with billing supervisors and charge-master analyst to modify billings to meet contract specifics; Recommends updates to charge-master; Develops and maintains system for tracking and evaluating performance of insurance carrier to maximize reimbursement and ensure billing compliance with audit standards; Prepares reports and analyses to include financial reports and statements of Profit and Loss, setting forth progress, adverse trends and appropriate recommendations and conclusions; Submits external reports and handles all edits and changes required by meeting with appropriate departments to obtain correct data; Monitors and evaluates current reimbursement rules and changes that impact revenue capture and communicates this information to the clinical faculty, staff, and billing personnel; Provides in-service training for finance personnel; Develops and recommends policies and procedures; Applies personnel policies and procedures; Prepares or assist in the preparation of the department budget subject to administrative review; Acts as liaison with other operating units, agencies and outside officials regarding third party reimbursements; Special projects as assigned by the AVP or Chief Clinical Revenue Cycle Officer. Performs other related duties.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm; 1 hour unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$61,734

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Req: 2017-430

Date Started: 1/20/2017

JobTitle: Reimbursement Analyst 1 in Clinical Business Services

JobGroup: 3H-FINANCE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	33	4	29	3	15	1	10	0	2	0	2
TOTAL REJECTED APPLICANT	30	4	26	3	13	1	9	0	2	0	2
TOTAL QUAL. APPLICANT	3	0	3	0	2	0	1	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

CPT – Current Procedural Terminology

ICD-9 – International Classification of Diseases 9th Edition

AVP – Associate Vice President

This position was posted on the UConn Health website.

The goal candidates, nine (9) black females and two (2) Hispanic females did not meet the minimum requirements for the following reasons: One (1) black female and one (1) Hispanic female did not meet the required working knowledge of CPT and ICD-9 codes. Eight (8) black females and one (1) Hispanic female did not have the required six (6) years of experience in healthcare environment related to revenue captures, healthcare reimbursement procedures, including working knowledge of CPT and ICD-9 codes or the allowable substitution.

The goal candidate, one (1) black female was not interviewed because she did not have the preferred qualifications of hospital reimbursement methodologies.

One (1) white female was selected. She had eleven (11) years of experience in healthcare environment related to revenue captures, healthcare reimbursement procedures, including working knowledge of CPT and ICD-9 codes; advanced proficiency with Excel spreadsheets including pivot tables and advanced formulas; working knowledge of hospital operations and reimbursement methodologies.

JOB OPPORTUNITY BULLETIN

As of Friday, July 14, 2017

Department: Patient Services

Job Title: Supervisor Patient Services & Accounts

Recruiter: Noreen Logan

Search Code: 2017-673

Date Posted: 1/3/2017

Posting Deadline: 1/9/2017

Purpose of Class :

At UConn Health, this class is accountable for supervising the patient account functions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; knowledge of patient accounting, Hospital billing systems and health care administration; considerable interpersonal skills; considerable oral and written communication skills; ability to schedule and prioritize workflow; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in a hospital, patient services, patient accounts environment. EPIC certification required within 6 months of hire.

Substitutions Allowed: Bachelors Degree and two (2) years of experience in a health care, patient services, patient accounts environment.

Special Experience: demonstrated experience working with hospital third-party claims processing / denial resolution; demonstrated experience in AR Management.

Preferred Requirements: Working knowledge of EPIC and/or EPIC certification in HB Insurance Follow Up; two (2) years of recent direct supervisory experience in a Patient Financial Services department.

EXAMPLES OF DUTIES:

Schedules, assigns, oversee and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on the development of policies and standards; participates in unit budget development; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; participates in negotiations with third party carriers for optimal reimbursement; reviews/approves all write-offs; responds to complex patient account problems; monitors special/courtesy accounts for accuracy; assures effective review of third party payments; maintains monthly A/R reports, cash reports, billing statistics; reviews discharge edit for delinquent data; performs related duties as required.

SCHEDULE: Monday through Friday, 8:00 am to 4:30 pm, 40 hour work week, 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$65,811

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Req: 2017-673

Date Started: 2/17/2017

JobTitle: Supervising Patient Services Accounts in Patient Services
JobGroup: 3H-FINANCE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	35	2	33	1	17	1	7	0	8	0	1
TOTAL REJECTED APPLICANT	29	2	27	1	14	1	6	0	6	0	1
TOTAL QUAL. APPLICANT	6	0	6	0	3	0	1	0	2	0	0
TOTAL INTERVIEWED	3	0	3	0	1	0	1	0	1	0	0
NOT OFFERED POSITION	2	0	2	0	0	0	1	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

EPIC – integrated electronic medical records system
AR – accounts receivable
HB – hospital billing
A/R – accounts receivable

This position was posted on our UConn Health website.

The goal candidates, six (6) black females and six (6) Hispanic females did not meet the minimum requirements for the following reasons: Five (5) black females and two (2) Hispanic females did not have the required six (6) years of experience in a hospital, patient services, patient accounts environment; experience working with hospital third-party claims processing/denial resolution; experience in AR Management. One (1) black female and three (3) Hispanic females did not have the required experience working with hospital third-party claims processing/denial resolution; experience in AR Management. One (1) Hispanic female did not have the required experience in AR Management.

The goal candidate, one (1) Hispanic female was not interviewed because she did not have the preferred HB Insurance Follow Up and supervisory experience.

Req: 2017-673 continued

The goal candidates, one (1) black female and one (1) Hispanic female were interviewed and not selected for the following reasons: One (1) black female was a University Health Professional (UHP) union member with contractual bargaining rights to be interviewed. She did not have the preferred HB Insurance Follow Up and supervisory experience. One (1) Hispanic female was an UHP union member with contractual bargaining rights to be interviewed. She did not have the special requirements of working with hospital third-party claims processing/denial resolution; experience in AR Management.

One (1) white female was selected. She had eight (8) years of experience in a hospital, patient services environment; experience working with hospital third-party claims processing/denial resolution; experience in AR Management; experience in HB Insurance Follow Up and six (6) years of recent direct supervisory experience in a Patient Financial Services department.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 5, 2017

Department: Office of Audit, Compliance & Ethics

Job Title: Internal Auditor

Recruiter: Pamela Rucker

Search Code: 2017-679

Date Posted: 1/3/2017

Posting Deadline: 3/7/2017

Purpose of Class:

At UConn Health under the general direction of the Internal Audit Manager, conducts independent audits to evaluate financial, administrative and functional operations in order to ensure compliance with federal and state regulations, University policies and procedures, and sound business practices; makes formal recommendations based on findings and provides follow up monitoring of the status of managements' corrective actions.

MINIMUM QUALIFICATIONS REQUIRED:

Bachelor's degree in accounting, business management or related field.

Two (2) years of experience in professional auditing or as a project accountant in a specialized industry.

Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).

Excellent oral and written communication skills.

Demonstrated proficiency with basic data analytical tools such as excel.

Preferred Experience:

Master's Degree in related field

Experience in a Health Care setting

Proficiency with advanced data analytic tools

EXAMPLES OF DUTIES:

Establishes an audit and/or project plan for each assignment in accordance with generally accepted auditing standards. Conducts audits and other critical reviews to assess the effectiveness of business practices; compliance with pertinent governmental regulations and University policies and procedures; protection of University assets; and the achievement of both tangible and intangible objectives in relation to the following: Financial records, reports and related fiscal matters; Operations, policies and procedures; Performance standards. Conducts management analyses, feasibility studies, etc. as requested. Evaluates existing and proposed systems and procedures to determine efficiency, effectiveness, risk, and compliance with sound accounting and management principles. Analyzes and evaluates results of audits, reports findings and makes formal recommendations for a range of corrective actions. Effectively communicates observations and recommendations through clearly written reports and correspondence. Reviews findings and formal recommendations with appropriate supervisory staff and administrative officials of areas audited and assists, as appropriate, in implementing corrective action. Follows up on audit recommendations to appraise and press for implementation of recommended changes. Performs related duties as required.

SCHEDULE:40 hrs per week, Mon - Fri, 8:00 am to 5:00 pm with a 30 minute unpaid mealbreak

FULL TIME EQUIVALENT MINIMUM SALARY: TBD

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Req: 2017-679

Date Started: 3/31/2017

JobTitle: Internal Auditor in Office of Audit, Compliance and Ethics

JobGroup: 3H-FINANCE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	28	12	16	8	7	3	5	1	2	0	2
TOTAL REJECTED APPLICANT	22	10	12	6	4	3	5	1	2	0	1
TOTAL QUAL. APPLICANT	6	2	4	2	3	0	0	0	0	0	1
TOTAL INTERVIEWED	3	0	3	0	2	0	0	0	0	0	1
NOT OFFERED POSITION	2	0	2	0	1	0	0	0	0	0	1
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on our UConn Health website.

The goal candidates, five (5) black females and two (2) Hispanic females did not meet the minimum requirements for the following reasons: One (1) black female did not have the required Bachelor's degree in accounting, business management or related field. Three (3) black females and two (2) Hispanic females did not have the required CPA or CIA certification. One (1) black female did not have the required two (2) years of experience in professional auditing or a project accountant in a specialized industry and CPA or CIA certification.

One (1) white female was selected. She had a Bachelor's degree in accounting, five (5) years of professional auditing experience, a CPA, and proficiency with advanced data analytic tools.

JOB OPPORTUNITY BULLETIN

As of Tuesday, July 25, 2017

Department: Clinical Business Services

Job Title: Reimbursement Analyst I

Recruiter: Marisa Leone

Search Code: 2017-719

Date Posted: 1/13/2017

Posting Deadline: 2/1/2017

Purpose of Class :

At UCHC this position is responsible for independently performing a full range of tasks in reimbursement analysis, including development of procedures to ensure recovery of all inpatient and outpatient charges, contract management, external financial reporting, revenue capture, accounts receivables analysis and regulatory compliance monitoring.

MINIMUM QUALIFICATION REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practices of financial management; knowledge of the healthcare reimbursement; considerable ability in the interpretation and analysis of complex financial, statistical and technical data; considerable interpersonal skills, oral and written communication skills; considerable knowledge of insurance billings and collection procedures including CPT and ICD-9 coding; advanced spreadsheet and computer skills; advanced analytical skills; supervisory ability; knowledge and ability to apply relevant Federal and State laws, statutes and regulations; knowledge of statistical methodologies

EDUCATION AND TRAINING:

General Experience: Six (6) years experience in healthcare environment related to revenue captures, healthcare reimbursement procedures, including working knowledge of CPT and ICD- 9 codes.

Substitution Allowed:

Bachelor's degree in financial management, accounting, healthcare administration or closely related field may be substituted for four (4) years of the experience.

SPECIAL REQUIREMENTS: Advanced proficiency with Excel spreadsheets including pivot tables and advanced formulas.

PREFERRED QUALIFICATIONS: Master's Degree in healthcare administration, accounting, business, or relate field. Working knowledge of hospital operations and reimbursement methodologies.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead staff as assigned.

EXAMPLES OF DUTIES:

Develops techniques, such as variance reporting, for effective analyses of reimbursement trends and provides reimbursement patterns and trends to management;

Reviews, analyzes and interprets insurance payments and denials to ensure proper payment;

Works with billing supervisors and charge-master analyst to modify billings to meet contract specifics;

Recommends updates to charge-master;

Develops and maintains system for tracking and evaluating performance of insurance carrier to maximize reimbursement and ensure billing compliance with audit standards;

Prepares reports and analyses to include financial reports and statements of Profit and Loss, setting forth progress, adverse trends and appropriate recommendations and conclusions;

Submits external reports and handles all edits and changes required by meeting with appropriate departments to obtain correct data;

Monitors and evaluates current reimbursement rules and changes that impact revenue capture and communicates this information to the clinical faculty, staff, and billing personnel;

Provides in-service training for finance personnel;

Develops and recommends policies and procedures;

Applies personnel policies and procedures;

Prepares or assist in the preparation of the department budget subject to administrative review;

Acts as liaison with other operating units, agencies and outside officials regarding third party reimbursements;

Special projects as assigned by the AVP or Chief Clinical Revenue Cycle Officer. Performs other related duties.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm; 1 hour unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$61,734

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Req: 2017-719

Date Started: 3/17/2017

JobTitle: Reimbursement Analyst 1 in Clinical Business Services

JobGroup: 3H-FINANCE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	36	11	25	7	13	2	7	0	2	2	3
TOTAL REJECTED APPLICANT	26	11	15	7	7	2	6	0	1	2	1
TOTAL QUAL. APPLICANT	10	0	10	0	6	0	1	0	1	0	2
TOTAL INTERVIEWED	3	0	3	0	2	0	0	0	0	0	1
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

Abbreviations in Posting:

UCHC – UConn Health Center

CPT – Current Procedural Terminology

ICD-9 – Internal Classification of Diseases 9th Edition

AVP – Associate Vice President

This position was posted on the UConn Health website.

The goal candidates, six (6) black females and one (1) Hispanic female did not meet the minimum requirements for the following reasons: Five (5) black females and one (1) Hispanic female did not have the required experience in healthcare environment related to revenue captures, healthcare reimbursement procedures, including working knowledge of CPT and ICD-9 codes or the allowable substitution. One (1) black female did not have the required working knowledge of CPT and ICD-9 codes.

The goal candidates, one (1) black female and one (1) Hispanic female were not interviewed because they did not have experience with advanced data analysis of complex data sets.

One (1) AAIANHNPI female was selected. She had a Master’s Degree in Finance along with auditing reimbursement and financials for long term care facilities with advanced data analysis of complex data sets.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 5, 2017

Department: Research-Finance

Job Title: Staff Accountant 1

Recruiter: Marisa Leone

Search Code: 2017-975

Date Posted: 1/17/2017

Posting Deadline: 4/5/2017

Purpose of Class:

At UCHC this class is accountable for performing a full range of standard accounting, auditing, budgeting and other fiscal analyses which require the exercise of some independent judgment in applying basic accounting principles.

SUPERVISION RECEIVED:

Works under general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead lower level employees.

EXAMPLES OF DUTIES:

Performing cost accounting analysis for Research Cores.

Assisting in the management of cross campus payables and receivable.

Managing a portfolio of internal awards, including fund set up, management, and close out, both UCH internal and awards from UCONN Storrs.

Managing UCH royalty, gift, academic enhancement, DCAA and other research related non sponsored funds.

Completing surveys through data querying and analysis.

Developing and maintaining procedure documentation related to Research Finance functions.

Handling departmental deposits.

Providing customer service to people in a variety of business units.

Assisting upper level staff in tasks as needed.

perform related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of basic accounting principles and practices; knowledge of federal and state financial regulations; knowledge of computerized financial systems; proficient computer skills; good interpersonal skills; ability to communicate effectively, written and oral; ability to effectively communicate accounting information, policies and procedures; ability to analyze and evaluate financial statements and other accounting reports and documents; ability to apply accounting methods and procedures; must be able to work in a complex, high pressured work environment and work both in a team and independently.

EXPERIENCE AND TRAINING:

General Experience. Four (4) years para-professional experience (exercise of some independent judgment in applying basic accounting principles) in accounting, auditing or financial examining.

Substitution: Bachelor's degree in Accounting, Finance or Auditing or closely related field.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$57,595

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Req: 2017-975

Date Started: 5/26/2017

JobTitle: Staff Accountant 1 in Research-Finance

JobGroup: 3H-FINANCE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	62	23	39	16	30	4	4	2	4	1	1
TOTAL REJECTED APPLICANT	16	7	9	6	6	0	1	1	2	0	0
TOTAL QUAL. APPLICANT	46	16	30	10	24	4	3	1	2	1	1
TOTAL INTERVIEWED	7	3	4	3	4	0	0	0	0	0	0
NOT OFFERED POSITION	6	3	3	3	3	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center
UCH - University of Connecticut Health
DCAA – Defense Contract Audit Agency

This position was posted on the UConn Health website.

The goal candidates, one (1) black female and two (2) Hispanic females did not meet the minimum requirements of four (4) years para-professional experience in accounting, auditing or financial examining or the allowable substitution.

The goal candidates, three (3) black females and two (2) Hispanic females were not interviewed for the following reasons: One (1) black female did not have recent (over a year ago) accounting experience. One (1) black female did not respond to repeated attempts to schedule an interview. One (1) black female’s experience had been in clerical and associate positions, she did not have experience with independent judgement in applying basic accounting principles. One (1) Hispanic female’s accounting experience was over twenty-four (24) years ago. One (1) Hispanic female’s experience had been as an intern or financial assistant type positions. She did not have experience with independent judgment in applying basic accounting principles.

One (1) white female was selected. She had a Bachelor’s degree in Accounting and fifteen (15) years of Accounting experience which included experience with grant fund accounting and cost accounting, which no other candidates had.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3I. Administrative Group

Goals

7 white males

1 black male

JOB OPPORTUNITY BULLETIN

As of Saturday, August 5, 2017

Department: Procurement

Job Title: Procurement Contract Specialist

Recruiter: Marisa Leone

Search Code: 2016-788

Date Posted: 2/17/2016

Posting Deadline: 6/29/2016

Purpose of Class:

This classification is responsible for the compliance review, analysis and summarization of procurement contracts activity for UConn Health institution-wide. This position reports to the Director of Procurement. Depending on the selected candidate's qualifications, and department needs, this position will be responsible for the procurement of IT/AV/telecommunications and/or other indirect commodities.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITY:

Strong knowledge of the principles, practices and applicable Federal/State laws related to procurement and contract administration and management; knowledge of financial principles and standards pertaining to various types of purchases and contracts; knowledge of procurement and contract monitoring systems; computer skills, which must include a strong working knowledge of MS Word, Excel, Access, Outlook and computer based reporting tools; strong bid/contract drafting, and organizational and time management skills; ability to communicate effectively both orally and in writing; proven ability to work on multiple projects simultaneously; ability to facilitate solutions in a fast-paced environment; ability to analyze and evaluate information, identify problems and develop alternative solutions.

EXPERIENCE AND TRAINING:

General Experience: Eight (8) years of professional procurement experience handling highly complex procurement actions including experience with contract negotiations and legal issues in public contract administrative environment. Understanding of public competitive bidding requirements. Ability to work independently with little day-to-day instruction.

Substitution: College degree in business administration, accounting or closely related field may be substituted for four (4) years of the above general experience.

Preferred Qualifications: Experience leading complex bid preparation, analysis and contract negotiation for healthcare IT hardware/software/services and AV/Telecommunications, research lab supplies, or other indirect commodities relevant to UConn Health. Bachelor's degree (or higher degree) in Supply Chain Management, Business, or related field. Experience identifying, developing and managing strategic business relationships. Project management skills and ability to independently follow through on assignments from inception to completion. Experience collecting and analyzing data using advanced Microsoft Excel skills (VLOOKUP), performing detailed financial analyses and cost comparisons, benchmarking and negotiating pricing based on that data and our internal spend, and achieving and documenting cost reductions. Demonstrated analytical capability and problem-solving skills. Experience presenting potential projects to Director in a well-developed, professional manner.

EXAMPLES OF DUTIES:

Depending on the qualifications of the selected candidate and needs of the department, this position may focus on IT/AV/telecommunications, research lab supplies, and/or other indirect commodities relevant to UConn Health. Responsible for performing a full range of procurement duties for assigned commodity(ies), including reviewing and approving purchase requisitions; recommending methods for procuring goods and services according to applicable laws, regulations, policies and procedures; facilitating bids in accordance with state law; negotiating with suppliers about business needs, pricing, delivery and installation. May be required to assist with various indirect commodities. May be responsible for large/complex institution-wide bids and purchases. Routine requisitions and questions should be addressed within 1 business day. More complex projects must be moved along and completed in a timely fashion. Develops and maintains active savings funnel and achieves PPV goals for assigned commodity(ies). Leads and attends institutional savings workshops/value analysis meetings. Leads quarterly/annual business review meetings with key commodity suppliers. Works with internal customer departments to draft clear, accurate and complete bid scopes. Takes ownership of the bid process and supplier relationships. Facilitates bids and RFP selection committee meetings. Takes ownership and acts as group leader to ensure that the process is organized, progresses as quickly as possible, and is compliant with all UConn Health requirements. Posts bids in accordance with current procedures (for example, on DAS website). Collects and analyzes data using advanced Microsoft Excel skills (VLOOKUP); ensures that all costs associated with procurement (i.e., price of goods, handling, freight, repair/maintenance, disposable supplies, and other costs as applicable) are considered; compares current pricing/spend and proposed pricing from multiple suppliers. Performs detailed financial analyses and cost comparisons using industry benchmarks and internal spend. Analyzes risk based on supplier's audited financials and D&B reports to determine financial health and overall supply chain issues. Negotiates pricing, freight, delivery, installation terms, etc. with suppliers to obtain best possible value for UConn Health. Works with counterparts in Contracts Department to ensure that contracts correctly memorialize the business deals negotiated by Procurement and meet the internal customer's needs. Achieves and documents cost reductions. Negotiates and facilitates the return of rejected and obsolete materials. Reconciles difficult accounts payable discrepancies. Maintains superb working relationships with suppliers. Studies and understands current and changing market trends. Keeps up-to-date on new products, companies or issues affecting the marketplace. Maintains accurate, timely methods of communication with all internal customers and external business partners. Supports the department's effort to provide high level of service to internal customers. Creates and builds strong working relationships where none existed. Works with counterparts in the Contracts Department to create clear and accurate contracts and to interpret and summarize party rights and responsibilities under awarded bids and contracts. Drafts correspondence and other documents, as needed. Follows the department's documentation and document retention requirements. Performs other duties as necessary/as assigned with little or no supervision.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$81,037

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2016-788

Date Started: 7/22/2016

JobTitle: Procurement Contract Specialist in Procurement

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	33	19	14	14	8	4	4	0	1	1	1
TOTAL REJECTED APPLICANT	25	17	8	13	4	3	3	0	0	1	1
TOTAL QUAL. APPLICANT	8	2	6	1	4	1	1	0	1	0	0
TOTAL INTERVIEWED	3	0	3	0	1	0	1	0	1	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

IT – Information Technology

AV – Audio Visual

MS – Microsoft

PPV – piece price variances

RFP – Request for Proposal

DAS – Department of Administrative Services

D&B – company that provides commercial credit information

This position was posted on HigherEdJobs.com and UConn Health's website.

The goal candidates, thirteen (13) white males and three (3) black males did not meet the minimum requirements because they did not have the required eight (8) years of professional procurement experience handling highly complex procurement actions including experience with contract negotiations and legal issues in public contract administrative environment; understanding of public competitive bidding requirements or the allowable substitution.

The goal candidates, one (1) white male and one (1) black male were not interviewed because they did not have the preferred experience leading complex bid preparation, analysis and contract negotiation for healthcare IT hardware/software/services.

One (1) black female was selected. She had a Master's degree in Business Administration; six (6) years of professional procurement experience handling highly complex procurement actions including experience with contract negotiations and legal issues in public contract administrative environment; understanding of public competitive bidding requirements; ability to work independently with little day-to-day instruction; preferred experience leading complex bid preparation analysis and contract negotiation for healthcare IT hardware/software/services.

JOB OPPORTUNITY BULLETIN

As of Monday, August 7, 2017

Department: Ethel Donaghue TRIPP Center

Job Title: (Healthcare Policy) Planning Specialist

Recruiter: Pamela Rucker

Search Code: 2017-114

Date Posted: 7/20/2016

Posting Deadline: 10/12/2016

Purpose of Class:

At UConn Health this class independently provides a wide range of services in the areas of project planning; implementation coordination and management of programs for public agencies health initiatives.

SUPERVISION RECEIVED:

Works under the limited supervision of employee of higher grade.

SUPERVISION EXERCISED:

Supervise/Lead staff as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of policy analysis, strategic planning, quantitative and qualitative research methods, organizational management and financial management; skilled in attention to details; ability to juggle multiple priorities and prioritizing tasks on an ongoing basis.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years of experience in planning including developing written long term plans broad in scope that have an impact on a number of operations.

Special Requirements:

Demonstrated policy work experience.

Submission of a related health policy writing sample.

***** (to be submitted at time of application)*****

There may be a skills assessment at time of interview.

Preferred Qualifications:

Background in Health Policy Analysis with a relevant Master's Degree or higher.

Experience in health insurance law and regulations.

Experience related to health disparities.

Substitution:

Bachelor's degree in a related field such as health care policy may be substituted for four (4) years of the general experience.

Master's degree in planning, public administration or closely related field may be substituted for one (1) additional year of the general experience

EXAMPLES OF DUTIES:

Participates in planning and development of health services, public health, and health policy projects through collaboration with UConn Health staff, state agencies and community organizations; coordinates projects including independent oversight and administrative management of routine operations; writes comprehensive project reports including narrative discussion, statistical analysis and financial analysis, documents project activities, analyzes financial performance and assesses effectiveness of projects; conducts informal research by gathering information to support informed project planning, coordination and management activities; interacts with internal and external sources to facilitate data collection (including clinical data); collects, codes and analyzes data related to projects; provides technical and consultative services regarding program; participates in the development of state, federal and foundation/cooperate grant applications; studies and monitors trends in state and federal health policies and applies to work related activities; design and/or develops computerized databases to support project activities; performs other duties as assigned.

Schedule: 40 hours per week, Monday - Friday, 9:00am-5:30pm with a 30 minute unpaid mealbreak

Full Time Equivalent Minimum Salary: \$65,811.00

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Req: 2017-114

Date Started: 10/28/2016

JobTitle: Planning Specialist in Ethel Donaghue TRIPP Center

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	58	20	38	10	20	4	10	2	5	4	3
TOTAL REJECTED APPLICANT	38	13	25	8	15	2	5	0	3	3	2
TOTAL QUAL. APPLICANT	20	7	13	2	5	2	5	2	2	1	1
TOTAL INTERVIEWED	6	1	5	0	4	0	1	1	0	0	0
NOT OFFERED POSITION	5	1	4	0	4	0	0	1	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

This position was posted on our UConn Health website.

The goal candidates, eight (8) white males and two (2) black males did not meet the minimum requirements for the following reasons: One (1) white male did not submit a complete application. Seven (7) white males and two (2) black males did not have the required eight (8) years of experience in planning including developing written long term plans broad in scope that had an impact on a number of operations or the allowable substitutions.

The goal candidates, two (2) white males and two (2) black males were not interviewed because they applied after interviews had been completed and a candidate had been selected.

One (1) black female was selected. She had eight (8) years of experience in planning including developing written long term plans broad in scope that had an impact on a number of operations along with policy work experience, a Master's Degree in Healthcare Administration/Project Management, experience in health insurance law and regulations, and experience with health disparities.

JOB OPPORTUNITY BULLETIN

As of Monday, August 7, 2017

Department: Contracts

Job Title: Procurement Contract Specialist

Recruiter: Marisa Leone

Search Code: 2017-127

Date Posted: 7/19/2016

Posting Deadline: 8/26/2016

Purpose of Class:

This classification is responsible for the compliance review, analysis and summarization of contracts activity on behalf of UConn Health.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITY:

Strong knowledge of the principles and practices of contract administration and management, applicable Federal/State laws, rules and regulations governing contract management / monitoring and procurement; knowledge of financial principles, and standards pertaining to various types of contracts including information system applications; medical equipment, etc.; knowledge of contract monitoring systems; computer skills which must include a strong working knowledge of MS Word, Excel, Access, Outlook and computer based reporting tools; strong contract drafting, and organizational and time management skills, ability to communicate effectively both orally and in writing; proven ability to work on multiple projects simultaneously; ability to facilitate solutions in a fast-paced environment; ability to analyze and evaluate information, identify problems and develop alternative solutions.

EXPERIENCE AND TRAINING:

General Experience: Eight (8) years of professional procurement experience handling highly complex procurement actions including experience with contract negotiations and legal issues in public contract administrative environment.

Substitution: Bachelor's degree in business administration, public administration, pre-law, or closely related field may be substituted for four (4) years of the above general experience.

Preferred Qualifications/Experience for Contracts Department:

Contract drafting experience, legal/paralegal experience or law degree. Knowledge of State of Connecticut contract language requirements. Excellent interpersonal, communication (written and oral), negotiation and presentation skills. Strong sense of urgency, ownership of assignments/commodities, and customer service with focus on problem-solving. Team player who partners with his/her colleagues to ensure that a project is completed successfully. Project management skills and ability to independently follow through on assignments from inception to completion. Strong working knowledge of MS Word, Excel and Outlook.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Contracts or employee of higher grade.

SUPERVISION EXERCISED:

May supervise other staff as assigned

EXAMPLES OF DUTIES: Within UConn Health's Contracts Department:

Works independently, receiving little instruction on day-to-day work and general instruction for new projects and assignments. Responsible for performing a full range of contract-related duties, including preparing, revising and finalizing contracts in compliance with applicable laws, regulations, policies and procedures; explaining/negotiating contract language; and maintaining contract files and records. May be responsible for large/complex contracts. Routine tasks and questions should usually be addressed within 1 business day. More complex projects must be moved along and completed in a timely fashion. Works with internal customer departments and the Procurement Department, as needed, to draft clear, accurate and complete contracts that reflect any and all previously negotiated pricing and other terms. Final contracts must accurately memorialize the business deal that was negotiated, even if the Procurement Contract Specialist did not participate in those negotiations him/herself. Liaises with stakeholders (including the Procurement Department, the contractor's representatives and UConn Health's internal customers) and the State of Connecticut Office of the Attorney General. Takes ownership of assignments to ensure that the contract drafting and negotiation process is organized, progresses as quickly as possible, and is compliant with all UConn Health requirements. Tracks contract preparation status in accordance with current departmental procedures (for example, creating records in the contracts database and entering regular status updates). Processes contracts in accordance with UConn Health's approval and signature requirements. Prepares reports relating to agreements in contract database, and disseminates contract summaries to appropriate individuals within UConn Health as required. Works with counterparts in the Procurement Department to interpret and summarize party rights and responsibilities under awarded bids and contracts. Ensures that all assignments are completed on schedule and contracts are executed on time. Maintains accurate, timely methods of communication with all internal customers and external business partners. Supports the department's effort to provide high level of service to internal customers. Creates and builds strong working relationships where none existed. Maintains knowledge of current trends and development in laws and regulations that affect UConn Health's contract language/requirements. Drafts correspondence and other documents, as needed. Follows the department's documentation and document retention requirements. May also: provide training to UConn Health personnel on Contracts Department procedures and technical/legal contract requirements as needed; assist in the development of contract administration procedures in accordance with state laws, department rules and professional practices; evaluate contract database and other processes/resources for further enhancement to improve performance and further integrate the database as an information tool. Performs other duties as necessary/as assigned.

SCHEDULE: 40 hour work week, Monday through Friday, 8:30am - 5pm, this position may require overtime on occasion.

FULL TIME EQUIVALENT MINIMUM SALARY: \$81,037

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Req: 2017-127

Date Started: 10/14/2016

JobTitle: Procurement Contract Specialist in Contracts

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	24	11	13	9	10	1	3	1	0	0	0
TOTAL REJECTED APPLICANT	16	9	7	8	5	0	2	1	0	0	0
TOTAL QUAL. APPLICANT	8	2	6	1	5	1	1	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	2	0	0	0	0	0	0

Abbreviations in Posting:

MS – Microsoft

This position was posted on our UConn Health website.

The goal candidates, eight (8) white males did not meet the minimum requirements because they did not have the required eight (8) years of professional procurement experience handling highly complex procurement actions including experience with contract negotiations and legal issues in public contract administrative environment or the allowable substitution.

The goal candidates, one (1) white male and one (1) black male were not interviewed for the following reasons: One (1) white male’s application was not clear if he had the preferred contract drafting experience and he did not have healthcare experience. One (1) black male did not have the preferred knowledge of State of Connecticut (CT) contract language requirements or negotiation skills.

Two (2) white females were selected. One (1) white female had eighteen (18) years of professional procurement experience handling highly complex procurement actions including experience with contract negotiations and legal issues in public contract administrative environment; preferred knowledge of State of CT contract language; and negotiation skills in a healthcare insurance and procurement setting. One (1) white female had thirteen (13) years of professional procurement experience handling highly complex procurement actions including experience with contract negotiations and legal issues in public contract administrative environment; preferred law degree; knowledge of State of CT contract language; and negotiation skills in a healthcare provider setting.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 8, 2017

Department: Human Resources

Job Title: Labor Relations Specialist

Recruiter: Joyce Smith

Search Code: 2017-471

Date Posted: 11/7/2016

Posting Deadline: 1/3/2017

Purpose of Class:

Independently performs a range of labor relations duties providing advanced professional support to UConn Health.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:

Interpret and administer pertinent laws, regulations, policies and procedures; administer and interpret collective bargaining contracts; conduct investigations into workplace issues; represent UConn Health at grievance meetings, labor-management meetings, contract negotiations, etc.; mediate and resolve disputes; provide consultation and training to managers in all areas of labor relations; perform related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of collective bargaining and labor relations; knowledge of relevant state and federal laws, statutes, regulations and guidelines; knowledge of personnel administration, employee classification and compensation; considerable interpersonal skills; considerable oral and written communication skills; ability to prepare and present grievances; ability to interpret and apply statutes, contracts, and regulations; investigative ability.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years of professional experience in human resources or other related field with some responsibility for labor relations, contract negotiation, grievance handling, employment investigations or administration of progressive discipline.

Substitutions Allowed:

College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one half year of experience to a maximum of four (4) years for a Bachelor's degree.

A law degree or a Master's degree in labor relations may be substituted for an additional two years of the general experience.

PREFERRED:

1. Public sector experience.
2. Law degree preferred, but not required

SPECIAL: Must successfully complete a background investigation. Position requires travel to state correctional facilities

SCHEDULE: Generally 8:00 am to 5:00 pm. Flexibility required.

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Req: 2017-471

Date Started: 1/20/2017

JobTitle: Labor Relations Specialists in Human Resources

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	56	25	31	18	21	2	4	2	4	3	2
TOTAL REJECTED APPLICANT	35	11	24	6	14	1	4	1	4	3	2
TOTAL QUAL. APPLICANT	21	14	7	12	7	1	0	1	0	0	0
TOTAL INTERVIEWED	6	4	2	3	2	0	0	1	0	0	0
NOT OFFERED POSITION	4	3	1	3	1	0	0	0	0	0	0
OFFERED POSITION	2	1	1	0	1	0	0	1	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	1	1	0	1	0	0	1	0	0	0

This position was advertised with the International Public Management Association for Human Resources Connecticut and posted on our UConn Health website.

The goal candidates, six (6) white males and one (1) black male did not meet the minimum requirements for the following reasons: One (1) white male had a law degree but did not have the required two (2) years of professional experience in human resources or other related field with some responsibility for labor relations, contract negotiation, grievance handling, employment investigations or administration of progressive discipline. Five (5) white males did not have the required eight (8) years of professional experience in human resources or other related field with some responsibility for labor relations, contract negotiation, grievance handling, employment investigations or administration of progressive discipline. Unable to determine one (1) black male’s qualifications because his application was incomplete and he did not submit a resume.

The goal candidates, nine (9) white males and one (1) black male were not interviewed for the following reasons: Four (4) white males did not have the preferred public sector experience. One (1) white male applied after the interviews were completed. One (1) white male worked out of state and did not have knowledge of relevant state laws. One (1) white male had seven (7) months of related experience, had been a staff representative for union employees, and did not have experience representing managers/employers. One (1) white male did not have experience in contract negotiations. One (1) white male had been serving as a mediator. He did not have experience representing the interests of management as an employer at grievance meetings, labor management meetings, contract negotiations, etc. One (1) black male’s application was received after a hiring decision had been made.

Req: 2017-471 continued

The goal candidates, three (3) white males were interviewed and not selected for the following reasons: One (1) white male's answers to the panel's questions were largely non-responsive and focused on who he knew rather than what he knows. One (1) white male had five (5) years of experience in a small firm representing private and public sector employers. He did not have experience handling matters independently that our small unit needs in order to address our large volume of complex work. During the interview one (1) white male had mixed feelings about moving into a staff level position as he spoke about the many long-term complex litigation matters he was involved in with his current position.

One (1) white female and one (1) Hispanic male were selected. One (1) white female, had a law degree, twenty-one (21) years of professional public sector experience in human resources in the State of Connecticut with responsibility for labor relations, contract negotiation, grievance handling, employment investigations, administration of progressive discipline, and knowledge of state laws. One (1) Hispanic male had seventeen (17) years of professional experience in human resources in the State of Connecticut with four (4) of those years in public sector with responsibility for labor relations, contract negotiation, grievance handling, employment investigations or administration of progressive discipline and knowledge of state laws.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 8, 2017

Department: Health Marketing & Multimedia Services

Job Title: Practice Relations Liaison

Recruiter: Marisa Leone

Search Code: 2017-583

Date Posted: 12/7/2016

Posting Deadline: 1/17/2017

Purpose of Class:

At UConn Health, this position is accountable for serving as the point of coordination for all activities related to the introduction and building of new providers.

MINIMUM REQUIREMENTS:

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of business development functions; knowledge of marketing and communications; organizational ability; considerable oral and written communication skills; considerable computer skills; ability to multi-task; ability to access business situations and make recommendations for action plans.

EXPERIENCE AND TRAINING

General Experience:

Six (6) years relevant experience which included working on business development.

Or, Bachelor's degree in a relevant discipline such as marketing or communication and two years of the relevant experience.

Please include a narrative on your experience working on business development.

PREFERRED QUALIFICATIONS: Demonstrated skill and success in a sales or business development function, as demonstrated by measurable results and an orientation to actions that lead to a goal.

SUPERVISION RECEIVED:

Works under the supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise employees as assigned.

EXAMPLES OF DUTIES:

Works collaboratively with physicians, UMG leadership and the marketing communications team to grow the business of new providers, locations or identified underperforming practices; coordinates and tracks basic marketing and on-boarding activities; accesses the business situation of the provider and recommends an action plan including the needs for initial advertising, coordination of business development activities with practice management and community relations, and public relations teams; as needed work with community based practices to assist with practice growth; on boards practices to UConn Health; may coordinate programs intended to grow physician volume including new movers, WebMD, or other onetime occurrences; may support organizational special events; performs related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 9am - 5:30pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$61,734

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Req: 2017-583

Date Started: 3/31/2017

JobTitle: Practice Relations Liaisons in Health Marketing and Multimedia Services

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	85	27	58	20	43	6	9	0	3	1	3
TOTAL REJECTED APPLICANT	55	18	37	12	26	5	6	0	3	1	2
TOTAL QUAL. APPLICANT	30	9	21	8	17	1	3	0	0	0	1
TOTAL INTERVIEWED	7	1	6	1	6	0	0	0	0	0	0
NOT OFFERED POSITION	5	1	4	1	4	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	2	0	0	0	0	0	0

Abbreviations in Posting:

UMG – UConn Medical Group

WebMD – information on many common conditions, explaining the disease and its usual management.

This position was posted on our UConn Health website.

The goal candidates, twelve (12) white males and five (5) black males did not meet the minimum requirements for the following reasons: Five (5) white males and three (3) black males did not have the required six (6) years relevant experience which included working on business development or the allowable substitution. Six (6) white males and one (1) black male did not submit the required narrative on their experience working on business development. One (1) white male submitted a cover letter which addressed a different position. One (1) black male did not have the required six (6) years relevant experience which included working on business development, the allowable substitution, and did not submit the required narrative on their experience working on business development.

The goal candidates, seven (7) white males and one (1) black male were not interviewed for the following reasons: One (1) white male and one (1) black male applied after a hiring decision was made. Four (4) white males did not have the preferred qualification of experience in sales. One (1) white male indicated he was looking for an executive level position, and his submitted documents contained numerous errors. One (1) white male did not have the preferred skill and success in business development function, as demonstrated by measurable results and an orientation to actions that lead to a goal.

The goal candidate, one (1) white male was interviewed and not selected because his cover letter stated he was looking to move out of the business but the opposite was said during the interview; and he wasn't able to illustrate how his experience would translate to UConn Health.

Req: 2017-583 continued

Two (2) white females were selected. One (1) white female had a Bachelor's degree in Communications; four (4) years of experience working in sales and business development. She was able to illustrate how her experience would translate to UConn Health, specifically how she used to onboard new broker and market the company (and it's new brokers) directly to relators. This is similar to what she would be doing, which ins onboarding new physicians and marketing their services to other offices. One (1) white female had a Bachelor's degree in Communications Marketing; fifteen (15) years of experience working in sales and business development. She worked with Bristol Hospital for about ten (10) years, serving as the Senior Marketing and Public Relations Manager. She worked collaboratively with physicians and the hospital executive team to lead community marketing efforts, which included finding speaking opportunities and other events.

JOB OPPORTUNITY BULLETIN

As of Thursday, August 10, 2017

Department: Contracts

Job Title: Procurement Contract Specialist

Recruiter: Marisa Leone

Search Code: 2017-1032

Date Posted: 4/10/2017

Posting Deadline: 4/17/2017

Purpose of Class:

This classification is responsible for the compliance review, analysis and summarization of contracts activity on behalf of UConn Health.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITY:

Strong knowledge of the principles and practices of contract administration and management, applicable Federal/State laws, rules and regulations governing contract management / monitoring and procurement; knowledge of financial principles, and standards pertaining to various types of contracts including information system applications; medical equipment, etc.; knowledge of contract monitoring systems; computer skills which must include a strong working knowledge of MS Word, Excel, Access, Outlook and computer based reporting tools; strong contract drafting, and organizational and time management skills, ability to communicate effectively both orally and in writing; proven ability to work on multiple projects simultaneously; ability to facilitate solutions in a fast-paced environment; ability to analyze and evaluate information, identify problems and develop alternative solutions.

EXPERIENCE AND TRAINING:

General Experience: Eight (8) years of professional procurement experience handling highly complex procurement actions including experience with contract negotiations and legal issues in public contract administrative environment.

Substitution: Bachelor's degree in business administration, public administration, pre-law, or closely related field may be substituted for four (4) years of the above general experience.

Preferred Qualifications/Experience for Contracts Department:

Contract drafting experience, legal/paralegal experience or law degree. Knowledge of State of Connecticut contract language requirements. Excellent interpersonal, communication (written and oral), negotiation and presentation skills. Strong sense of urgency, ownership of assignments/commodities, and customer service with focus on problem-solving.

Team player who partners with his/her colleagues to ensure that a project is completed successfully. Project management skills and ability to independently follow through on assignments from inception to completion. Strong working knowledge of MS Word, Excel and Outlook.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Contracts or employee of higher grade.

SUPERVISION EXERCISED:

May supervise other staff as assigned

EXAMPLES OF DUTIES: Within UConn Health's Contracts Department:

Works independently, receiving little instruction on day-to-day work and general instruction for new projects and assignments. Responsible for performing a full range of contract-related duties, including preparing, revising and finalizing contracts in compliance with applicable laws, regulations, policies and procedures; explaining/negotiating contract language; and maintaining contract files and records. May be responsible for large/complex contracts. Routine tasks and questions should usually be addressed within 1 business day. More complex projects must be moved along and completed in a timely fashion. Works with internal customer departments and the Procurement Department, as needed, to draft clear, accurate and complete contracts that reflect any and all previously negotiated pricing and other terms. Final contracts must accurately memorialize the business deal that was negotiated, even if the Procurement Contract Specialist did not participate in those negotiations him/herself. Liaises with stakeholders (including the Procurement Department, the contractor's representatives and UConn Health's internal customers) and the State of Connecticut Office of the Attorney General. Takes ownership of assignments to ensure that the contract drafting and negotiation process is organized, progresses as quickly as possible, and is compliant with all UConn Health requirements. Tracks contract preparation status in accordance with current departmental procedures (for example, creating records in the contracts database and entering regular status updates). Processes contracts in accordance with UConn Health's approval and signature requirements. Prepares reports relating to agreements in contract database, and disseminates contract summaries to appropriate individuals within UConn Health as required. Works with counterparts in the Procurement Department to interpret and summarize party rights and responsibilities under awarded bids and contracts. Ensures that all assignments are completed on schedule and contracts are executed on time. Maintains accurate, timely methods of communication with all internal customers and external business partners. Supports the department's effort to provide high level of service to internal customers. Creates and builds strong working relationships where none existed. Maintains knowledge of current trends and development in laws and regulations that affect UConn Health's contract language/requirements. Drafts correspondence and other documents, as needed. Follows the department's documentation and document retention requirements. May also: provide training to UConn Health personnel on Contracts Department procedures and technical/legal contract requirements as needed; assist in the development of contract administration procedures in accordance with state laws, department rules and professional practices; evaluate contract database and other processes/resources for further enhancement to improve performance and further integrate the database as an information tool. Performs other duties as necessary/as assigned.

SCHEDULE: 40 hour work week, Monday through Friday, 8:30am - 5pm, this position may require overtime on occasion.

FULL TIME EQUIVALENT MINIMUM SALARY: \$81,037

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-1032

Date Started: 6/9/2017

JobTitle: Procurement Contract Specialist in Contracts

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	32	14	18	9	10	1	5	0	2	4	1
TOTAL REJECTED APPLICANT	15	7	8	4	4	1	2	0	1	2	1
TOTAL QUAL. APPLICANT	17	7	10	5	6	0	3	0	1	2	0
TOTAL INTERVIEWED	2	0	2	0	1	0	1	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

MS - Microsoft

This position was posted on our UConn Health website.

The goal candidates, four (4) white males and one (1) black male did not meet the minimum requirements of eight (8) years of professional procurement experience handling highly complex procurement actions including experience with contract negotiations and legal issues in public contract administrative environment or the allowable substitution.

The goal candidates, five (5) white males were not interviewed because they did not have the preferred knowledge of State of Connecticut (CT) contract language requirements.

One (1) white female was selected. She was very familiar with all state of CT contracting requirement because she had worked on contracts for the CT General Assembly for the past ten (10) years.

Req: 2017-1207

Date Started: 6/9/2017

JobTitle: Equal Employment Opportunity Investigator in Office of Institutional Equity
JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	48	*14	*34	9	20	0	7	3	4	0	1
TOTAL REJECTED APPLICANT	27	*9	18	6	10	0	4	1	3	0	1
TOTAL QUAL. APPLICANT	21	5	*16	3	10	0	3	2	1	0	0
TOTAL INTERVIEWED	9	2	7	1	4	0	2	1	1	0	0
NOT OFFERED POSITION	7	2	5	1	3	0	1	1	1	0	0
OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	**2	0	2	0	1	0	1	0	0	0	0

***2 unknown males and 2 unknown females applied**

***2 unknown males were rejected**

***2 unknown females were qualified and not interviewed**

This position was advertised on the following websites: Diverse, Inside Higher Ed, Higher Education Recruitment Consortium, Association of Black Women Attorneys, Association for Title IX Administrators and listserv, Connecticut (CT) Bar Association, Hispanic National Bar Association, Korean American Lawyers Association of Greater New York, and National Association of College and University Attorneys and listserv. It was sent to the following listservs: CT Association of Diversity and Equity Professionals, CT Employment Lawyers Association, George W. Crawford Black Bar Association, National Conference of Women's Bar Associations, and South Asian Bar Association of Greater Boston. Personal networking with the following: Department of Social Services (attorney), Office of the Attorney General, Robinson Cole Law Firm (attorney), Shipman and Goodwin Law Firm, Society for Human Resource Management, UConn Health Attorney General, and University of Connecticut Diversity and Inclusion, School of Law Dean's Office, Office of the General Counsel, Office of Audit, Compliance and Ethics, Faculty and Staff of Labor Relations, and Human Resources.

The goal candidates, six (6) white males and two (2) unknown males did not meet the minimum requirements for the following reasons: One (1) white male did not have the required two (2) years of recent and substantive work experience in conducting employment-based discrimination and discriminatory harassment investigations or employment litigation; ability to conduct thorough, efficient employment investigations; strong command and working knowledge of basic and advanced principles of civil rights and employment discrimination; resume did not reflect demonstrated skill in witness examination/interview and investigation techniques, including effective party and witness interviews; producing high quality written work products.. Two (2) white males did not submit the required references. Two (2) white males and one (1) unknown male did not have the required two (2) years of recent and substantive work experience in conducting employment-based discrimination and discriminatory harassment investigations or employment litigation; ability to conduct thorough, efficient employment investigations. One (1) white male did not

Req: 2017-1207 continued

have the required superb written and verbal communication skills and strong public speaking and presentation skills; experience working in a unionized environment with a complex human resources or labor relations structure; experience relative to ADA compliance, including evaluation of requests for accommodations; experience with Title IX investigations or litigation; experience working in a higher education environment or with education clients. One (1) unknown male did not have the required superb written and verbal communication skills and strong public speaking and presentation skills; experience relative to ADA compliance, including evaluation of requests for accommodations; experience with Title IX investigations or litigation; experience working in a higher education environment or with education clients.

The goal candidates, two (2) white males were not interviewed for the following reasons: One (1) white male's solo practice impacted his availability to be interviewed. One (1) white male had typographical errors in his cover letter.

The goal candidate, one (1) white male was interviewed and not selected because he did not have the preferred three or more years of experience in conducting employment-based discrimination and discriminatory harassment investigations or employment litigation.

One (1) white female and one (1) black female were selected. **One (1) white female was selected and is an University of Connecticut employee. She met the minimum qualifications and had the preferred qualifications of three (3) or more years of experience in conducting employment-based discrimination and discriminatory harassment investigations or employment litigation; experience working in an unionized environment with a complex human resources or labor relations structure; Juris Doctor with demonstrated employment litigation experience, and motion practice; ability to work constructively with diverse populations, and participation in, or support of, organizations that promote diversity; experience relative to ADA compliance, including evaluation of requests for accommodations. One (1) black female met the minimum qualifications and had the preferred qualifications of three (3) or more years of experience in conducting employment-based discrimination and discriminatory harassment investigations or employment litigation; experience working in an unionized environment with a complex human resources or labor relations structure; ability to work constructively with diverse populations, and participation in, or support of, organizations that promote diversity and affirmative action; experience relative to ADA compliance, including evaluation of requests for accommodations.

Position posted from 2/9/2017 to 3/31/2017 at UC Storrs campus

Equal Employment Opportunity Investigator

Reporting to the Associate Vice President of the Office of Institutional Equity (OIE) at UConn and the Director of Investigations, the Equal Employment Opportunity Investigator will investigate complaints of violations of University policy based on discrimination and prepare investigative reports for investigations conducted at all UConn campuses. Position to be based at the main campus in Storrs and/or at OIE's UConn Health office in Farmington, Connecticut. Act as an impartial, neutral investigator throughout all aspects of the investigation process, and ensure that all investigation activities and OIE decisions are consistent with University policies and procedures. At the direction of management, assist in developing, implementing, and evaluating goals and objectives related to affirmative action and equal employment opportunity matters. As assigned, assist with diversity, sexual harassment prevention and related trainings in accordance with University training mandates and state and federal statutes.

Primary Accountabilities:

Case Management:

In accordance with University policies and procedures, lead independent and unbiased employment discrimination investigations, and draft memoranda of findings and recommendations for University leadership. Prepare supporting documents and materials as necessary. Consult with the Office of Faculty and Staff Labor Relations, the General Counsel's Office, and other University offices as necessary concerning investigation activities and findings. Respond to inquiries from members of the University community regarding matters related to University discrimination and harassment policies.

Assist in maintaining OIE's discrimination case database that shall include access to confidential information which may be used in collective bargaining. As directed, assist with preparation and maintenance of statistical, demographic, and subject matter data necessary to respond to inquiries regarding the University's discrimination complaint management system and annual Affirmative Action Plan.

Typical Activities:

Intake inquiries and complaints, and assess for appropriate response. Provide consultation and education to members of the University community regarding discrimination, harassment and/or retaliation concerns, and available resources for support and assistance in addressing and resolving concerns.

Develop investigative plans, which include deciding which witnesses to interview, outlining which questions to ask, and planning which documents to request and how to acquire said documents.

Assess allegations to determine whether interim measures are required and if so, ensure the appropriate implementation of such measures.

Provide updates and advise parties, direct supervisors, senior management, and parties' advocates (legal counsel or union representatives) on investigative process. Execute investigative plans by leading witness interviews, reviewing personnel files, supervisory files and disciplinary history of relevant parties. Analyzing witness statements, making credibility assessments, recording findings of

Position posted from 2/9/2017 to 3/31/2017 at UC Storrs campus

fact, and communicating with parties and witness advocates while protecting the independence, integrity, and privacy of the investigation.

Draft and present memoranda of findings and appropriate supporting documents related to the resolution of each matter.

Consult with parties and/or management as necessary concerning options for resolving conflict.

Provide education and guidance concerning the University's non-retaliation policy during and after investigation for all parties involved in the complaint and investigation.

Interface with University offices including the Department of Human Resources, the Office of Faculty and Staff Labor Relations, and union representatives relative to informal conflict resolution, remedial action/training, interim measures prior to and during investigations, investigation activities, outcomes and further response as needed following investigations.

May consult with members of search compliance unit and other stakeholders on matters related to faculty and staff recruiting and hiring activities.

Policy Development:

Assist management in the development and review of University-wide policies and procedures consistent with current law and policy concerning discrimination, affirmative action and diversity objectives regarding employee conduct. Regularly update knowledge and awareness of trends and laws related to discrimination issues at institutions of higher education. At the direction of the OIE Associate Vice President, serve as liaison and representative to internal and external committees and professional associations.

Training:

Assist the OIE Associate Vice President in ensuring that diversity training and sexual harassment prevention curriculum complies with state and federal mandates. Assist the OIE Associate Vice President in preparing, presenting, and/or overseeing diversity training, sexual harassment prevention training, and other related trainings for supervisory and non-supervisory employees and students on the Storrs campus, regional campuses and UConn Health.

Perform other duties as assigned by the OIE Associate Vice President and/or Director of Investigations.

Minimum Qualifications

1. Minimum of two years of recent and substantive work experience in conducting employment-based discrimination and discriminatory harassment investigations or employment litigation.
2. Demonstrated ability to conduct thorough, efficient employment investigations.
3. Strong command and working knowledge of basic and advanced principles of civil rights and employment discrimination.

Position posted from 2/9/2017 to 3/31/2017 at UC Storrs campus

4. Resume reflecting demonstrated skill in witness examination/interview and investigation techniques, including leading effective party and witness interviews; producing high quality written work products.
5. Demonstrated ability to independently and efficiently manage a significant caseload.
6. Superb written and verbal communication skills and strong public speaking and presentation skills.
7. Strong work ethic and attention to detail: Highly motivated, self-directed execution of routine and special projects.
8. Strong interpersonal skills: Demonstrated ability to function well in both leader and teammate roles and interact with colleagues and superiors in a positive and constructive manner when faced with significant deadlines or workloads.
9. Demonstrated ability to exercise high level of discretion and good judgment, and ability to quickly establish credibility and productive working relationships with broad range of constituents, including executives, administration, faculty, staff, student groups and unions.
10. Ability to maintain confidentiality.

Preferred Qualifications

1. Three or more years of experience in conducting employment-based discrimination and discriminatory harassment investigations or employment litigation.
2. Experience working in a unionized environment with a complex human resources or labor relations structure.
3. Juris Doctor with demonstrated employment litigation experience, and/or motion practice (particularly summary judgment motions).
4. Demonstrated ability to work constructively with diverse populations, and participation in, or support of, organizations that promote diversity or affirmative action.
5. Experience relative to Americans with Disabilities Act (ADA) compliance, including evaluation of requests for accommodations.
6. Experience with Title IX investigations or litigation.
7. Experience working in a higher education environment or with higher education clients.

Appointment Terms

Salary commensurate with qualifications and experience. Excellent benefits package is available.

Candidates must submit letter of application, resume, and the names of three references to: <http://www.jobs.uconn.edu>. Applications received by March 10, 2017 will be given preference. Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2017359)

Position posted from 2/9/2017 to 3/31/2017 at UC Storrs campus

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on March 31, 2017.

3I. (Administrative Group) Hires – Part Time to Full Time – Adjusted Work Schedule

Childcare Head Teacher (Creative Child Center)

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3J. Administrative Program Coordinator

Goals

5 white males

2 black males

2 Hispanic males

1 AAIANHNPI female

JOB OPPORTUNITY BULLETIN

As of Saturday, August 12, 2017

Department: Child&FamilyStudies

Job Title: Administrative Program Coordinator

Recruiter: Pamela Rucker

Search Code: 2016-1253

Date Posted: 6/30/2016

Posting Deadline: 7/6/2016

Purpose of Class:

At the UConn Health, this Grant funded position is accountable for independently providing administrative management and/or advanced technical program support for an academic/clinical/administrative department or program.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of a higher rank.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant administrative experience.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.,

Preferred Qualifications:

Bachelor's Degree in General Health Care or Health Care Studies.

Special Requirements:

This position will involve local and out of state travel and may be required to work evenings and weekend hours. Will be required to coordinate events/present project materials and products and coordinate media outreach nationally and locally, including representation at exhibits and conferences. Experience working on national and international project that serves people with developmental disabilities. Experience in event planning, design, budgeting, materials and product development. Experience in Microsoft Word, Excel, PowerPoint and Publisher. Experience across multi-state projects such as school, community outreach training and events.

EXAMPLES OF DUTIES:

1) **OFFICE MANAGEMENT:** Manages and coordinates program logistics and administrative support for professional staff, making adjustments to accommodate changing priority needs; directs the work flow and supervises the necessary administrative paperwork, records, complex filing systems to support a program, including fiscal, personnel and student records; assists in planning outreach programs, conferences, meetings, seminars, with responsibility to make all necessary arrangements including travel and coordinates events and details; may recruit, train supervise and evaluate clerical and/or student staff.

2) **INTERPERSONAL:** Resolves administrative and logistical problems and transactions collaborating with state/federal/international agencies and institutions as appropriate; acts for and regularly makes decisions in the managers absence within prescribed limits of authority; represents the department head to other university offices, the public or outside agencies in matters of administrative consequence.

3) **FISCAL:** Drafts budgets, which usually involve external funding; manages approved budget making decisions related to the appropriateness of requested expenditures; prepares budget summaries and long-range budget projections; arranges for international fiscal transactions as required.

Schedule; 40 hours per week, schedule to be determined, 30 minute unpaid mealbreak

Full Time Equivalent Minimum Salary: \$61,734.00

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Req: 2016-1253

Date Started: 9/16/2016

JobTitle: Administrative Program Coordinator in Child and Family Studies

JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	76	13	63	8	42	2	9	1	9	2	3
TOTAL REJECTED APPLICANT	75	13	62	8	41	2	9	1	9	2	3
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on the UConn Health website.

The goal candidates, eight (8) white males, two (2) black males, one (1) Hispanic male, and three (3) AAIANHNPI females did not meet the minimum requirements for the following reasons: Six (6) white males, one (1) black male, one (1) Hispanic male, and three (3) AAIANHNPI females did not have the required six (6) years of relevant administrative experience, allowable substitution, or the special requirements. Two (2) white males did not have the required six (6) years of relevant administrative experience, or the allowable substitution. One (1) black male did not have the required experience in Publisher or experience working on national and international projects that serve people with developmental disabilities.

One (1) white female was selected. She had a Bachelor's degree in Medical Studies and five (5) years of relevant administrative experience. She also had the special requirements of experience working on national and international project that serves people with developmental disabilities; experience in event planning, design, budgeting, materials, and product development; experience in Microsoft applications; and experience across multi-state projects such as school, community outreach training and events.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 12, 2017

Department: Academic Affairs-Med

Job Title: Administrative Program Coordinator

Recruiter: Marisa Leone

Search Code: 2017-786

Date Posted: 1/30/2017

Posting Deadline: 2/6/2017

Purpose of Class:

At the UCHC, this class is accountable for independently providing administrative management and/or advanced technical program support for an academic/administrative department or program. Incumbent will serve as a core member and administrative coordinator for the Office of Assessment and Medical Education. This position assists the Associate Dean of Medical Education and Assessment with program coordination support as well as data management and tracking activities related to assigned projects.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; demonstrated ability to maintain confidentiality; demonstrated ability to multi-task and coordinate several multi-faceted projects simultaneously; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant administrative experience. Demonstrated experience with MS Word, Excel, PowerPoint, and databases, including Access and FileMaker.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.

SPECIAL REQUIREMENTS: Must have Relevant work experience in higher education working with degree programs for course assessment, examination and surveys.

PREFERRED QUALIFICATIONS: Experience with Blackboard, Oasis, Jenzabar; experience with databases, statistical software; experience working in a School of Medicine; Master's degree Master's degree in education or related field.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of a higher rank. Reporting to the Director of Assessment.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:

Provides direct administrative coordination and functions for the office of assessment, and data management including but not limited to; manage and coordinate assessment program logistics and making adjustments for changing priority needs; coordinate daily tasks of support staff such as, records, filing; coordinates assessment activities, such as focus group organization; meeting support including minutes; data entry; and monitors the completion of assigned tasks. Assist with the assessment office operating budget including but not limited to; preparing yearly budget requests; preparing budget summaries and long-range budget projections; maintaining and tracking assessment expenditures; managing billing invoices; submit purchase orders. Provides administrative coordination and support for curricular examinations, including but not limited to; preparing and publishing yearly curricular exam schedules; coordinating and managing the set-up and logistics of the high-stake exams, clinical exams, and shelf exams; supporting course faculty with question edits; and exam build; coordinating the logistics of electronic exam set up and support; manage examination data such as providing exam score grade sheets for course faculty for exam software system; managing and pulling the examination report requests; coordinate with the educational IT office for technical support. Provides administrative coordination and support for curricular course evaluations; including but not limited to; preparing and managing the administration of course surveys and evaluation assignments; support course faculty with survey development and implementation; monitoring and tracking course surveys; manage the survey and evaluation data; create reports; disseminate to course faculty. Assists the Associate Dean of Medical Education and Assessment for LCME coordination including but not limited to; database management; tracking of requirements; and the data management for reaccreditation. Prepares LCME reports; questionnaires; and summaries. Assists the Associate Dean of Medical Education and Assessment with managing and maintaining the Faculty database including but not limited to; data entry of curriculum faculty into the database; generation and creating faculty reports; coordination the logistics and materials for faculty evaluations. Perform other related duties as required and cross-covering.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$61,734

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Req: 2017-786

Date Started: 3/3/2017

JobTitle: Administrative Program Coordinator in Academic Affairs - Medical
JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	102	6	96	3	65	1	18	2	9	0	4
TOTAL REJECTED APPLICANT	91	6	85	3	55	1	17	2	9	0	4
TOTAL QUAL. APPLICANT	11	0	11	0	10	0	1	0	0	0	0
TOTAL INTERVIEWED	4	0	4	0	4	0	0	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

- UCHC – University of Connecticut Health Center
- MS – Microsoft
- IT – Information Technology
- LCME – Liaison Committee on Medical Education

This position was posted on the UConn Health website.

The goal candidates, three (3) white males, one (1) black male, two (2) Hispanic males, and four (4) AAIANHNPI females did not meet the minimum requirements for the following reasons: Three (3) white males, one (1) Hispanic male, and two (2) AAIANHNPI females did not have the special requirements of work experience in higher education working with degree programs for course assessment, examination and surveys. One (1) AAIANHNPI female did not have the required six (6) years of relevant administrative experience or the allowable substitution. One (1) black male, one (1) Hispanic male and one (1) AAIANHNPI female did not have the required experience working with degree programs for course assessment, examination and surveys.

One (1) white female was selected. She had a Master’s degree in Higher Education Administration and nine (9) years of relevant administrative experience; experience with MS applications and FileMaker; experience in higher education working with degree programs for course assessment, examination and surveys; experience with Blackboard, Oasis; experience with databases, statistical software; and experience working in a School of Medicine.

3J. (Administrative Program Coordinator) Hires – Part Time to Full Time – Adjusted Work Schedule

**Administrative Program Coordinator
(Curricular Affairs)**

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3K. Social Worker

Goals

5 black males

3 black females

4 Hispanic males

7 Hispanic females

1 AAIANHNPI male

JOB OPPORTUNITY BULLETIN

As of Saturday, August 12, 2017

Department: Partial Hosp Programs

Job Title: Social Worker 2

Recruiter: Donna Seklecki

Search Code: 2017-135

Date Posted: 7/27/2016

Posting Deadline: 8/2/2016

Purpose of Class:

At UConn Health this class is accountable for independently performing a full range of tasks in providing direct social work services to patients and families. This position will work in the Intensive Outpatient Program. Incumbents in this classification will be required to be available for on-call.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower rank staff members and other staff as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles, procedures and techniques of medical and/or psychiatric social work services; considerable knowledge of social, psychological, psychiatric, medical, economic and legal factors influencing individual and group behavior; considerable knowledge of group dynamics and case work methods; considerable knowledge of community resources; oral and written communication skills; considerable interpersonal skills; ability to plan/execute effective service programs meeting client's needs; ability to work autonomously to make decisions effecting patients and families, and to respond to crises under pressure/deadline; ability to work with chronically and terminally ill/physically impaired individuals and their families.

EXPERIENCE AND TRAINING

General Experience: A Master's degree from an accredited school of social work and two (2) years of facilitation of individual and group psychotherapy and psychoeducation with psychiatric and dual diagnosis populations. Experience with assessment, evaluation and treatment planning for individuals with psychiatric and dual diagnoses.

SPECIAL REQUIREMENTS:

Employees in this class must be a licensed Clinical Social Worker (LCSW) in the State of Connecticut.

EXAMPLES OF DUTIES:

Facilitation of psychotherapy and psychoeducational groups for psychiatric and dual diagnosis populations. Conducts psychosocial assessment, evaluation, treatment planning, discharge planning for a high acuity psychiatric and dual diagnosis population. Provides direct clinical social work to individual patients weekly. Provides direct clinical social work via family psychotherapy sessions as needed for patients on caseload. Work with interdisciplinary team via attending rounds, staff and team meetings to provide social work consultation and/or referral for further intervention. Maintains clinical social work licensure via attending appropriate continuing education conferences. Performs other related duties as required.

SCHEDULE: Full time, 40 hours per week, 8:00 a.m. to 4:30 p.m., Monday - Friday plus on-call, 30-minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: TBD

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Req: 2017-135

Date Started: 10/14/2016

JobTitle: Social Worker 2 in Partial Hospital Programs

JobGroup: 3K-SOCIAL WORKER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	17	2	15	1	11	0	1	0	3	1	0
TOTAL REJECTED APPLICANT	4	0	4	0	3	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	13	2	11	1	8	0	1	0	2	1	0
TOTAL INTERVIEWED	10	2	8	1	7	0	0	0	1	1	0
NOT OFFERED POSITION	9	2	7	1	6	0	0	0	1	1	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on our UConn Health website.

The goal candidate, one (1) Hispanic female did not meet the minimum requirements because she was not a LCSW in the State of Connecticut (CT).

The goal candidates, one (1) black female and one (1) Hispanic female were not interviewed for the following reasons: One (1) black female did not have the required communication skills because her dates overlapped, resume had different sets of dates, and we were not able to determine if this candidate is current in the field. One (1) Hispanic female did not have the required communication skills because her documentation was poorly written with very little detail and we were unable to determine if skill set was a match for this position.

The goal candidate, one (1) Hispanic female and one (1) AAIANHNPI male were interviewed and not selected for the following reasons: One (1) Hispanic female stated in the interview that she did not have the required experience with group work therapy. One (1) AAIANHNPI male had two (2) years of experience with dual diagnosis population and did not have significant experience (not the main function of his position) in treatment planning. His focus was providing counseling, working with probation officers, conducting toxicology screenings, and providing access to community services.

One (1) white female was selected. She had four (4) years of experience working with individuals and groups in the dual diagnosis population where her main function was with assessment, evaluation, and treatment planning for individuals with psychiatric dual diagnosis; ability to work autonomously and the ability to respond to crisis under pressure and deadlines; communication and interpersonal skills.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 12, 2017

Department: CMHC-Garner

Job Title: Professional Counselor - Functional Unit #2

Recruiter: Noreen Logan

Search Code: 2017-326

Date Posted: 9/22/2016

Posting Deadline: 11/9/2016

Purpose of Class:

In the Correctional Managed Health Care Program, as a part of a multi-disciplinary team, this class is accountable for independently providing clinical counseling services to incarcerated inmates.

EXPERIENCE AND TRAINING: Incumbents in this class must possess and retain licensure as a professional counselor in the State of Connecticut.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license to practice professional counselor work pursuant to Sec. 20-195 (a-f) of the Connecticut General Statutes; may be required to have a knowledge of sign language and communication ability with the deaf and hearing impaired or required to have ability in Spanish oral and written communication in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents must possess knowledge of principles, methodology, casework and techniques of counseling, interviewing and psychological assessment; knowledge of family and interpersonal relationship dynamics; knowledge of values, sanctions, purposes and ethics of professional counseling work; knowledge of community resources; considerable interpersonal skills; considerable oral and written communication skills; ability to devise and implement a treatment plan with measurable goals that address client needs.

EXAMPLES OF DUTIES: Incumbents in this class provide case management, needs assessment and supportive counseling in addressing inmate strengths, weaknesses and needs; develop, implement and maintain individualized treatment and rehabilitation plans for inmates; work with treatment teams to assist individual inmates in achieving social and emotional stability; develop psychosocial assessments through clinical interviews; provide clinical treatment services such as: triage, crisis intervention, individual and/or group counseling, screening and planning; make use of available community services and facilities to assist inmates in meeting identified needs; interpret and synthesize inmate information, professional observations and evaluation reports in order to form professional judgments about services; monitor and evaluate effectiveness of treatment plans, document treatment in clinical records; complete reports in accordance with agency and accrediting bodies; consult and collaborate with other behavioral health providers to improve delivery of services to inmates; maintain counseling treatment and standards as required; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and/or to some risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 2:00 pm - 9:00 pm, rotating weekends and holidays. 70 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$63,831

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-326

Date Started: 12/23/2016

JobTitle: Professional Counselor – Functional Unit #2 in CMHC-Garner

JobGroup: 3K-SOCIAL WORKER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	12	2	10	1	6	1	2	0	2	0	0
TOTAL REJECTED APPLICANT	8	2	6	1	2	1	2	0	2	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	4	0	0	0	0	0	0
TOTAL INTERVIEWED	4	0	4	0	4	0	0	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on our UConn Health website.

The goal candidates, one (1) black male, two (2) black females, and two (2) Hispanic females did not meet the minimum requirements because they did not have the required Connecticut (CT) license to practice professional counselor work.

One (1) white female was selected. She had the required CT license to practice professional counselor work and four (4) years of correctional counseling experience in another state.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 12, 2017

Department: CMHC-Bridgeport

Job Title: Professional Counselor - Functional Unit #6

Recruiter: Noreen Logan

Search Code: 2017-699

Date Posted: 1/12/2017

Posting Deadline: 1/18/2017

Purpose of Class:

In the Correctional Managed Health Care Program, as a part of a multi-disciplinary team, this class is accountable for independently providing clinical counseling services to incarcerated inmates.

EXPERIENCE AND TRAINING: Incumbents in this class must possess and retain licensure as a professional counselor in the State of Connecticut.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license to practice professional counselor work pursuant to Sec. 20-195 (a-f) of the Connecticut General Statutes; may be required to have a knowledge of sign language and communication ability with the deaf and hearing impaired or required to have ability in Spanish oral and written communication in certain designated positions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents must possess knowledge of principles, methodology, casework and techniques of counseling, interviewing and psychological assessment; knowledge of family and interpersonal relationship dynamics; knowledge of values, sanctions, purposes and ethics of professional counseling work; knowledge of community resources; considerable interpersonal skills; considerable oral and written communication skills; ability to devise and implement a treatment plan with measurable goals that address client needs.

EXAMPLES OF DUTIES: Incumbents in this class provide case management, needs assessment and supportive counseling in addressing inmate strengths, weaknesses and needs; develop, implement and maintain individualized treatment and rehabilitation plans for inmates; work with treatment teams to assist individual inmates in achieving social and emotional stability; develop psychosocial assessments through clinical interviews; provide clinical treatment services such as: triage, crisis intervention, individual and/or group counseling, screening and planning; make use of available community services and facilities to assist inmates in meeting identified needs; interpret and synthesize inmate information, professional observations and evaluation reports in order to form professional judgments about services; monitor and evaluate effectiveness of treatment plans, document treatment in clinical records; complete reports in accordance with agency and accrediting bodies; consult and collaborate with other behavioral health providers to improve delivery of services to inmates; maintain counseling treatment and standards as required; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and/or to some risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 3:00 pm - 11:00 pm, rotating weekends and holidays. 70 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$63,831

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2017-699

Date Started: 4/17/2017

JobTitle: Professional Counselor – Functional Unit #6 in CMHC-Bridgeport

JobGroup: 3K-SOCIAL WORKER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	10	6	4	3	1	1	2	2	1	0	0
TOTAL REJECTED APPLICANT	7	4	3	2	0	1	2	1	1	0	0
TOTAL QUAL. APPLICANT	3	2	1	1	1	0	0	1	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on our UConn Health website.

The goal candidates, one (1) black male, two (2) black females, one (1) Hispanic male and one (1) Hispanic female did not meet the minimum requirements because they did not have the required Connecticut (CT) license to practice professional counselor work.

The goal candidate, one (1) Hispanic male was not interviewed because his employment history was exclusively as a case manager for the Department of Developmental Services and did not include clinical experience; as this 2nd shift position requires considerable independence and sound clinical judgement, this does not seem to be a feasible candidate.

One (1) white male was selected. He had the required CT license to practice professional counselor work; worked in private practice with patients involved in Department of Correction for twenty (20) years.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3L. Technical Professional

Goals

3 black males

3 Hispanic males

6 AAIANHNPI males

JOB OPPORTUNITY BULLETIN

As of Wednesday, August 16, 2017

Department: Information Technology

Job Title: Principal Trainer - Epic Clinical

Recruiter: Pamela Rucker

Search Code: 2016-723

Date Posted: 5/12/2016

Posting Deadline: 10/17/2016

Purpose of Class:

*****THERE ARE 9 POSITIONS AVAILABLE*****

At UConn Health the Principal trainers work with the application Analysts and clinical disciplines to develop and maintain the training program for the clinical system application.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade

SUPERVISION EXERCISED:

May supervise lower levels as assigned.

EXAMPLES OF DUTIES:

Participates in planning, requirements and workflow review sessions with clients, business analyst and team members

Learns about end-user workflows and job responsibilities

Collaborates with IT management in setting guidelines and standards for the EPIC environment that are consistent with IT and business long term strategies

Masters both system application and the organization's specific workflows

Develops and implements the training program for EHR application

Builds, tests, and maintaining the training environment

Creates and maintains all training materials

Trains and credentials additional classroom trainers to assist with end-user training.

Participates in research and analysis activities having implications for the understanding / improvement of clinical activities, workflows, procedures and clinical practice.

Maintains policy and procedure documentation

Maintains the training curriculum and training environment

Delivers ongoing training.

May be responsible for budget recommendations or preparing the unit budget

Performs other related duties as required.

MINIMUM REQUIREMENTS:

Knowledge, Skills and Ability:

Considerable knowledge of the principles/theories of adult learning and competency based education

A detailed understanding of workflows and system configuration

Proficiency in Microsoft Word and Excel

Considerable skill in the process of educational needs assessment;

Considerable interpersonal skills and effective communication skills

Considerable organizational skills

Ability to communicate effectively both written and verbal.

EXPERIENCE AND TRAINING:

General Experience:

Clinical Application: Bachelor's degree in education or a relevant/related discipline as specified and three [3] years of clinical operational experience

At least one (1) year of the experience must have been in adult education.

Certification as an EPIC Principal Trainer or if not certified at the time of hire, must obtain certification/credential within six months.

Depending on the assigned EPIC applications and specialty areas, incumbents in this class may be required to maintain a current RN or Pharmacy license for the State of Connecticut.

Substitution:

Master's degree in education may be substitution for one [1] year of the experience.

WORKING CONDITIONS:

Occasional variable working hours during system implementation

May be required to travel to offsite locations.

Preferred Qualifications

Familiarity with workflows and processes for one or more of the following preferred:

Inpatient documentation workflows

Inpatient order set development and content

Emergency Department workflows

Medication ordering, fulfillment and distribution workflows

OB/GYN, Labor & Delivery workflows

Physician practice and patient experience workflows

Patient portal, physician portal, population health workflows and content

OR and/or anesthesia workflows

Radiology workflows

Lab Workflows

Cancer Center medical oncology workflows

Strong technical familiarity with one or more of the following system application areas preferred:

Inpatient applications - Patient Management, CPOE Patient Care documentation, Discharge Instructions, Medication reconciliation, eRX etc.

Emergency Department

OB/GYN, L&D

Pharmacy, Radiology or lab information systems

OR and/or anesthesia systems

Ambulatory or Cancer Center systems

Strong technical understanding of system integration points between applications utilized in area of clinical expertise and other applications.

Familiarity with use of clinical best practice/policy and procedure tools and websites, both for UConn Health and industry wide.

Excellent understanding of UConn Health policies and procedures for safe patient care in areas of clinical expertise.

Demonstrated experience developing complicated workflows in Visio and other tools, developing clinical training curriculums, building online and classroom training tools, developing training aides, tips and other learning tools, and delivering training to adult learners in a clinical environment.

Knowledge and practice of Six Sigma and lean methodologies a plus.

FULL TIME MINIMUM EQUIVALENT ANNUAL SALARY: \$77,438

Req: 2016-723

Date Started: 8/05/2016

JobTitle: Principal Trainer – Epic Clinical in the Department of Information Technology

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	112	32	80	21	54	7	13	3	6	1	7
TOTAL REJECTED APPLICANT	77	27	50	17	27	6	11	3	5	1	7
TOTAL QUAL. APPLICANT	35	5	30	4	27	1	2	0	1	0	0
TOTAL INTERVIEWED	15	1	14	1	12	0	1	0	1	0	0
NOT OFFERED POSITION	10	1	9	1	7	0	1	0	1	0	0
OFFERED POSITION	5	0	5	0	5	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*5	0	5	0	5	0	0	0	0	0	0

Abbreviations in Posting:

- IT – Information Technology
- EPIC – Explicitly Parallel Instruction Computing
- EHR – electronic health record
- RN – Registered Nurse
- OB/GYN – Obstetrics/Gynecology
- CPOE – computerized physician order entry
- eRX – electronic prescribing
- L&D – Labor and Delivery
- OR – Operating Room

This position was posted on our UConn Health website.

The goal candidates, six (6) black males, three (3) Hispanic males, and one (1) AAIANHNPI male did not meet the minimum requirements for the following reasons: Two (2) black males, two (2) Hispanic males, and one (1) AAIANHNPI male did not have the required Bachelor’s degree in education or a relevant/related discipline and three (3) years of clinical operational experience, or the allowable substitution. Two (2) black males did not have the required Bachelor’s degree in education or a relevant/related discipline and three (3) years of clinical operational experience with at least one (1) year of the experience in adult education, or the allowable substitution. Two (2) black males, and one (1) Hispanic male did not have the required one (1) year of experience in adult education.

Req: 2016-723 continued

The goal candidate, one (1) black male's justification in the last reporting period was incorrect due to a documentation error. On September 20, 2017, technical assistance was provided by Neva Elaine Vigezzi of the Commission on Human Rights and Opportunities on documenting this error. The justification should have been the following: He was not interviewed because he was involved in an active Hartford Hospital implementation that would impact our UConn good install agreement with Epic systems. Part of this agreement is that we would not hire a candidate who is currently involved in an Epic active installation with another hospital because of the severe impact it would have on the other hospital.

One (1) white female was hired during this reporting period. She had a Master's degree in Nursing with ten (10) years of experience in adult education; and OR and anesthesia workflows experience

*In the last reporting period, one (1) white female was hired, one (1) white female took a voluntary demotion into this job group and two (2) white females were laterally transferred. They were discussed in our 2016 Affirmative Action Plan.

Req: 2016-725

Date Started: 7/22/2016

JobTitle: Application Analysts 2
Epic Revenue Cycle in the Department of Information Technology
JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	58	16	42	13	31	2	4	0	2	1	5
TOTAL REJECTED APPLICANT	19	4	15	3	9	1	2	0	2	0	2
TOTAL QUAL. APPLICANT	39	12	27	10	22	1	2	0	0	1	3
TOTAL INTERVIEWED	22	6	16	6	14	0	1	0	0	0	1
NOT OFFERED POSITION	17	5	12	5	10	0	1	0	0	0	1
OFFERED POSITION	5	1	4	1	4	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	*4	1	3	1	3	0	0	0	0	0	0

Abbreviations in Posting:

EHR – electronic health record

ERD – entity relationship diagram

MS - Microsoft

RN – Registered Nurse

EPIC – Explicitly Parallel Instruction Computing

This position was posted on the UConn Health website.

Our hiring goals and promotional goals are being utilized for this position because it was posted externally.

The white female hiring and promotional goal had been met with a previous hire and promotion. They were no longer established goals.

The goal candidate, one (1) black male did not meet the minimum requirements because he did not have the required eight (8) years in health care operations including revenue cycle or ADT, access services or relevant support function, nor the allowable substitutions of an Associate degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, or closely related field; Bachelor’s degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, Physician Assistant or closely related field.

Req: 2016-725 continued

The goal candidates, one (1) black male, and one (1) AAIANHNPI male were not interviewed for the following reasons: One (1) black male did not have experience with the preferred qualifications of Revenue Cycle systems for hospital/professional billing and claims submission and associated 3rd party tools, Revenue Cycle systems for claims coding and associated 3rd party tools, and technical understanding of system integration points between applications utilized in area of Revenue Cycle, required 3rd party applications and other applications. One (1) AAIANHNPI male did not show up for a scheduled interview.

One (1) white male and one (1) white female were selected during this reporting period. The white male had twenty (20) years of experience in healthcare operations including revenue cycle experience which included the preferred qualifications of Revenue Cycle systems for hospital/professional billing and claims submission and associated 3rd party tools, Revenue Cycle systems for claims coding and associated 3rd party tools, and technical understanding of system integration points between applications utilized in area of Revenue Cycle, required 3rd party applications and other applications. The white female had ten (10) years of experience in healthcare operations including revenue cycle experience which included the preferred qualifications of Revenue Cycle systems for hospital/professional billing and claims submission and associated 3rd party tools, Revenue Cycle systems for claims coding and associated 3rd party tools, and technical understanding of system integration points between applications utilized in area of Revenue Cycle, required 3rd party applications and other applications. She also had EPIC experience and certification.

*In the previous reporting period two (2) white females were selected. *One (1) white female was promoted into this job group and one (1) white female was promoted within this job group. They were both discussed in the 2016 Affirmative Action Plan.

JOB OPPORTUNITY BULLETIN

As of Monday, August 14, 2017

Department: Information Technology

Job Title: Application Analyst II - Epic Revenue Cycle

Recruiter: Pamela Rucker

Search Code: 2016-725

Date Posted: 6/15/2016

Posting Deadline: 6/20/2016

Purpose of Class:

At UConn Health, this classification provides analysis, development, modification, configuration, installation, testing and maintenance of Clinical Systems EHR applications.

GUIDELINES FOR USE:

This classification is for use for positions support clinical and clinical financial systems.

Complex to highly complex projects that require in-depth knowledge of more than one Clinical System EHR area, specialty, and clinical disciplines.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade

SUPERVISION EXERCISED:

May lead staff or small project team members as assigned.

EXAMPLES OF DUTIES:

Administrative and Project Duties:

Assists with establishing performance standards for assigned staff

Participates in and may lead small project planning sessions with clients, business analyst and team members to analyze requirements and provides design recommendations for complex to highly complex systems

Prepares and present status updates for various projects

Evaluates system trends and recommends realistic Service Level Agreement targets regarding time and cost

Monitors project status to ensure that service level agreements standards are met or exceeded

Maintains and manages project issue log

Escalates problems when appropriate

Serves as a resource for project team or other team members in area of expertise and assists as needed.

Maintains relationship and open communication channels with Clinical Systems EHR vendor representatives

Technical Duties:

Identifies solutions for complex to highly complex system requirements

Performs in-depth analysis of workflows, data collection, reports details and other technical issues associated with the Clinical Systems EHR environment

Analyze and recommend system design alternatives /solutions/ improvements

Analyze new features and functions in the Clinical Systems EHR releases to determine impacts and opportunities for enhancements

Researches and recommends enhancements to system components within the Clinical Systems EHR environment

Defines and design scope for each project individually or in concert with team members

Makes complex to highly complex application design decisions in conformance with clinical and business operational policies and procedures

Participates in solution design reviews

Develops detailed specifications for functions and changes to new or modified applications

Documents system changes and problem resolutions

Develops or modifies complex to highly complex Clinical Systems EHR customizations, configurations and workflows

Performs Clinical Systems EHR application upgrades, new structures or elements

Creates test files and performs system testing for cross application scenarios and external interfaces

Provides ongoing maintenance and tests to ensure Clinical Systems EHR solutions meet the organization's business needs

Provides support to end users experiencing problems with Clinical Systems EHR applications and associated hardware and interfacing systems

Ensures the ethical use of data, as well as data integrity, security and confidentiality of protected health information

Monitors clinical operational issues focusing on efficient and effective delivery of complete and accurate, for the assigned areas and specialties of the Clinical Systems EHR information in order to achieve quality outcomes

Stays current on the Clinical Systems EHR platform and related advanced features of software technologies

Stays current on clinical practices, policies, procedures and workflows for areas of expertise and closely related areas.

Performs other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skills & Ability:

Knowledge of clinical operations, policies and procedures

Knowledge of applicable clinical standard of practice as required by State, Federal and accreditation organizations

Knowledge of standards/codes pertaining to the patient care environment

Knowledge of the principles of systems analysis, design and decision support

Knowledge of various systems and data analysis techniques and tools (such as Swim lane diagrams, As-Is and To-Be workflow design, fishbone diagrams, state transition diagrams, ERD data model diagrams, data conversion and transformation mappings)

Knowledge and understanding of business process flows

Knowledge of system integration design and development

Knowledge of technology support and ability to take action to ensure customer satisfaction

Excellent analytical thinking and problem solving and the ability to coach others in analysis and problem-solving techniques

Excellent project management techniques

Demonstrated ability to use and apply clinical expertise and experience to design and configure Clinical Systems EHR solutions

Demonstrated ability to conduct research/information seeking

Demonstrated ability to develop complex solutions and application requirements

Demonstrated ability to write and maintain system documentation

Demonstrates careful attention to details
Demonstrated ability to communicate effectively and present ideas to audiences of all levels of technical, clinical expertise and management
Demonstrated ability to lead staff
Proficient in MS-Office including Project, Word, Excel, PowerPoint and Visio

EXPERIENCE AND TRAINING:

General Experience:

Financial: Eight (8) years in health care operations including revenue cycle or ADT admit/discharge/transfer, access services or other relevant support function as required.

Special Requirement:

Depending on the assigned areas and specialties of the Clinical Systems EHR, incumbents in this class may be required to maintain a current RN, Pharmacy, or other clinical license for the State of Connecticut.

Incumbents in this class must have or achieve within six months EPIC certification [Clinical Systems] in their assigned areas and specialties and maintain certification while in the position.

Substitution Allowed:

Associate Degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, or closely related field may be substituted for two (2) years of the general experience.

Bachelor's degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, Physician Assistant or closely related field may be substituted for four (4) years of the general experience.

Preferred Requirements:

Familiarity with workflows and processes for one or more of the following preferred:

Patient ADT

Registration and/or Scheduling

Hospital Billing

Hospital Claims

Professional Billing

Professional Claims

HIM Coding, Medical Records

Strong technical familiarity with one or more of the following system application areas preferred:

Patient demographic systems and associated 3rd party tools

Patient registration and scheduling systems and associated 3rd party tools

Revenue Cycle systems for Hospital billing and claims submission and associated 3rd party tools

Revenue Cycle systems for Professional billing and claims submission and associated 3rd party tools

Revenue Cycle systems for claims coding and associated 3rd party tools

Medical Records systems

Strong technical understanding of system integration points between applications utilized in area of Revenue Cycle, required 3rd party applications and other applications.

Familiarity with use of revenue cycle best practice/policy and procedure tools and websites, both for UConn Health and industry wide.

Excellent understanding of UConn Health policies and procedures for safeguarding patient data and handling of revenue cycle processes.

WORKING CONDITIONS:

May be required to work variable working hours during system implementation.

May be required to participate in On Call rotation.

May be required to work overtime to meet project deadlines and business needs.

Req: 2016-907

Date Started: 5/27/2016

JobTitle: Application Developer 3 – Reporting in the Department of Information Technology
JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	26	16	10	12	6	0	1	1	1	3	2
TOTAL REJECTED APPLICANT	9	6	3	4	1	0	1	1	0	1	1
TOTAL QUAL. APPLICANT	17	10	7	8	5	0	0	0	1	2	1
TOTAL INTERVIEWED	12	8	4	6	2	0	0	0	1	2	1
NOT OFFERED POSITION	7	4	3	3	1	0	0	0	1	1	1
OFFERED POSITION	5	4	1	3	1	0	0	0	0	1	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*5	4	1	3	1	0	0	0	0	1	0

Abbreviations in Posting:

IT – Information Technology

EPIC – Explicitly Parallel Instruction Computing

ADT – Admission, Discharge, Transfer

This position was posted on the UConn Health website.

The white female goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, one (1) Hispanic male, and one (1) AAIANHNPI male did not meet the minimum requirements because they did not have the required ability to develop applications or the allowable substitution of a Bachelor’s degree.

The goal candidate, one (1) AAIANHNPI male was interviewed and not selected because his experience was not relevant to what he would be working on at UConn health, his experience was in an administrative role and not in a development role.

One (1) white male and a goal candidate, one (1) AAIANHNPI male were hired during this reporting period. One (1) white male had a Bachelor of Science in Economics and Finance. He currently is a Senior Reporting Analyst/Quality Improvement Data Manager at a medical center. He had nine (9) years of health care IT experience and is currently Epic Certified in Optime and HIM, and Epic Proficient in ADT, Anesthesia, and Inpatient. He had experience implementing Epic and also had extensive report programming experience from Epic using Crystal Reports, Epic Reporting Workbench, and Microsoft SSRS. Experienced in creating, maintaining and distributing Balanced Scorecards.

*In the last reporting period, one (1) white male was hired and one (1) white male and one (1) white female were laterally transferred. They were discussed in our 2016 Affirmative Action Plan.

JOB OPPORTUNITY BULLETIN

As of Wednesday, August 16, 2017

Department: Information Technology

Job Title: Epic Cogito Application Developer III

Recruiter: Pamela Rucker

Search Code: 2016-907

Date Posted: 3/28/2016

Posting Deadline: 10/2/2016

Purpose of Class:

At UConn Health this classification provides analysis, development, modification, installation, testing, and maintenance of new/existing applications, operating systems, software, or databases, and supports complex to highly complex projects that require skill in multiple technical environments and disciplines.

Degree of Complexity: complex to highly complex projects that require in-depth knowledge of three to four technical areas and/or business segments. Coaches and mentors less experienced technical staff.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade.

SUPERVISION EXERCISED:

Supervises staff as assigned or acts as a project team leader.

EXAMPLES OF DUTIES:

- schedules, assigns, oversees, and reviews work of assigned staff, if any;
- provides technical coaching and mentors less experience technical staff;
- leads project teams or other team members in area of expertise;
- participates in project planning sessions with clients, business analysts, and team members to analyze requirements and provide design recommendations for complex to highly complex systems;
- handles support issues across multiple areas of expertise and escalated issues;
- leads and/or participates in project planning sessions;
- analyzes requirements and designs systems;
- works with project team to define and design scope for each project;
- assist in defining system architecture and design alternatives / solutions / improvements;
- participates in architecture design reviews;
- may evaluate application packages to meet solutions;
- performs system testing across multiple packages and systems;
- provides ongoing maintenance;
- documents functions and changes to new or modified modules and test activities/results and other areas such as error handling and backup/recovery procedures;
- prepares and present status updates for various projects;
- evaluates system trends and recommends realistic Service Level Agreement targets regarding time and cost;
- documents system changes and problem resolutions, integration plans, and conversion plans;
- utilizes and stays current on advanced features of programming languages and software technology;
- maintains a current understanding of systems software, IT architecture, services, products, processes and methodologies;
- provides application analysis, development, integration and enhancement activities, as well as related maintenance and support for developed applications;
- performs any other related duties as required

KNOWLEDGE, SKILLS & ABILITY:

MINIMUM QUALIFICATIONS REQUIRED:

- considerable knowledge of the principles of application development and decision support;
- knowledge of the principles and techniques of data modeling, including experience with data modeling tools;
- demonstrated expert knowledge of one or more application query/reporting tools;
- demonstrated ability to design, develop and implement applications;
- in-depth understanding of business process flows;
- understanding of the interrelationships between technical elements and business processes;
- ability to communicate effectively and present ideas to the level needs of the audience;
- ability to take action to ensure customer satisfaction;
- ability to analyze techniques;
- strong problem-solving ability and the ability to coach others in problem-solving techniques;
- demonstrates careful attention to details;
- ability to adapt to change;
- ability to conduct research/information seeking;
- excellent analytical thinking;
- strong interpersonal skills;
- knowledge of project management tools with proficiency in their use

EXPERIENCE AND TRAINING

General Experience: Seven (7) years' experience in progressively complex programming, system analysis and design, or data processing in system engineering, application development, operating system and network design/configuration and management (including distributed and centralized desktop systems processing models), or data management experience in a multi-platform environment.

Substitution Allowed: A Bachelor's degree in computer programming or related field may be substituted for four (4) years of the general experience requirement.

SPECIAL REQUIREMENTS:

Incumbent in this position must have or achieve within six months Epic certification (Cogito) in their assigned areas and/or specialties and maintain certification while in the position.

PREFERRED REQUIREMENTS:

significant experience with all phases of the software development life cycle as it applies specifically to business intelligence and report development, including the ability to gather accurate requirements and to create clear and concise documentation;
familiarity with one or more Epic-related reporting and analytical tools such as Hyperspace, Reporting Workbench, Clarity, Radar, Slicer Dicer, Xcelsius, and Webl, or with other business intelligence tools and methods such as Crystal Reports, Business Objects universes, and OLAP cubes;
ability to work closely and effectively with appropriate Epic Application Analysts, Project Managers, Application Directors, and the Epic Cogito Application Architect to perform the following:
validate Epic system reports and identify analytics needs with report consumers,
lead meetings with application and business reporting leads and requesters to understand their data needs,
create design specifications for new reports,
identify and validate the appropriate technological solutions for various reporting needs,
create complex to highly complex reports, extracts, and other analytical output, using Epic-provided tools or third-party software as appropriate,
modify existing reports, extracts, and other analytical output as necessary;
review peer reports for validity,
test developed reports in a specified testing environment, and volume test in live environments,
review upgrade documentation related to Epic module features and released reporting content, and determine how to implement the changes
technical familiarity with reporting and data extraction from one or more of the following system application areas:
GE Centricity/IDX ADT, Registration, Scheduling, and Billing applications,
Cerner/Siemens inpatient applications,
Optum PulseCheck Emergency Department system,
Pharmacy, Radiology, or Laboratory information systems,
SIS perioperative and/or anesthesia systems,
NextGen ambulatory system;
familiarity with the operational (clinical and financial) reporting requirements of UConn Health, and/or State of Connecticut and federal government reporting

WORKING CONDITIONS:

May be required to work variable working hours during system implementation.
May be required to participate in an on-call rotation.
May be required to work overtime to meet project deadlines and business needs.

Schedule: 40 hrs per week, Mon - Fri, 8:00am - 5:00pm with a 30 minute unpaid mealbreak

Full Time Equivalent Minimum Salary: \$84,552.00

JOB OPPORTUNITY BULLETIN

As of Wednesday, August 16, 2017

Department: Information Technology

Job Title: Technical Business System Analyst

Recruiter: Pamela Rucker

Search Code: 2016-963

Date Posted: 4/14/2016

Posting Deadline: 5/26/2016

Purpose of Class:

At UConn Health this class is accountable for overseeing/coordinating including development, analysis, design, programming and support of large complex administrative and/or clinical systems.

SUPERVISION RECEIVED:

Receives general direction from an employee of higher grade

MINIMUM QUALIFICATIONS REQUIRED:

Demonstrated expertise in the principles and techniques of systems analysis, support and design. Must have demonstrated ability to create and maintain technical specifications for application implementations, customizations, and interfaces. Knowledge of HIPAA policies and procedures. Previous experience in Customer Service. Considerable knowledge of project management principles and techniques. Ability to analyze and evaluate hardware and software requirements for clinical application systems. Resolve and recommend solutions related to system performance and user problems. Good interpersonal skills; extremely motivated and flexible. Highly organized with exceptional time management skills. Understanding and ability to apply rules, regulations, codes and laws pertaining to clinical business. Must be able to analyze technical issues and develop creative solutions which minimize risk and ensure successful deployment of software solutions. Excellent written and verbal communication skills, including ability to comprehend and communicate technical information precisely and unambiguously. Establish and maintain effective working relationships and team work.

EXPERIENCE AND TRAINING

General Experience:

Nine (9) years relevant experience in a technical business system analyst role including clinical operations, medical administration, clinical information systems planning, project management, application installation and support.

Substitution:

Bachelor's degree in Healthcare Administration or closely related field may be substituted for four (4) years of the general experience.

PREFERRED QUALIFICATIONS:

Familiarity with HL7 / Integration specification analysis. Experience working in a Physician Practice Office and/or Hospital environment. Familiarity with Windows Server operating systems and SQL Server. Must be able to analyze and present quantitative data.

EXAMPLES OF DUTIES:

The Technical Business Systems Analyst will provide technical analysis and support for multiple clinical applications within the team's portfolio. This includes successful resolution of technical issues that arise within the clinical applications, troubleshooting applications and software for all external and internal customers. Ability to understand and explain technical information to non-technical staff and clients. Identifies, gathers, analyzes and documents business requirements for application and information technology projects. Creation of test plans, proper documentation of test plan results, ability to escalate issues when appropriate. Develops reports and/or provide application guidance and specification necessary in developing customized reports. Recommends alternative action to meet schedules. Must be able to analyze technical issues and develop creative solutions which minimize risk and ensure successful deployment of software solutions. Resolves critical technical issues that address client business needs. Manages and coordinates multiple, complex technical issues. Possess a self-managed proactive work style and also work well in a team environment. Review, analyze and triage application issues/cases, providing support as needed. Create and maintain detailed support documentation, test internal application releases and perform monthly system maintenance procedures. Develop conversion and system implementation plans and implement code changes as needed. Provide training for internal and external users. Monitor system availability, working closely with System Administrators, Business Analysts, Epic Project Team members and Application Development Teams. Recommend changes in development, maintenance and system standards. Install hardware and software at client location when necessary then train and support clients.

Schedule: 40 hrs per week, Mon-Fri, 8:00am - 4:30pm with a 30 minute unpaid mealbreak

Full Time Equivalent Minimum Salary: \$77,438.00

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2016-963

Date Started: 7/22/2016

JobTitle: Business System Analyst in Information Technology

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	45	22	23	10	14	6	3	1	2	5	4
TOTAL REJECTED APPLICANT	30	18	12	7	6	5	1	1	2	5	3
TOTAL QUAL. APPLICANT	15	4	11	3	8	1	2	0	0	0	1
TOTAL INTERVIEWED	6	2	4	1	4	1	0	0	0	0	0
NOT OFFERED POSITION	5	2	3	1	3	1	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

HIPAA – Health Insurance Portability and Accountability Act

HL7 – Health Level Seven

SQL – Structured Query Language

This position was posted on our UConn Health website.

The goal candidates, five (5) black males, one (1) Hispanic male, and five (5) AAIANHNPI males did not meet the minimum requirements for the following reasons: One (1) black male, one (1) Hispanic male, and four (4) AAIANHNPI males did not have the required nine (9) years of relevant experience in a technical business system analyst role including clinical operations, medical administration, clinical information systems planning, project management, application installation and support or the allowable substitution. Three (3) black males and one (1) AAIANHNPI male did not possess the required experience with clinical systems planning, project management, application installation and support. One (1) black male did not possess the required experience with clinical systems planning, project management, application installation and support; and creating and maintaining technical specifications.

The goal candidate, one (1) black male was interviewed and not selected because he scored an overall score of 128.5. He scored lower in all categories with the exception of communication skills. The scoring was based upon scoring of areas on clinical system support; clinical system workflow; vendor relations with application installation and support; creating and maintaining technical specifications; project lead, and communication skills.

One (1) white female was selected. She ranked the highest with an overall score of 148.

Req: 2016-1074

Date Started: 8/5/2016

JobTitle: Application Analyst 2 in Information Technology

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	24	5	19	2	14	2	2	0	2	1	1
TOTAL REJECTED APPLICANT	16	4	12	2	7	1	2	0	2	1	1
TOTAL QUAL. APPLICANT	8	1	7	0	7	1	0	0	0	0	0
TOTAL INTERVIEWED	5	0	5	0	5	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	3	0	3	0	3	0	0	0	0	0	0

Abbreviations in Posting:

EHR – Electronic Health Record

MS – Microsoft

RN – Registered Nurse

EPIC – integrated electronic medical records system

ED – Emergency Department

OB/GYN – Obstetrics/Gynecology

This position was posted on our UConn Health website.

The goal candidates, one (1) black male and one (1) AAIANHNPI male did not meet the minimum requirements for the following reasons: One (1) black male did not have the required eight (8) years in progressively complex clinical informatics, clinical process redesign, clinical systems analysis, design and implementation experience, two (2) of which must be in an acute care facility or direct patient care setting, or the allowable substitutions. One (1) AAIANHNPI male submitted an incomplete application and he did not submit a resume.

The goal candidate, one (1) black male was not interviewed because he did not have preferred EPIC or workflow experience.

Three (3) white females were selected. One (1) white female had a Bachelor's degree in Nursing; was a RN with seventeen (17) years of clinical inpatient work experience and four (4) years of progressively complex direct EPIC application experience specific to clinical documentation, procedure orders; direct build experience with multiple interdisciplinary groups; and had Epic certification. One (1) white female had fourteen (14) years of progressively complex laboratory EPIC experience in which she had validation and workflow experience. One (1) white female had a Master's degree in Nursing, was a RN with six (6) years of clinical inpatient work experience; six and a half (6.5) years of experience supporting complex clinical applications; and had current EPIC certifications. She also had supported two implementations of EPIC software and previously supported another application at UConn Health while part of the Clinical Informatics team.

JOB OPPORTUNITY BULLETIN

As of Wednesday, August 16, 2017

Department: Information Technology

Job Title: Application Analyst II - Epic Clinical

Recruiter: Pamela Rucker

Search Code: 2016-1074

Date Posted: 5/12/2016

Posting Deadline: 12/6/2016

Purpose of Class:

We are continuing to recruit for Clinical Epic positions.
Specific preferences are listed below.

At UConn Health, this classification provides analysis, development, modification, configuration, installation, testing and maintenance of Clinical Systems EHR applications.

GUIDELINES FOR USE:

This classification is for use for positions support clinical and clinical financial systems.

Complex to highly complex projects that require in-depth knowledge of more than one Clinical System EHR area, specialty, and clinical disciplines.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade

SUPERVISION EXERCISED:

May lead staff or small project team members as assigned.

EXAMPLES OF DUTIES:

Administrative and Project Duties:

Assists with establishing performance standards for assigned staff

Participates in and may lead small project planning sessions with clients, business analyst and team members to analyze requirements and provides design recommendations for complex to highly complex systems

Prepares and present status updates for various projects

Evaluates system trends and recommends realistic Service Level Agreement targets regarding time and cost

Monitors project status to ensure that service level agreements standards are met or exceeded

Maintains and manages project issue log

Escalates problems when appropriate

Serves as a resource for project team or other team members in area of expertise and assists as needed.

Maintains relationship and open communication channels with Clinical Systems EHR vendor representatives

Technical Duties:

Identifies solutions for complex to highly complex system requirements

Performs in-depth analysis of workflows, data collection, reports details and other technical issues associated with the Clinical Systems EHR environment

Analyze and recommend system design alternatives /solutions/ improvements

Analyze new features and functions in the Clinical Systems EHR releases to determine impacts and opportunities for enhancements

Researches and recommends enhancements to system components within the Clinical Systems EHR environment

Defines and design scope for each project individually or in concert with team members

Makes complex to highly complex application design decisions in conformance with clinical and business operational policies and procedures

Participates in solution design reviews

Develops detailed specifications for functions and changes to new or modified applications

Documents system changes and problem resolutions

Develops or modifies complex to highly complex Clinical Systems EHR customizations, configurations and workflows

Performs Clinical Systems EHR application upgrades, new structures or elements

Creates test files and performs system testing for cross application scenarios and external interfaces

Provides ongoing maintenance and tests to ensure Clinical Systems EHR solutions meet the organization's business needs

Provides support to end users experiencing problems with Clinical Systems EHR applications and associated hardware and interfacing systems

Ensures the ethical use of data, as well as data integrity, security and confidentiality of protected health information

Monitors clinical operational issues focusing on efficient and effective delivery of complete and accurate, for the assigned areas and specialties of the Clinical Systems EHR information in order to achieve quality outcomes

Stays current on the Clinical Systems EHR platform and related advanced features of software technologies

Stays current on clinical practices, policies, procedures and workflows for areas of expertise and closely related areas.

Performs other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skills & Ability:

Knowledge of clinical operations, policies and procedures

Knowledge of applicable clinical standard of practice as required by State, Federal and accreditation organizations

Knowledge of standards/codes pertaining to the patient care environment

Knowledge of the principles of systems analysis, design and decision support

Knowledge of various systems and data analysis techniques and tools (such as Swim lane diagrams, As-Is and To-Be workflow design, fishbone diagrams, state transition diagrams, ERD data model diagrams, data conversion and transformation mappings)

Knowledge and understanding of business process flows

Knowledge of system integration design and development

Knowledge of technology support and ability to take action to ensure customer satisfaction

Excellent analytical thinking and problem solving and the ability to coach others in analysis and problem-solving techniques

Excellent project management techniques

Demonstrated ability to use and apply clinical expertise and experience to design and configure Clinical Systems EHR solutions
Demonstrated ability to conduct research/information seeking
Demonstrated ability to develop complex solutions and application requirements
Demonstrated ability to write and maintain system documentation
Demonstrates careful attention to details
Demonstrated ability to communicate effectively and present ideas to audiences of all levels of technical, clinical expertise and management
Demonstrated ability to lead staff
Proficient in MS-Office including Project, Word, Excel, PowerPoint and Visio

EXPERIENCE AND TRAINING:

General Experience:

Clinical Applications: Eight (8) years in progressively complex clinical informatics, clinical process redesign, clinical systems analysis, design and implementation experience, two [2] of which must be in an acute care facility or direct patient care setting.

Special Requirement:

Depending on the assigned areas and specialties of the Clinical Systems EHR, incumbents in this class may be required to maintain a current RN, Pharmacy, or other clinical license for the State of Connecticut.
Incumbents in this class must have or achieve within six months EPIC certification [Clinical Systems] in their assigned areas and specialties and maintain certification while in the position.

Substitution Allowed:

Associate Degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, or closely related field may be substituted for two (2) years of the general experience.

Bachelor's degree in Software Engineering, Management Information Systems, Clinical Informatics, Nursing, Pharmacy, Physician Assistant or closely related field may be substituted for four (4) years of the general experience.

WORKING CONDITIONS:

May be required to work variable working hours during system implementation.

May be required to participate in On Call rotation.

May be required to work overtime to meet project deadlines and business needs.

Preferred Requirements:

Strong clinical familiarity with one or more of the following areas:

Recent inpatient documentation and ordering workflows

ED orders and documentation workflows

Mother/Baby or OB/GYN experience a plus

Epic application build experience a plus or demonstrated technical experience with inpatient clinical documentation and ordering applications.

Strong technical understanding of system integration points between applications utilized in area of clinical expertise and other applications.

Familiarity with use of clinical best practice/policy and procedure tools and websites, both for UConn Health and industry wide.

An Epic certification or evidence of credentialing in like areas a significant plus.

FULL TIME MINIMUM EQUIVALENT ANNUAL SALARY: \$84,552

JOB OPPORTUNITY BULLETIN

As of Wednesday, August 16, 2017

Department: Information Technology

Job Title: Business System Analyst

Recruiter: Pamela Rucker

Search Code: 2016-1128

Date Posted: 5/25/2016

Posting Deadline: 6/7/2016

Purpose of Class:

At UConn Health this class is accountable for overseeing/coordinating, including development, analysis, design, programming, and support of large complex administrative and/or clinical systems.

SUPERVISION RECEIVED:

Works under the supervision of the Integration Architect or an employee of a higher grade

SUPERVISION EXERCISED:

Supervises assigned staff and participates as a team project leader when necessary.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of principles of application development; considerable knowledge of integration best practices; knowledge and understanding of internet tools and technologies; including principles of TCP/IP, HL7; extensive knowledge of system architecture; in depth understanding of clinical business process flows; in depth knowledge of system integration design and development, including knowledge of standard healthcare interface protocols; understanding of the interrelationships between clinical and financial systems; knowledge of interface engine and hardware platform and software; proficiency in the use of project management tools; ability to conduct research/information seeking; strong interpersonal skills; ability to communicate effectively and present ideas to the level needs of the audience; ability to take action to ensure customer satisfaction; strong problem solving ability and the ability to coach others in problem solving techniques; demonstrates careful attention to details; ability to adapt to change; excellent analytical thinking; supervisory ability.

EXPERIENCE AND TRAINING

General Experience:

Nine (9) years relevant experience, may include business administration, medical administration, clinical information systems planning, project management, installation and support.

Special Qualifications:

A minimum of three years (3) of interface engine experience Infor Cloverleaf Engine preferred.

Demonstrated experience in systems integration in complex clinical healthcare environments (inpatient and outpatient setting).

Significant interface design and development experience utilizing real time and batch processing with TCP/IP, ODBC, SNA and FTP

Strong knowledge of HL7, Infor Cloverleaf preferred.

Experience in the business processes and data flow in a healthcare clinical environment including ADT, order/results, billing and HIPAA requirements and processes.

Substitution:

Bachelor's degree in Healthcare Administration or closely related field may be substituted for four (4) years of the general experience.

EXAMPLES OF DUTIES:

Identifies, gathers, analyzes and documents business requirements for application and information technology projects; translates work processes into business and functional requirements; writes business and functional specification; develops departmental forms and templates; identifies and provides business rules, quality, standards, policies and procedures; assist in the re-engineering of systems by developing specifications for system modification and enhancements and test prior to implementation; monitors project and provides progress reports on systems projects; develops reports and/or provide application guidance and specification necessary in developing customized reports; coordinates system activities with user and internal departments to ensure that the data is correct and system integrity is maintained; act as liaison between users and programming staff; prepares users documentation including training manuals, procedures and guides; advised users on system changes; performs workflow analysis; effectively participates in the coordination of project teams; assist in testing functions and help with any and all bug fixes when in development or production support; assist other developers with integration projects and tasks, the gathering of business requirements, documenting detail interface requirements, issue resolution and communication between teams; performs other related duties as required.

Schedule: 40 hrs per week, Mon - Fri, 8:00am - 5:00pm with a 60 minute unpaid mealbreak

Full Time Equivalent Minimum Salary: \$77,438.00

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2016-1128

Date Started: 7/22/2016

JobTitle: Business System Analyst in Information Technology

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	13	4	9	0	5	2	2	0	0	2	2
TOTAL REJECTED APPLICANT	10	4	6	0	4	2	1	0	0	2	1
TOTAL QUAL. APPLICANT	3	0	3	0	1	0	1	0	0	0	1
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

TCP/IP – Transmission Control Protocol/Internet Protocol

HL7 – Health Level Seven

ODBC – Open Database Connectivity

SNA – System Network Architecture

FTP – File Transfer Protocol

ADT – Admission, Discharge, Transfer

HIPAA – Health Insurance Portability and Accountability Act

This position was posted on the UConn Health website.

The goal candidates, two (2) black males and two (2) AAIANHNPI males did not meet the minimum requirements because they did not have the special qualifications of significant interface design and development experience utilizing real time and batch processing with TCP/IP, ODBC, SNA, and FTP.

One (1) white female was selected. She had fifteen (15) years of experience in medical administration, clinical information systems planning, project management, installation and support which included interface engine experience Infor Cloverleaf Engine; experience in systems integration in complex clinical healthcare environments; significant interface design and development experience utilizing real time and batch processing with TCP/IP, ODBC, SNA, and FTP; strong knowledge of HL7; experience in the business processes and data flow in a healthcare clinical environment including ADT, order/results, billing and HIPAA. She had spent the past year with the Integration team as a consultant performing the current duties listed in the job description.

Req: 2017-310

Date Started: 11/28/2016

JobTitle: Application Developer 3 in Information Technology

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	17	10	7	8	4	0	1	0	0	2	2
TOTAL REJECTED APPLICANT	13	7	6	6	3	0	1	0	0	1	2
TOTAL QUAL. APPLICANT	4	3	1	2	1	0	0	0	0	1	0
TOTAL INTERVIEWED	4	3	1	2	1	0	0	0	0	1	0
NOT OFFERED POSITION	3	2	1	1	1	0	0	0	0	1	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

IT – Information Technology

ITSM – Information Technology Service Management

ITIL – Information Technology Infrastructure Library

SQL – Structured Query Language

ERD – entity-relationship diagram

BMC – software to route, track, and manage incidents

DBA – Database Administrators

This position was posted on Monster.com and our UConn Health website.

The goal candidate, one (1) AAIANHNPI male did not meet the minimum requirements because he did not have the required knowledge of ITSM and ITIL best practices and he did not have any experience supporting IT Help Desk, IT Service Desk, Asset Management, or Change Management software product or applications.

The goal candidate, one (1) AAIANHNPI male was interviewed and not selected because he only read about ITIL and ITSM domain. He did not have experience using it. He also did not have the preferred requirement of experience with BMC FootPrints.

One (1) white male was selected. He had experience working with ITIL and ITSM and Asset Management applications. He also had the preferred requirement of experience with BMC FootPrints.

JOB OPPORTUNITY BULLETIN

As of Thursday, August 17, 2017

Department: Information Technology

Job Title: Application Developer III

Recruiter: Pamela Rucker

Search Code: 2017-310

Date Posted: 9/14/2016

Posting Deadline: 10/26/2016

Purpose of Class:

At UConn Health this classification provides analysis, development, modification, installation, testing and maintenance of new/existing applications, operating system, software or database support complex to highly complex projects that require skill in multiple technical environments and disciplines.

Supervision Received:

Works under the limited supervision of an employee of higher grade.

Supervision Exercised:

Supervises staff as assigned or act as a project team leader.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Technical Skills:

Demonstrated ability to design, develop and implement business solutions in support of IT Service and Asset Management

Knowledge of ITSM & ITIL best practices

Knowledge of SQL database concepts, queries and reporting

Knowledge of various systems and data analysis techniques and tools (such as Swim lane diagrams, As-Is and To-Be workflow design, fishbone diagrams, state transition diagrams, ERD data model diagrams, data conversion and transformation mappings)

General Skills

Ability to communicate effectively and present ideas to the level needs of the audience

Ability to take action to ensure customer satisfaction

Strong problem-solving ability and the ability to coach others in problem-solving techniques

Excellent analytical thinking

Demonstrates careful attention to details

Ability to adapt to change

Ability to conduct research/information seeking

EXPERIENCE AND TRAINING:

General Experience: Seven (7) years experience in progressively complex programming, system analysis and design or data processing experience in system engineering, application development, operating system and network design/configuration and management including distributed and centralized desktop systems processing models or data management experience in a multi-platform environment.

Two (2) of the Seven (7) years experience must have been supporting IT Help Desk, IT Service Desk, IT Asset Management or IT Change Management software product or application

Substitution Allowed: Bachelor's degree in Computer programming or Information Technology may be substituted for four (4) years of the general experience.

Preferred Requirements:

Experience with BMC FootPrints Service Core

Experience with SharePoint Site Administration

EXAMPLES OF DUTIES:

Project Responsibilities

Maintain productive working relationships with business customers, vendors and other IT teams

Lead and/or participate in planning, requirements gathering, data modeling or other solution design sessions

Prepare status updates on technical aspects of projects including work estimate updates and impacts to the timeline

Identify and document project issues and risks, escalate as appropriate

Coordinate with DBA and Infrastructure team to ensure the BMC FootPrints environment's hardware and software needs are met

Solution Development (New systems or Enhancements) Responsibilities:

Develop solutions to meet requirements including creating and customizing containers, workspaces, user interfaces/views, business rules, workflows, data definitions, data import scripts, user access, automated notifications, search queries and reports within the BMC FootPrints Service Core,

Collect and analyze business requirements for completeness, consistency and feasibility

Provide options analysis when decisions from higher level are required

Optimize solutions for efficiency and performance

Develop, execute and document end to end system test plans and results

Develop solution documentation such as user guide, deployment guide, support information

Build and deploy solutions, systems and components to all environments from development through to production

Participate in product/vendor selection committees

Provide work estimates

Provide technical and project direction and guidance to less experienced staff

Administrative Responsibilities:

Adhere to all Information Technology process and procedures to ensure audit compliance
Prepare individual status updates

Participate in team meetings and other activities

Production Support Responsibilities:

Participate in on-call production support rotation (M-F working hours)
Update Incident and Work Order tickets with clear and accurate documentation
Proactively monitor production environment

Schedule: 40 hrs per week, Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid mealbreak

Full Time Equivalent Minimum Salary: \$84,552.00

Req: 2017-352

Date Started: 1/20/2017

JobTitle: Application Developer 3 in Information Technology

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	30	20	10	15	6	0	0	2	0	3	4
TOTAL REJECTED APPLICANT	3	2	1	0	0	0	0	2	0	0	1
TOTAL QUAL. APPLICANT	27	18	9	15	6	0	0	0	0	3	3
TOTAL INTERVIEWED	6	4	2	3	1	0	0	0	0	1	1
NOT OFFERED POSITION	5	3	2	3	1	0	0	0	0	0	1
OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	0	0	1	0

A goal candidate, one (1) AAIANHNPI male was selected.

Req: 2017-354

Date Started: 1/6/2017

JobTitle: Infrastructure Architect in Information Technology

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	4	5	3	4	0	0	1	0	0	1
TOTAL REJECTED APPLICANT	7	3	4	3	3	0	0	0	0	0	1
TOTAL QUAL. APPLICANT	2	1	1	0	1	0	0	1	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

Epic EMR – integrated electronic medical records system
HIPAA – Health Insurance Portability Accountability Act
IT – Information Technology

This position was posted on the UConn Health website.

The goal candidate, one (1) Hispanic male was not interviewed because he did not have the preferred qualification of being certified as an Epic Security Analyst.

One (1) white female was selected. She had eleven (11) years of experience within an Information Security which included at six (6) of the years in enterprise experience in Information Security; advanced understanding of concepts of confidentiality and data security, and HIPAA; experience defining security structures, including user profiles, roles, and security classes in a large healthcare medical record, scheduling or billing system; seven (7) years of experience designing, supporting and maintaining procedures to activate, deactivate and update user records in Epic; and had the preferred qualification of being certified as an Epic Security Analyst.

JOB OPPORTUNITY BULLETIN

As of Friday, August 18, 2017

Department: Information Technology

Job Title: Epic - Infrastructure Architect

Recruiter: Pamela Rucker

Search Code: 2017-354

Date Posted: 9/28/2016

Posting Deadline: 11/20/2016

Purpose of Class:

At UConn Health this classification is responsible for analysis, development and support of highly complex technologies that usually involves one area of infrastructure consulting. Areas comprise of Network Architecture, Platform Architecture, Middleware Architecture and Physical Architecture, including Database Administration. Participates on multiple project teams, infrastructure design, development and integration activities.

GUIDELINES FOR USE:

This classification is only for use within the Information Technology department

COMPLEXITY LEVEL:

Subject matter expert, coaches and mentors less experienced personnel.

SUPERVISION RECEIVED:

Works under general direction of employee of higher grade.

SUPERVISION EXERCISED:

Supervises staff as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Advance to expert level knowledge with Epic EMR , Role-based Access Control, Enterprise System Security and Remote Access; broad level of understanding surrounding information systems and architecture standards; ability to communicate effectively (oral and written); ability to make presentations; excellent interpersonal skills; ability to critically evaluate internal and external factors; ability to examine issues and plans with long-term perspective; excellent organization and planning skills; innovative skills; knowledge of quality techniques, methodologies and tools required to improve business technical processes, customer satisfaction, productivity and cost containment; understands technology impact on business; knowledge of relevant statutes and regulations.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years of experience within an Information Security area with at least two (2) of the years in enterprise experience in Information Security.

Substitution Allowed:

Bachelor's degree in information technology may be substituted for four (4) year of the general experience. Specialized training may be substituted on a case by case basis.

Special Requirements:

Advanced understanding of concepts of confidentiality and data security, and HIPAA. Experience defining security structures, including user profiles, roles, and security classes in a large healthcare medical record, scheduling or billing system.

Two years of experience designing, supporting and maintaining procedures to activate, deactivate and update user records in Epic.

Preferred Qualification:

Certification as an Epic Security Analyst or if not certified at the time of hire, must obtain certification/badges within six months.

EXAMPLES OF DUTIES:

Designs, develops, enhances, implements and tests highly complex, innovative systems that often have the potential to have impact program-wide; provides design solutions for the configuration of highly complex and critical infrastructure systems to support health center information access needs; recommends and implements software, hardware and configuration changes to improve system performance; troubleshoots existing infrastructure systems to identify errors or deficiencies; participates in defining architecture and technology standards to optimize system performance and integrity; implements process to ensure all IT departments follows the technology standards; participates in long-term infrastructure technology strategy and planning; recommends new tools, technologies, and platforms to be implemented; reviews request for IT technology that deviates from the established architecture and technology standards; assists in capacity planning of network and/or platform facilities; monitors potential security risks; plans and implements security procedures; advises project teams and/or developers on infrastructure and security matters; assists in the development of a comprehensive disaster recovery plan; monitors service level agreements, ensuring requirements are met or exceeded; maintains a high level of knowledge of one or more areas of IT specialty, including both current and emerging technologies within the specialty area; attends technology conferences and seminars when relevant to current work specialty area; mentors personnel within the infrastructure job families; performs other related duties as required.

Working Conditions:

Occasional variable working hours during system implementations. May be required to travel to offsite locations.

Schedule: 40 hrs per week, Monday - Friday, 8:00am - 5:00pm with a 30 minute unpaid mealbreak

*****May be required to work minor holidays and weekends as needed*****

Full Time Equivalent Minimum Salary: \$88,005.00

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Req: 2017-392

Date Started: 4/28/2017

JobTitle: Technical Analyst 3

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	49	43	6	26	3	7	1	5	0	5	2
TOTAL REJECTED APPLICANT	42	36	6	22	3	6	1	4	0	4	2
TOTAL QUAL. APPLICANT	7	7	0	4	0	1	0	1	0	1	0
TOTAL INTERVIEWED	4	4	0	1	0	1	0	1	0	1	0
NOT OFFERED POSITION	3	3	0	0	0	1	0	1	0	1	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

CPU – Central Processing Unit

I/O – input/output

SCVMM – System Center Virtual Machine Manager – a collection of virtual machines from which you can run tests

SCOM – cross-platform data center monitoring system

SCCM – System Center Configuration Manager

CCA – Citrix Certified Administrator

CCP – Citrix Certified Professional

Linux – open-source operating system

IT – Information Technology

This position was posted on Monster.com and our UConn Health website.

The goal candidates, six (6) black males, four (4) Hispanic males, and four (4) AAIANHNPI male did not meet the minimum requirements for the following reasons: We were unable to determine one (1) black male's qualifications because he did not submit a complete application and he did not submit a resume. Five (5) black males, three (3) Hispanic males and three (3) AAIANHNPI males did not have the special requirements of Microsoft or Citrix Engineer with four (4) years of experience supporting a Citrix Xenapp or Citrix with demonstrated technical expertise in Citrix Xenaap/Xendesktop topology. One (1) Hispanic male and one (1) AAIANHNPI male did not have the required seven (7) years of experience utilizing computer network devices, systems and communications services with experience in leading complex projects and utilizing multi-protocol networks and operating systems or processing experience in system engineering, application development, operating system network design/configuration and management including distributed and centralized desktop systems processing models, or the allowable substitutions.

Req: 2017-392 continued

The goal candidates, one (1) black male, one (1) Hispanic male, and one (1) AAIANHNPI male were interviewed and not selected for the following reasons: One (1) black male was unable to recognize the administration console by name when provided within a question. His experience was dated to versions that have been end of life and he did not have any experience with any of the latest versions of Citrix products. Other answers to questions were not complete or accurate. One (1) Hispanic male was unable to name and describe the tools needed to administer a Citrix environment. One (1) AAIANHNPI male accepted a position another organization.

One (1) white male was selected. He had seven (7) years of experience utilizing computer network devices, systems and communications services with experience in leading complex projects and utilizing multi-protocol networks and operating systems or processing experience in system engineering, application development, operating system network design/configuration and management including distributed and centralized desktop systems processing models. He also had the special requirements of Microsoft or Citrix Engineer with four (4) years of experience supporting a Citrix Xenapp or Citrix with demonstrated technical expertise in Citrix Xenaap/Xendesktop topology. He was able to recognize the administration console by name; was able to name and describe the tools needed to administer a Citrix environment; and had experience with the latest versions of Citrix products.

JOB OPPORTUNITY BULLETIN

As of Thursday, August 17, 2017

Department: Information Technology

Job Title: Technical Analyst III

Recruiter: Pamela Rucker

Search Code: 2017-392

Date Posted: 10/12/2016 **Posting Deadline:** 4/2/2017

Purpose of Class:

At UConn Health this classification provides technical support for complex to highly complex network and infrastructure activities and projects.

COMPLEXITY LEVEL:

Resource for less experience personnel.

SUPERVISION RECEIVED:

Works under limited supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May supervise an assigned staff or Lead projects.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Network - considerable knowledge of architectural principles and the ability to interpret these and apply these principles; expert knowledge of networking theory including existing data connectivity, linkage design and integration of multiple networking systems; proficient in several different system tools; understands different techniques of problem resolution and how different tools supports these techniques; knowledgeable of alternative solutions to capacity problems; ability to forecast capacity planning requirements for system components; ability to select capacity planning software tools and develops management reports; ability to serve as a consultant for capacity planning; understands measurement statistics for a wide variety of platform components, including memory, CPU, I/O channels and storage devices; analyze and interpret capacity statistics for a group of applications or platforms; knowledge in the use of software capacity planning tools; proficient in the use of system tools or utility. Infrastructure - extensive knowledge of system architecture; excellent project management techniques; knowledge in programming language(s) used in the enterprise; expert knowledge of system tools; extensive experience in implementing disaster recovery plans, ability to communicate effectively and present ideas to the level needs of the audience; ability to take action to ensure customer satisfaction; ability to analyze techniques, strong problem-solving ability and the ability to coach others in problem-solving techniques; demonstrates careful attention to details; strong interpersonal skills; ability to adapt to change; ability to conduct research/information seeking; ability to lead a wide range of teams; supervisory ability. General - working knowledge and understanding of various types of systems tools and utilities and the roles these tools and utilities play in optimizing system development, accessibility, administration and management; ability to work as a team member; knowledge and ability to troubleshoot problems; ability to understand customers' needs; ability to prepare and execute a project plan; effective written and verbal communication skills including ability to express technical data in layman terms; excellent interpersonal skills; good supervisory skills.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years experience utilizing computer network devices, systems and communications services with experience in leading complex projects and utilizing multi-protocol networks and operating systems or processing experience in system engineering, application development, operating system and network design/configuration and management including distributed and centralized desktop systems processing models.

Substitution Allowed:

Associate degree in computer science or specialized Information Technology degree programs may be substituted for two (2) year of the general experience. Bachelor's degree in Computer Science may be substituted for four (4) years of the general experience.

Special Requirements:

Microsoft or Citrix Engineer with four (4) years' experience supporting a Citrix Xenapp or Citrix Xendesktop environment with demonstrated technical expertise in Citrix Xenapp/Xendesktop topology.

Working knowledge of desktop deployment techniques and virtual infrastructure.

Experience with deploying and supporting thin client devices.

Preferred Qualifications:

Experience with Microsoft System Center Products including SCVMM, SCOM and SCCM.

Experience with 3rd party profile management software (liquidware Labs)

Experience supporting a Nutanix hyperconverged environment

Citrix CCA or CCP certification

Microsoft Windows 7 or 10 certification

Any distros of Linux (OpenSuse, SLES, Redhat, Ubuntu, etc.)

EXAMPLES OF DUTIES:

Schedules, assigns, oversees and reviews work of assigned staff; may establish performance standards; may be responsible for addressing personnel grievances, applying personnel policies and procedures; responds to calls, email and personnel requests for technical support; evaluates system trends and recommends realistic Service Level Agreement targets regarding time and cost; monitors to ensure that service level agreements are met or exceeded; interacts with clients in a courteous and professional manner and builds relationships with client area; establishes and maintains vendor relationships; evaluates and recommends vendors; teams with contract management in vendor negotiations; identify and implements opportunities for cost savings; performs testing of various types of peripherals for users and documents installation, changes and problem resolutions, integration plans, and conversion plans; performs; manages, maintains and contributes as subject matter expert to network/infrastructure system documentation; participates as a project

team leader or in project planning sessions as a team member; offers suggestions for business improvements via the use of information systems or technologies; stays abreast with new products and emerging technologies and maintains a current understanding of systems software, IT architecture, services, products, processes and methodologies; assists in defining enterprise network architecture and technology standards; provides technical leadership, coaches and mentors less experienced individuals; researches and recommends enhancements to the infrastructure; leads the evaluation of new, related technologies and makes recommendations, preparing cost benefit analysis for buy vs. build recommendations; may be responsible for providing unit budget recommendations; may act as a representative of the Director; performs others related duties as assigned. Network Track - provides second or third level support for network connectivity, or related network issues for the user community; diagnose and resolves highly complex network problems utilizing traces, hardware diagnostic tools and software; coordinates the installation and maintenance of network components; analyzes network activity and network problems to discover and prevent systematic errors; researches, analyzes, and suggests the implementation of software or hardware changes to rectify any network deficiencies or enhancement to network performance; updates and validates configuration information; analyzes facilities bandwidth requirements and system interdependencies; helps develop capacity planning models; assists or leads in designing network solutions to meet customer needs; analyzes the recovery and reliability capability of systems and network services and makes recommendations for improvement; assists in the development of disaster recovery plans ensuring readiness of enterprise wide network plans; assesses network service performance risks and assists in developing contingency plans; implementing network security procedure; recommends hardware and software purchases in support of remote access; installs, monitors, maintains and upgrades network access to mainframe services; provides consultation to application developers regarding network capabilities; provides technical consultation on highly complex issues regarding the network. Infrastructure - provides support to clients experiencing problems with hardware, operating systems and related utilities in mainframes and servers; handles support issues across multiple areas of expertise and escalated issues; analyzes requirements and designs systems; recommends and creates action plans for system development and/or integration; defines and develops the project scope of multiples complex projects with assistance from the project team; utilizes modeling software to analyze capacity, growth; recommends solutions/improvements; leads others in analyzing assigned specifications, testing, and implementing software solutions and utilizing appropriate software engineering processing; leads system integration testing of operating systems, system utilities, hardware upgrades, software and hardware ensuring that the test evaluates all possible impacts of the new technology on the current infrastructure; develops test plans; leads the installation and configuration of operating systems, major subsystems, new software releases; system upgrades and patches in support of hardware products; plans and oversees new hardware and software releases; monitors system performance; proactively tunes operating systems and it components to avoid performance problems; develops and maintains the disaster recovery plan and leads the recovery activities; provides technical consultation on highly complex issues regarding the usage of the infrastructure, integration of applications systems into the infrastructure, etc.

Req: 2017-398

Date Started: 3/31/2017

JobTitle: Application Developer 3 in Information Technology

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	17	14	3	6	1	2	1	2	1	4	0
TOTAL REJECTED APPLICANT	11	10	1	5	1	2	0	1	0	2	0
TOTAL QUAL. APPLICANT	6	4	2	1	0	0	1	1	1	2	0
TOTAL INTERVIEWED	1	1	0	0	0	0	0	1	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	1	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	1	0	0	0

A goal candidate, one (1) Hispanic male was selected.

Req: 2017-399

Date Started: 1/6/2017

JobTitle: Technical Analyst 1 in Cell Analysis and Medeling
JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	29	27	2	16	2	3	0	6	0	2	0
TOTAL REJECTED APPLICANT	25	23	2	14	2	3	0	5	0	1	0
TOTAL QUAL. APPLICANT	4	4	0	2	0	0	0	1	0	1	0
TOTAL INTERVIEWED	2	2	0	1	0	0	0	1	0	0	0
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	1	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	1	0	0	0

A goal candidate, one (1) Hispanic male was selected.

Req: 2017-422

Date Started: 12/9/2016

JobTitle: UCH-Emergency Management Program Specialist
in the Department of Public Safety Administration
JobGroup: 3L-TECHNICAL/PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	20	15	5	12	3	2	1	1	1	0	0
TOTAL REJECTED APPLICANT	15	11	4	8	2	2	1	1	1	0	0
TOTAL QUAL. APPLICANT	5	4	1	4	1	0	0	0	0	0	0
TOTAL INTERVIEWED	4	3	1	3	1	0	0	0	0	0	0
NOT OFFERED POSITION	3	2	1	2	1	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on the UConn Health website.

The goal candidates, two (2) black males and one (1) Hispanic male did not meet the minimum requirements because they did not have the required six (6) years of emergency management experience which provided a knowledge of the NIMS and ICS, or the allowable substitutions.

One (1) white male was selected. He had a Master's degree in Emergency and Disaster Management and held a certification as an Emergency Manager. He also received a Bachelor's degree in Homeland Security; had thirty (30) years of experience in the Connecticut National Guard and served as a military emergency management specialist. He retired from the National Guard at the rank of Command Sergeant Major. He had experience in emergency management training exercises and the mitigation of actual emergencies. He was currently serving as an emergency management specialist for the State of Connecticut.

JOB OPPORTUNITY BULLETIN

As of Sunday, September 24, 2017

Department: Public Safety Admin

Job Title: Emergency Management Program

Recruiter: Noreen Logan

Search Code: 2017-422

Date Posted: 10/20/2016

Posting Deadline: 10/26/2016

Purpose of Class:

At UConn Health, this position is accountable for performing a full range of duties as a specialist in Emergency Management involving planning, monitoring, preparedness / mitigation, response and recovery duties.

SUPERVISION RECEIVED:

Works under the general supervision of the Chief of Police for UConn Health.

SUPERVISION EXERCISED:

May lead/supervise employees as assigned

EXAMPLES OF DUTIES:

Develops and implements plans and procedures related to the UConn Health's response to all hazards and emergencies; assists in developing hazard/threat analysis and mitigation planning; develop, organize, and coordinate in-house training programs and presentation materials; plans and participates in emergency management training, workshops, and conferences; tests and evaluates training exercises; coordinates emergency management training/planning programs both internal and external; reports and tracks training requirements and compliance; participates in and/or reports to a variety of meetings, committees, professional associations and/or other groups; Reviews and updates emergency preparedness manuals and plans; Serves on the hospital emergency management committee, campus, community, state and federal committees, related to security and emergency preparedness; assists in the development of emergency management plans for UConn Health support units, schools, research area and off-site facilities; coordinates with the UConn Office of Emergency Management; develops and maintains UConn Health Emergency Management website; researches and recommends emergency preparedness enhancement resources; prepares a variety of reports related to departmental activities and operations; assists in the maintaining of the Emergency Operations Center, and Secondary Emergency Operations Center and Mobile Command Vehicle; establishes Community Emergency Response Team (CERT) development, training and direction; provides reports on CERT activity and status, acts as liaison to Police and Fire personnel for CERT; advises and assists local officials regarding emergency management matters; interprets state and federal requirements and procedures; maintains liaison with federal representatives on emergency management issues; addresses civic and community groups to promote emergency management programs; develops and maintain industry standard and modern social media communications and related platforms, including readiness programs and publications to University audiences; assists with grant search, application, proposal, tracking and record keeping; performs related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of information dissemination practices and techniques; knowledge of federal and state regulations applicable to emergency management and associated programs and the ability to train others in meeting requirements; considerable knowledge of program evaluation and monitoring functions; knowledge of personal computers, desktop publishing and database management; knowledge of the incident command system; knowledge of the State's comprehensive emergency preparedness plan and homeland security plans; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze problems, interpret data, determine alternatives and propose solutions; ability to prepare and present reports of considerable complexity, clarity and persuasiveness; ability to establish and maintain effective relationships; ability to organize and prioritize multiple tasks; ability to develop efficient systems to collect and organize data

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE:

Six (6) years of emergency management experience which provided a knowledge of the National Incident Management System (NIMS) and Incident Command System (ICS 100, 200, 700, 800 courses)

SUBSTITUTION ALLOWED:

A Bachelor's degree in a related field and two (2) years of the above general experience.

A Master's Degree in emergency management, public safety, public administration or related field, may be substituted for one (1) additional year of the general experience.

SPECIAL REQUIREMENTS:

Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's License.

Incumbents in this class may be required to travel.

Certification as an International Association Certified Emergency Manager (IAEM CEM) may be required at time of appointment. If not certified, certification must be obtained within six [6] months of employment.

WORKING CONDITIONS:

On call status may be required.

SCHEDULE:

7:30 a.m. - 4:00 p.m., 40 hour work week, 30 minute unpaid meal break

FULL TIME EQUIVALENT MINIMUM SALARY:

\$69,784

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JOB OPPORTUNITY BULLETIN

As of Monday, August 21, 2017

Department: Information Technology

Job Title: Application Analyst II- Epic Revenue Cycle

Recruiter: Pamela Rucker

Search Code: 2017-595

Date Posted: 12/6/2016

Posting Deadline: 12/13/2016

Purpose of Class:

At UConn Health, this classification provides analysis, development, modification, configuration, installation, testing and maintenance of Clinical Systems EHR applications.

GUIDELINES FOR USE:

This classification is for use for positions support clinical and clinical financial systems.

Complex to highly complex projects that require in-depth knowledge of more than one Clinical System EHR area, specialty, and clinical disciplines.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade

SUPERVISION EXERCISED:

May lead staff or small project team members as assigned.

EXAMPLES OF DUTIES:

Administrative and Project Duties:

Assists with establishing performance standards for assigned staff

Participates in and may lead small project planning sessions with clients, business analyst and team members to analyze requirements and provides design recommendations for complex to highly complex systems

Prepares and present status updates for various projects

Evaluates system trends and recommends realistic Service Level Agreement targets regarding time and cost

Monitors project status to ensure that service level agreements standards are met or exceeded

Maintains and manages project issue log

Escalates problems when appropriate

Serves as a resource for project team or other team members in area of expertise and assists as needed.

Maintains relationship and open communication channels with Clinical Systems EHR vendor representatives

Technical Duties:

Identifies solutions for complex to highly complex system requirements

Performs in-depth analysis of workflows, data collection, reports details and other technical issues associated with the Clinical Systems EHR environment

Analyze and recommend system design alternatives /solutions/ improvements

Analyze new features and functions in the Clinical Systems EHR releases to determine impacts and opportunities for enhancements

Researches and recommends enhancements to system components within the Clinical Systems EHR environment

Defines and design scope for each project individually or in concert with team members

Makes complex to highly complex application design decisions in conformance with clinical and business operational policies and procedures

Participates in solution design reviews

Develops detailed specifications for functions and changes to new or modified applications

Documents system changes and problem resolutions

Develops or modifies complex to highly complex Clinical Systems EHR customizations, configurations and workflows

Performs Clinical Systems EHR application upgrades, new structures or elements

Creates test files and performs system testing for cross application scenarios and external interfaces

Provides ongoing maintenance and tests to ensure Clinical Systems EHR solutions meet the organization's business needs

Provides support to end users experiencing problems with Clinical Systems EHR applications and associated hardware and interfacing systems

Ensures the ethical use of data, as well as data integrity, security and confidentiality of protected health information

Monitors clinical operational issues focusing on efficient and effective delivery of complete and accurate, for the assigned areas and specialties of the Clinical Systems EHR information in order to achieve quality outcomes

Stays current on the Clinical Systems EHR platform and related advanced features of software technologies

Stays current on clinical practices, policies, procedures and workflows for areas of expertise and closely related areas.

Performs other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skills & Ability:

Knowledge of revenue cycle operations, policies and procedures

Knowledge of applicable standard of practice as required by State, Federal and accreditation organizations

Knowledge of standards/codes pertaining to the revenue cycle

Knowledge of the principles of systems analysis, design and decision support

Knowledge of various systems and data analysis techniques and tools (such as Swim lane diagrams, As-Is and To-Be workflow design, fishbone diagrams, state transition diagrams, ERD data model diagrams, data conversion and transformation mappings)

Knowledge and understanding of business process flows

Knowledge of system integration design and development

Knowledge of technology support and ability to take action to ensure customer satisfaction

Excellent analytical thinking and problem solving and the ability to coach others in analysis and problem-solving techniques

Excellent project management techniques

Demonstrated ability to use and apply revenue cycle expertise and experience to design and configure Clinical Systems EHR solutions

Demonstrated ability to conduct research/information seeking

Demonstrated ability to develop complex solutions and application requirements

Demonstrated ability to write and maintain system documentation
Demonstrates careful attention to details
Demonstrated ability to communicate effectively and present ideas to audiences of all levels of technical, clinical expertise and management
Demonstrated ability to lead staff
Proficient in MS-Office including Project, Word, Excel, PowerPoint and Visio

EXPERIENCE AND TRAINING:

General Experience:

Financial: Eight (8) years in health care revenue cycle operations (charge master, billing, claims, remittance)

Special Requirement:

Incumbents in this class must have or achieve within six months EPIC certification in their assigned areas and specialties and maintain certification while in the position.

Substitution Allowed:

Associate Degree in Software Engineering, Management Information Systems or closely related field may be substituted for two (2) years of the general experience.

Bachelor's degree in Software Engineering, Management Information Systems closely related field may be substituted for four (4) years of the general experience.

WORKING CONDITIONS:

May be required to work variable working hours during system implementation.

May be required to participate in On Call rotation.

May be required to work overtime to meet project deadlines and business needs.

Preferred Requirements:

Certified in Epic CDM Management

Minimum 2 years of experience working with a hospital charge description master and excellent understanding of relationship between the charge master and coding, billing and compliance.

Thorough knowledge of standards and processes surrounding revenue cycle, including in-depth knowledge of CDM and impact of CDM changes to other EPIC applications.

Proficient with workflows and processes for one or more of the following highly preferred:

Charge Data Master

Hospital Billing

Hospital Claims

Strong technical familiarity with one or more of the following system application areas preferred:

Revenue Cycle systems for Hospital billing and claims submission and associated 3rd party tools

Revenue Cycle systems for claims coding and associated 3rd party tools

Strong technical understanding of system integration points between applications utilized in area of Revenue Cycle, required 3rd party applications and other applications.

Familiarity with use of revenue cycle best practice/policy and procedure tools and websites.

Excellent understanding of Healthcare policies and procedures for safeguarding patient data and handling of revenue cycle processes.

Schedule: 40 hrs per week. Mon- fri, 8:00am - 5:00pm with a 30 minute unpaid mealbreak

Req: 2017-595

Date Started: 1/20/2017

JobTitle: Application Analyst 2 – Epic Revenue Cycle in Information Technology

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	4	4	3	3	0	1	0	0	1	0
TOTAL REJECTED APPLICANT	1	1	0	0	0	0	0	0	0	1	0
TOTAL QUAL. APPLICANT	7	3	4	3	3	0	1	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

EHR – Electronic Health Record

ERD – entity-relationship diagram

MS – Microsoft

EPIC – integrated electronic medical records system

CDM – charge description master

This position was posted on our UConn Health website.

The goal candidate, one (1) AAIANHNPI male did not meet the minimum requirements of eight (8) years in health care revenue cycle operations (charge master, billing, claims, and remittance) or the allowable substitutions.

One (1) white male was selected. He had ten (10) years in health care including revenue cycle experience and the preferred Epic experience and Epic certification in CDM. He was currently a Revenue Cycle Hospital Billing Application Analyst and CDM Lead at Hartford Health Care on the Epic system. His primary role was coordinating the CDM conversion across six (6) hospitals along with the associated charge testing, interface testing and validation which is the preferred experience.

JOB OPPORTUNITY BULLETIN

As of Friday, August 18, 2017

Department: Information Technology

Job Title: Business System Analyst/Quality Assurance

Recruiter: Pamela Rucker

Search Code: 2017-653

Date Posted: 12/23/2016 **Posting Deadline:** 4/14/2017

Purpose of Class:

At UConn Health this person will be responsible for the testing of the HealthOne clinical and /or administrative systems, composed of multiple modules and applications. Leading project teams through multiple Quality Assurance phases.

SUPERVISION RECEIVED:

Receives direction from the Application Architect for Quality Assurance- HealthOne.

SUPERVISION EXERCISED:

Participates as a team project leader when necessary.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of principles and techniques of Quality Assurance systems analysis, design and development; considerable knowledge of Quality Assurance testing principles and project life cycle testing phases for Information Technology solutions as it relates to clinical EMR and administrative applications; Knowledge of project management principles and techniques; ability to communicate effectively, orally and in writing; strong interpersonal skills; understanding and ability to apply rules, regulations, codes and laws pertaining to clinical EMR and administrative functions; ability to analyze and interpret technical data, prepare testing documentation and facilitate testing of the vendor system and all interfaces; establish and maintain effective working relationships and team work; supervisory ability, must have demonstrated knowledge of multiple clinical and/or administrative area and have the ability to lead project teams through multiple HealthOne Quality Assurance phases.

EXPERIENCE AND TRAINING

General Experience: Nine (9) years relevant experience, may include business administration, medical administration, clinical information systems planning, project management, installation and support. At least five (5) years of the experience must be performing Quality Assurance with clinical systems.

Preferred Qualification:

One (1) year of supervisor or team lead experience.

Substitution: Bachelor's degree in Healthcare Administration or closely related field may be substituted for four (4) years of the general experience.

EXAMPLES OF DUTIES:

Identifies, gathers, analyzes documents for application and integrated testing and information technology projects; translates work processes into testing scripts, reviews business and functional specification for the development of test strategies and tests documents; may develop departmental forms and templates; identifies and provides business rules, quality, standards, policies and procedures for testing; helps oversee and coordinates the testing of the system; ensures that applications are integrated with other systems by developing test documents and guiding the testing of these interfaces; monitors the testing phase of a project and provides progress reports for the testing phase; participates in update meetings and makes presentations; will help coordinate testing activities with users and internal departments to ensure that the design and data are correct and system integrity is maintained; act as liaison between testers, business SMEs and the vendor to develop complete testing documentation for the system and interfaces; conducts testing evidence audits to ensure that the testing has been successfully completed for the system; provides system security testing documentation and facilitates successful completion of the testing; puts together testing documentation and will facilitate the execution of testing system workflow analysis; effectively participates in the coordination of the project teams; participates in the recommendation of alternative action for testing to meet schedules if needed; performs other related duties as required.

Schedule: 40 hrs per week, Monday - Friday, 8:00am - 5:00pm with a 30 minute unpaid meal break

Full Time Equivalent Minimum Salary: \$77,438.00

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Req: 2017-653

Date Started: 3/31/2017

JobTitle: Business System Analyst in Information Technology

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	65	25	40	14	22	6	6	1	4	4	8
TOTAL REJECTED APPLICANT	44	19	25	10	11	5	3	1	4	3	7
TOTAL QUAL. APPLICANT	21	6	15	4	11	1	3	0	0	1	1
TOTAL INTERVIEWED	4	1	3	1	2	0	1	0	0	0	0
NOT OFFERED POSITION	3	1	2	1	1	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

EMR – electronic medical record

SMEs – small and medium enterprises

This position was posted on our UConn Health website.

The goal candidates, five (5) black males, one (1) Hispanic male, and three (3) AAIANHNPI males did not meet the minimum requirements for the following reasons: Four (4) black males, one (1) Hispanic male, and two (2) AAIANHNPI males did not have the required nine (9) years of experience, that included business administration, medical administration, clinical information systems planning, project management, installation and support. They also did not have the required five (5) years of the experience performing Quality Assurance with clinical systems or the allowable substitution. One (1) black male and one (1) AAIANHNPI male did not have the required five (5) years of the experience performing Quality Assurance with clinical systems.

The goal candidates, one (1) black male and one (1) AAIANHNPI male were not interviewed for the following reasons: One (1) black male withdrew his application. One (1) AAIANHNPI male's experience was in health care insurance; and his resume did not demonstrate any depth of clinical EMR or administrative knowledge as it is related to Quality Assurance Testing or facilitating testing with vendor systems and interfaces.

One (1) white female was selected. She had eighteen (18) years of experience that included business administration, medical administration, clinical information systems planning, project management, installation and support which included experience performing Quality Assurance with clinical systems. She had knowledge of Quality Assurance analysis, design and development, considerable knowledge of Quality Assurance testing principles and project life cycle testing phases and how they relate to clinical EMR applications, knowledge of project management principles and techniques; and analyze and prepare testing documentation and testing with vendor systems.

JOB OPPORTUNITY BULLETIN

As of Friday, August 18, 2017

Department: Health Affairs

Job Title: Health Attorney

Recruiter: Joyce Smith

Search Code: 2017-878

Date Posted: 2/24/2017

Posting Deadline: 5/1/2017

Purpose of Class:

JOB SUMMARY:

Health Attorney will serve as a generalist providing legal advice and representation on all matters health care related for UConn Health, an academic medical center comprised of a hospital, medical and dental schools and other health-related graduate programs, a significant research enterprise, and clinical faculty practices that provide a wide array of patient care.

SUPERVISION RECEIVED:

Work under the supervision of the Chief Counsel, UConn Health.

EXAMPLES OF PRIMARY DUTIES:

Conduct legal research on clinical, educational, research, litigation, and other health care matters.

Investigate and conduct legal research and analysis to advise clients in applying and/or modifying institutional policies, practices, and procedures; or to support litigation defense.

Analyze complex laws/regulations, case law, regulatory guidance, and other legal sources to facilitate advice to clients on a wide array of compliance matters (including HIPAA, FERPA, Stark and Anti-kickback laws), patient related issues (including informed consent, mandated reporting), commercial and financial matters, contract disputes, and employment and student academic and misconduct matters (including under civil rights and other applicable laws).

Provide litigation support by collecting discovery documents and preparing responses; litigation hold management, and miscellaneous responsibilities as needed.

Review court decisions and new and proposed laws and regulations to determine impact on UConn Health operations.

Assist with triaging incoming legal matters to ensure prompt legal assistance to internal UConn Health clients; interact with clients, opposing counsel, and the public.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY

Minimum Qualifications:

J.D. from an accredited law school

Member of the Connecticut Bar in good standing, or demonstrated ability to waive in promptly in accordance with Connecticut requirements.

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Req: 2017-878

Date Started: 6/23/2017

JobTitle: Health Attorney in Health Affairs
JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	102	36	66	28	55	4	4	2	3	2	4
TOTAL REJECTED APPLICANT	13	5	8	4	7	0	0	0	0	1	1
TOTAL QUAL. APPLICANT	89	31	58	24	48	4	4	2	3	1	3
TOTAL INTERVIEWED	9	1	8	1	7	0	1	0	0	0	0
NOT OFFERED POSITION	8	1	7	1	6	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

HIPAA – Health Insurance Portability and Accountability Act
FERPA – Family Educational Rights and Privacy Act
J.D. – Juris Doctor

This position was posted on our UConn Health website.

The goal candidate, one (1) AAIANHNPI male did not meet the minimum requirements because he was not a member of the Connecticut (CT) Bar in good standing or the ability to waive in promptly in accordance with CT requirements.

The goal candidates, four (4) black males, two (2) Hispanic males, and one (1) AAIANHNPI male was not interviewed for the following reasons: One (1) black male did not have any healthcare experience. Two (2) black males, two (2) Hispanic males and one (1) AAIANHNPI male did not have healthcare attorney experience. One (1) black male's healthcare experience was limited to the state's health insurance exchange, at which he had been employed for less than one year.

One (1) white female was selected. She had nine (9) years of experience in the health care department of a leading state law firm. During this time she was placed in a role at the Connecticut Children's Medical Center where she served as a compliance officer which is directly relevant and desirable experience that is predictive of her ability to succeed in this role.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Professional/Non-Faculty

3M. Nurse Practitioner

Goals

18 white males

2 black males

1 black female

2 Hispanic females

JOB OPPORTUNITY BULLETIN

As of Tuesday, March 28, 2017

Department: Intensive Care

Job Title: Nurse Practitioner

Recruiter: Lynn Stockwell

Search Code: 2015-1006

Date Posted: 4/28/2015

Posting Deadline: 6/7/2016

Purpose of Class :

At UConn Health, this class is accountable for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients. This position is in the Adult ICU.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:

General Experience: Registered Nurse, and completion of an accredited Nurse Practitioner program.

Working Conditions: Incumbents in this class may be exposed to communicable and infectious diseases.

SPECIAL REQUIREMENT: Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

PREFERRED: Inpatient APRN experience.

EXAMPLES OF DUTIES: Evaluates, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; performs invasive procedures, i.e., intubation, line insertion; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counseling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

SCHEDULE: This is a full time salaried position, 12 hour shifts, primarily nights with possible rotation to other shifts, weekend and holiday requirement.

FULL TIME EQUIVALENT SALARY MINIMUM: 91,998.

Req: 2015-1006

Date Started: 9/16/2016

JobTitle: Nurse Practitioner in the Department of Intensive Care
JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	2	9	1	8	0	1	0	0	1	0
TOTAL REJECTED APPLICANT	2	1	1	0	1	0	0	0	0	1	0
TOTAL QUAL. APPLICANT	9	1	8	1	7	0	1	0	0	0	0
TOTAL INTERVIEWED	2	1	1	1	1	0	0	0	0	0	0
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

ICU – Intensive Care Unit

APRN – Advanced Practice Registered Nurse

This position was posted on our UConn Health website.

The goal candidate, one (1) black female was not interviewed because she applied after a selection had been made.

The goal candidate, one (1) white male was interviewed and not selected because he had eight (8) months of critical care experience which was over four (4) years ago. During the interview he wasn't able to provide complete answers to questions regarding knowledge of different disciplines and disease states in critical care.

One (1) white female was selected. She had five (5) years of critical care experience and was currently working in a critical care unit. During the interview she was able to provide complete answers to questions regarding knowledge of different disciplines and disease states in critical care.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 12, 2017

Department: Neag Comp Cancer Center

Job Title: Nurse Practitioner

Recruiter: Marisa Leone

Search Code: 2016-012

Date Posted: 6/19/2015

Posting Deadline: 5/15/2017

Purpose of Class:

At UConn Health, this class is accountable for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients. This position is to cover the Endocrine Tumors/Neoplasia Clinic in the Neag Comprehensive Cancer Center.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:

General Experience: Registered Nurse, and completion of an accredited Nurse Practitioner program.

Working Conditions: Incumbents in this class may be exposed to communicable and infectious diseases.

SPECIAL REQUIREMENT: Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

SPECIAL: Oncology nursing or APRN experience; must attain OCN certification within 18 months of hire.

EXAMPLES OF DUTIES: Evaluates, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; performs invasive procedures, i.e., intubation, line insertion; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counseling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

SCHEDULE: This is a full time salaried position, Monday - Friday 8:00 a.m. - 5:00 p.m. with a 60 minute unpaid meal break, minor holidays as needed.

FULL TIME EQUIVALENT SALARY MINIMUM: \$ 94,765.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2016-012

Date Started: 6/23/2017

JobTitle: Nurse Practitioner in Neag Comprehensive Cancer Center

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	28	0	28	0	24	0	4	0	0	0	0
TOTAL REJECTED APPLICANT	12	0	12	0	10	0	2	0	0	0	0
TOTAL QUAL. APPLICANT	16	0	16	0	14	0	2	0	0	0	0
TOTAL INTERVIEWED	6	0	6	0	5	0	1	0	0	0	0
NOT OFFERED POSITION	4	0	4	0	3	0	1	0	0	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	0	2	0	2	0	0	0	0	0	0

Abbreviations in Posting:

APRN – Advanced Practice Registered Nurse

OCN – Oncology Certified Nurse

This position was posted on our UConn Health website.

The black female goal had been met with a previous hire and is no longer an established hiring goal.

No goal candidates applied for his position.

One (1) white female was hired and one (1) white female was promoted. One (1) white female had a license to practice Advance Nursing in the State of Connecticut as well as certification as an advanced practice nurse; four (4) years of Oncology APRN experience. *One (1) white female’s promotion occurred during the last reporting period and was discussed in the 2016 Affirmative Action Plan promotions section of Goals Analysis.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 12, 2017

Department: UMG-Internal Medicine

Job Title: Nurse Practitioner - Family Medicine

Recruiter: Lynn zz-Stockwell

Search Code: 2016-234

Date Posted: 9/3/2015

Posting Deadline: 6/7/2016

Purpose of Class:

At UConn Health, this class is accountable for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:

General Experience: Registered Nurse, and completion of an accredited Nurse Practitioner program.

Working Conditions: Incumbents in this class may be exposed to communicable and infectious diseases.

SPECIAL REQUIREMENT: Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

SPECIAL: Minimum 2 years APRN experience; ability to work independently

PREFERRED: Ambulatory primary care, urgent clinic experience

EXAMPLES OF DUTIES: Evaluates, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; performs invasive procedures, i.e., intubation, line insertion; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counseling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

SCHEDULE: This is a full time salaried position, Monday - Friday, 8:00 a.m. - 5:00 p.m., one hour unpaid meal break, minor holidays as needed.

FULL TIME EQUIVALENT SALARY MINIMUM: \$94,765.

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Req: 2016-234

Date Started: 9/16/2016

JobTitle: Nurse Practitioner – Family Medicine in Internal Medicine
JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	26	0	26	0	19	0	4	0	2	0	1
TOTAL REJECTED APPLICANT	11	0	11	0	9	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	15	0	15	0	10	0	3	0	1	0	1
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

APRN - Advanced Practice Registered Nurse

This position was posted on our UConn Health website.

The goal candidates, one (1) black female and one (1) Hispanic female did not meet the minimum requirements because they did not have the required two (2) years of APRN experience.

The goal candidates, three (3) black females and one (1) Hispanic female were not interviewed for the following reasons: One (1) black female withdrew her application. Two (2) black females and one (1) Hispanic female did not have family medicine experience.

One (1) white female was selected. She had a license to practice in the State of Connecticut; two (2) years of APRN family medicine experience.

Req: 2016-531

Date Started: 11/11/2016

JobTitle: Advanced Practice Registered Nurse – Functional Unit#1
in the Department of CMHC-Osborn
JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	5	1	4	1	3	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	3	1	2	1	1	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female was selected. She was an 1199 union member at another state agency with contractual bargaining rights to the position.

Req: 2016-743

Date Started: 9/30/2016

JobTitle: Advanced Practice Registered Nurse (Mental Health) – Functional Unit#10
in the Department of CMHC-Willard/Cybulski
JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	0	3	0	2	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female was selected from the State Employee Bargaining Agent Coalition (SEBAC) list.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 12, 2017

Department: Intensive Care

Job Title: Nurse Practitioner - ICU

Recruiter: Lynn zz-Stockwell

Search Code: 2016-818

Date Posted: 2/25/2016

Posting Deadline:

Purpose of Class:

At UConn Health, this class is accountable for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients. This position is in the Adult ICU.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:

General Experience: Registered Nurse, and completion of an accredited Nurse Practitioner program.

Working Conditions: Incumbents in this class may be exposed to communicable and infectious diseases.

SPECIAL REQUIREMENT: Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

PREFERRED: Inpatient critical care APRN experience preferred or will consider those with APRN inpatient or student critical care clinical experience.

EXAMPLES OF DUTIES: Evaluates, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; performs invasive procedures, i.e., intubation, line insertion; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counseling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

SCHEDULE: This is a full time salaried position, 80 hours/2 weeks, variable hours with shift and weekend rotation based on unit need and coverage, holidays as needed; 1/2 hour unpaid meal break.

FULL TIME EQUIVALENT SALARY MINIMUM: 94,765.

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Req: 2016-818

Date Started: 3/31/2017

JobTitle: Nurse Practitioner in Intensive Care Unit

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	3	6	3	6	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	3	1	2	1	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	6	2	4	2	4	0	0	0	0	0	0
TOTAL INTERVIEWED	3	1	2	1	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

ICU – Intensive Care Unit

APRN – Advanced Practice Registered Nurse

This position was posted on the UConn Health website.

The black female goal had been met with a previous hire and is no longer an established hiring goal.

The goal candidate, one (1) white male did not meet the minimum requirements because he did not have the required license to practice Advance Nursing in the State of Connecticut (CT).

The goal candidate, one (1) white male was not interviewed because he withdrew his application.

The goal candidate, one (1) white male was interviewed and not selected because only had eight (8) months of critical care experience as a Registered Nurse; was not able to provide complete answers to questions regarding critical care pathophysiology; and had an inconsistent work history.

One (1) white female was selected. She had a license to practice Advance Nursing in the State of CT; seven (7) years of critical care APRN experience and was able to provide complete answers to questions regarding critical care pathophysiology.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 12, 2017

Department: N.N.I.C.U.

Job Title: Nurse Practitioner

Recruiter: Lynn zz-Stockwell

Search Code: 2016-1159

Date Posted: 5/27/2016

Posting Deadline: 11/20/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

Considerable knowledge of fetal and neonatal and adult anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

REQUIREMENTS:

GENERAL EXPERIENCE: Registered Nurse, and completion of an accredited Nurse Practitioner program; or have a Bachelor's degree, and have completed a two year accredited and approved Physician Assistant Certification program. Possess or be eligible for a license to practice in the State of Connecticut. Possession of knowledge, skills, abilities as stated above.

PREFERRED EXPERIENCE:

*Certification as a Neonatal Nurse Practitioner or Physician Assistant; prior NICU experience

WORKING CONDITIONS: Incumbents in this class may be exposed to communicable and infectious diseases.

EXAMPLES OF DUTIES: Evaluates, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; performs invasive procedures, i.e., intubation, insertion of arterial lines, etc; may direct the transport team for acutely ill infants; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counseling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

WORK SCHEDULE: This is a full time salaried position: 80 hours per 2 weeks, rotating shifts, requires flexibility, 30 minute unpaid meal break, holidays as needed.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$94,765.

Req: 2016-1159

Date Started: 1/20/2017

JobTitle: Nurse Practitioner in NICU

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	2	9	1	9	0	0	0	0	1	0
TOTAL REJECTED APPLICANT	3	2	1	1	1	0	0	0	0	1	0
TOTAL QUAL. APPLICANT	8	0	8	0	8	0	0	0	0	0	0
TOTAL INTERVIEWED	3	0	3	0	3	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center
NICU – Neonatal Intensive Care Unit

This position was posted on the UConn Health website.

The black female goal had been met with a previous hire and is no longer an established hiring goal.

The goal candidate, one (1) white male did not meet the minimum requirements of possessing or being eligible for a license to practice in the State of Connecticut (CT).

One (1) white female was selected. She had a license to practice in the State of CT; was certified as a Neonatal Nurse Practitioner and had three (3) years of NICU experience.

JOB OPPORTUNITY BULLETIN

As of Tuesday, March 28, 2017

Department: Psychiatric Clinic

Job Title: Nurse Practitioner - Psychiatry

Recruiter: Lynn Stockwell

Search Code: 2016-1163

Date Posted: 5/27/2016

Posting Deadline: 7/31/2016

Purpose of Class:

NURSE PRACTITIONER - PSYCHIATRY

PURPOSE OF CLASS:

At the UCHC, this class works collaboratively in an inter-disciplinary manner to provide patient care in a health care specialty. This position is located in the Psychiatry Outpatient Clinic/

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of theory, principles and practices of advanced nursing and therapeutic models in area of specialty; knowledge of pharmacology as it relates to advanced nursing practice; knowledge of different disciplines and disease states; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing specialty specific invasive procedures; ability to effectively assess physical and psychosocial conditions; ability to work independently; ability to work under pressure; ability to formulate appropriate treatment plans; decision making ability; ability to lead others and to work cooperatively in a team environment.

EXPERIENCE AND TRAINING:

General Experience:

Certified Advanced Practice Nurse.

Working Conditions:

Incumbents in this class may be exposed to communicable and infectious diseases.

SPECIAL REQUIREMENT:

Incumbents in this class must possess and maintain a valid license to practice Advance Nursing in the State of Connecticut, as well as maintain certification as an advanced practice nurse in the specified specialty.

Certification in Adult Mental Health/Psychiatry

Demonstrated applicable work experience in the specific specialty identified at time of recruitment. May have worked as RN in the specialty.

When hired to perform duties as a Psychiatric APRN, incumbent must demonstrate at least one (1) year of experience working with mental illnesses and addictions.

Applicants must demonstrate a minimum of 1 year of prescribing experience in psychiatry.

SUPERVISION RECEIVED:

Works administratively under the general supervision of an employee of higher grade and under clinical collaboration with physician.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:

Provides preventive and acute care in area of specialty; assesses and diagnoses patient condition and develops and implements treatment plan in collaboration with designated physician; administers treatments, performs physical examinations and researches medical histories; orders laboratory and diagnostic test and interprets results, prescribes, administers and dispenses medications and other treatments; provides patient/family education and counseling; maintains patient health information records; coordinates treatment and makes appropriate referrals to other health care providers as necessary and monitors patient's outcomes; maintains safety, infection control and quality of care standards; participates as a member of an interdisciplinary team; assists in the development of policies/procedures; participates in or designs changes in the system of care delivery; participate in clinical research and services in various program areas through teaching and education; acts as a clinical consultant/resource to peers and other health care professionals within or outside the institution; performs related duties as required.

FULL TIME EQUIVALENT ANNUAL SALARY: \$94,765.

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Req: 2016-1163

Date Started: 11/28/2016

JobTitle: Nurse Practitioner in the Department of Psychiatric Clinic

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	1	5	1	4	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	5	1	4	1	4	0	0	0	0	0	0
TOTAL INTERVIEWED	4	1	3	1	3	0	0	0	0	0	0
NOT OFFERED POSITION	3	1	2	1	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – UConn Health Center

RN – Registered Nurse

APRN – Advanced Practice Registered Nurse

This position was posted on the UConn Health website.

The black female goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, one (1) white male was interviewed and not selected because negative feedback was received regarding his judgment in a previous role similar to this one.

One (1) white female was selected. She was a certified Psychiatric Mental Health APRN with one and a half (1.5) years of prescribing experience in psychiatry along with experience working with mental illnesses and addictions, and she received positive references.

Req: 2016-1180

Date Started: 10/28/2016

JobTitle: Nurse Practitioner – Endocrinology in the Department of UMG – General Medicine

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	0	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

A goal candidate, one (1) Hispanic female, part-time UConn Health employee was selected.

JOB OPPORTUNITY BULLETIN

As of Tuesday, March 28, 2017

Department: Pulmonary Clinic

Job Title: Nurse Practitioner/PA - Sleep Center

Recruiter: Lynn Stockwell

Search Code: 2016-1238

Date Posted: 6/22/2016

Posting Deadline: 8/30/2016

Purpose of Class :

At UConn Health, this class is accountable for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:

General Experience: Registered Nurse, and completion of an accredited Nurse Practitioner program; or have a Bachelors degree, and have completed a two year accredited and approved Physician Assistant Certification program. Possess or be eligible for a license to practice in the State of Connecticut.

Working Conditions: Incumbents in this class may be exposed to communicable and infectious diseases.

SPECIAL REQUIREMENT: Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse or Physician Assistant.

SPECIAL: Two (2) years experience as an adult Nurse Practitioner/Physician Assistant

PREFERRED: Experience in adult Pulmonary Medicine, Critical Care or Internal Medicine

EXAMPLES OF DUTIES: Evaluates, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; performs invasive procedures, i.e., intubation, line insertion; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counseling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

SCHEDULE: This is a full time salaried position, 40 hours/week, flexible day schedule between the hours of 8a - 5p with a 1/2 hour unpaid meal break, minor holidays as needed.

FULL TIME EQUIVALENT SALARY MINIMUM: \$ 94,765.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2016-1238

Date Started: 10/28/2016

JobTitle: Nurse Practitioner/Physician Assistant – Sleep Center
in the Department of Pulmonary Clinic

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	12	1	11	1	8	0	3	0	0	0	0
TOTAL REJECTED APPLICANT	3	0	3	0	2	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	9	1	8	1	6	0	2	0	0	0	0
TOTAL INTERVIEWED	6	1	5	1	3	0	2	0	0	0	0
NOT OFFERED POSITION	5	1	4	1	2	0	2	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on the UConn Health website.

The goal candidate, one (1) black female did not meet the minimum requirements because she did not have the required two (2) years of experience as an adult Nurse Practitioner/Physician Assistant.

The goal candidates, one (1) white male and two (2) black females were interviewed and not selected for the following reasons: One (1) white male did not have the required counseling skills and interpersonal skills. One (1) black female's experience was in long term residential care. One (1) black female's experience was in long term care facilities.

One (1) white female was selected. She had the preferred experience in adult Pulmonary Medicine.

JOB OPPORTUNITY BULLETIN

As of Tuesday, March 28, 2017

Department: Canton Urgent Care

Job Title: Nurse Practitioner/Physician Assistant

Recruiter: Lynn Stockwell

Search Code: 2017-097

Date Posted: 7/13/2016

Posting Deadline: 7/19/2016

Purpose of Class :

At UConn Health, this class is accountable for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients. This position is for Urgent Care in Canton, Storrs and any other new site location.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

REQUIREMENTS:

General Experience: Candidates must possess a Master's Degree, a license as a Registered Nurse and as an APRN in the State of CT and have completed an accredited Nurse Practitioner program or have a Bachelor's degree, have completed a two year accredited and approved Physician Assistant Certification program and possess or be eligible for a license to practice in the State of Connecticut.

Working Conditions: Incumbents in this class may be exposed to communicable and infectious diseases.

SPECIAL REQUIREMENT: Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

PREFERRED: NP/PA with ED/Urgent Care experience.

EXAMPLES OF DUTIES: Evaluates, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; performs invasive procedures, i.e., intubation, insertion of arterial lines, etc; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counseling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

SCHEDULE: This is a full time salaried position, 40 hours/week, 8 and 12 hour shifts between the hours of 9am and 9pm, weekends and holidays rotated.

FULL TIME EQUIVALENT SALARY MINIMUM: \$94,785.

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Req: 2017-097

Date Started: 9/2/2016

JobTitle: Nurse Practitioner/Physician Assistant in the Department of Canton Urgent Care
JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	0	2	0	1	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	1	0	1	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	1	0	1	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

APRN – Advanced Practice Registered Nurse
CT – Connecticut
NP/PA –Nurse Practitioner/Physician Assistant
ED – Emergency Department

This position was posted on our UConn Health website.

The goal candidate, one (1) black female was interviewed and not selected because she did not have the preferred requirement of ED experience.

One (1) white female, part-time UConn Health employee was selected. She had the preferred requirement of ED experience. Specifically, she has worked in the UConn Health ED for four and a half (4.5) years.

JOB OPPORTUNITY BULLETIN

As of Tuesday, March 28, 2017

Department: UMG-Surgery Module

Job Title: Nurse Practitioner - Urology

Recruiter: Lynn Stockwell

Search Code: 2017-160

Date Posted: 7/29/2016

Posting Deadline: 8/5/2016

Purpose of Class :

At UConn Health, this class is accountable for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:

General Experience: Registered Nurse, and completion of an accredited Nurse Practitioner program.

Working Conditions: Incumbents in this class may be exposed to communicable and infectious diseases.

SPECIAL REQUIREMENT: Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

PREFERRED: 1 year APRN experience; Urology experience

EXAMPLES OF DUTIES: Evaluates, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; performs invasive procedures, i.e., intubation, line insertion; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counseling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

SCHEDULE: This is a full time salaried position, Monday - Friday, 8am - 5pm, with a one hour unpaid meal break.

FULL TIME EQUIVALENT SALARY MINIMUM: \$94,765.

Req: 2017-160

Date Started: 10/28/2016

JobTitle: Nurse Practitioner – Urology in the Department of Surgery Module
JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	5	0	5	0	4	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	4	0	1	0	0	0	0
TOTAL INTERVIEWED	3	0	3	0	2	0	1	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

APRN – Advanced Practice Registered Nurse

This position was posted on the UConn Health website.

The goal candidate, one (1) black female was interviewed and not selected because she did not have the preferred requirements of one (1) year APRN experience and Urology experience.

One (1) white female was selected. She had the preferred requirements of one (1) year APRN experience and Urology experience.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 12, 2017

Department: Dermatology

Job Title: Nurse Practitioner - Derm

Recruiter: Lynn zz-Stockwell

Search Code: 2017-171

Date Posted: 7/29/2016

Posting Deadline: 8/11/2016

Purpose of Class:

At UConn Health, this class is accountable for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients. This position is located primarily in Storrs, but travel to Farmington and Canton may be required.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of anatomy and physiology; knowledge of different disciplines and disease states; knowledge of medication and their interactions and reactions; physical assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing invasive procedures; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

EXPERIENCE AND TRAINING:

General Experience: Registered Nurse, and completion of an accredited Nurse Practitioner program.

Working Conditions: Incumbents in this class may be exposed to communicable and infectious diseases.

SPECIAL REQUIREMENT: Incumbents in this class must possess a valid license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

SPECIAL: 3 years Dermatology APRN experience

EXAMPLES OF DUTIES: Evaluates, assesses patient illness/injuries; performs physical examinations, and special examinations; takes medical histories; develops plans of care; intervenes in crisis situations or patient deterioration; provides routine and illness care; orders medications; orders diagnostic tests and evaluates results; performs invasive procedures, i.e., intubation, line insertion; assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary; maintains patient medical records; may develop policies/procedures; participates in or designs changes in the system of care delivery; may participate in clinical research; provides patient counseling/education; participates in medical student and health professional teaching; acts as a clinical consultant to peers and other health care professionals; performs related duties as required.

SCHEDULE: This is a full time salaried position, Monday - Friday, exact hours to be determined, one hour unpaid meal break, minor holidays as needed. Located primarily in Storrs, but travel to Canton and Farmington may be required.

FULL TIME EQUIVALENT SALARY MINIMUM: \$94,765.

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Req: 2017-171

Date Started: 3/17/2017

JobTitle: Nurse Practitioner in Dermatology

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	0	7	0	6	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	5	0	5	0	4	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

APRN – Advanced Practice Registered Nurse

This position was posted on the UConn Health website.

The black female goal had been met with a previous hire and is no longer an established hiring goal.

No goal candidates applied for his position.

One (1) white female was selected. She had a license to practice Advance Nursing in the State of Connecticut as well as certification as an advanced practice nurse; four (4) years of Dermatology APRN experience.

Req: 2017-222

Date Started: 11/25/2016

JobTitle: Nurse Practitioner/Physician Assistant – in the Department of Orthopedics

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	2	7	2	4	0	2	0	0	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	7	2	5	2	2	0	2	0	0	0	1
TOTAL INTERVIEWED	5	0	5	0	2	0	2	0	0	0	1
NOT OFFERED POSITION	4	0	4	0	2	0	1	0	0	0	1
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

A goal candidate, one (1) black female, part-time UConn Health employee was selected.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 12, 2017

Department: UMG-Orthopaedics Module

Job Title: Nurse Practitioner - Orthopedics

Recruiter: Lynn zz-Stockwell

Search Code: 2017-652

Date Posted: 12/20/2016

Posting Deadline: 12/26/2016

Purpose of Class:

At UConn Health, this class works collaboratively in an inter-disciplinary manner to provide patient care in an outpatient Orthopaedic Clinic.

SUPERVISION RECEIVED:

Works administratively under the general supervision of an employee of higher grade and under clinical collaboration with physician.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:

Provides preventive and acute care in the outpatient Orthopaedic Clinic: assesses and diagnoses patient condition and develops and implements treatment plan in collaboration with designated physician; administers treatments, performs physical examinations and researches medical histories; orders laboratory and diagnostic test and interprets results, prescribes, administers and dispenses medications and other treatments; provides patient/family education and counseling; maintains patient health information records; coordinates treatment and makes appropriate referrals to other health care providers as necessary and monitors patient's outcomes; maintains safety, infection control and quality of care standards; participates as a member of an interdisciplinary team; assists in the development of policies/procedures; participates in or designs changes in the system of care delivery; participate in clinical research and services in various program areas through teaching and education; acts as a clinical consultant/resource to peers and other health care professionals within or outside the institution; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of theory, principles and practices of advanced nursing and therapeutic models in area of specialty; knowledge of pharmacology as it relates to advanced nursing practice; knowledge of different disciplines and disease states; counseling skills; considerable interpersonal skills; oral and written communication skills; skill in performing specialty specific invasive procedures; ability to effectively assess physical and psychosocial conditions; ability to work independently; ability to work under pressure; ability to formulate appropriate treatment plans; decision making ability; ability to lead others and to work cooperatively in a team environment.

EXPERIENCE AND TRAINING:

General Experience:

Certified Advanced Practice Nurse.

Working Conditions:

Incumbents in this class may be exposed to communicable and infectious diseases.

SPECIAL REQUIREMENT:

Incumbents in this class must possess and maintain a valid license to practice Advance Nursing in the State of Connecticut, as well as maintain certification as an advanced practice nurse in the specified specialty.

A minimum of 2-years work experience as either a Registered Nurse or an APRN in an inpatient or outpatient area caring for Orthopaedic patients must be identified at time of recruitment.

SCHEDULE: This is a full time salaried position, Monday - Friday, 8:00 a.m. - 5:00 p.m., with a 1 hour unpaid meal break, minor holidays as needed.

FULL TIME EQUIVALENT SALARY MINIMUM: \$ 94,765.

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Req: 2017-652

Date Started: 3/3/2017

JobTitle: Nurse Practitioner in Orthopedics

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	0	2	0	1	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	0	0	0	0	0	0	1
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	0	0	1
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

Abbreviations in Posting:

APRN – Advanced Practice Registered Nurse

This position was posted on our UConn Health website.

The black female goal had been met with a previous hire and is no longer an established hiring goal.

No goal candidates applied for his position.

One (1) AAIANHNPI female was selected. She had a license to practice Advance Nursing in the State of Connecticut as well as certification as an advanced practice nurse; two (2) years of experience as a Registered Nurse caring for Orthopedic patients.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4A. Office Assistant

Goals

2 white females

1 black male

Req: 2017-554

Date Started: 11/28/2016

JobTitle: Office Assistant – Functional Unit #8 in CMHC - Hartford

JobGroup: 4A-OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	0	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

One (1) Hispanic female was selected. She was on the State of Connecticut re-employment list and had rights to the position.

Req: 2017-811

Date Started: 2/17/2017

JobTitle: Office Assistant in Patient Services

JobGroup: 4A-OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	1	0	0	0	1	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	1	0	0	0	1	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	0	0	1	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	1	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	1	0	0	0	0	0

One (1) black male, part-time UConn Health employee, was selected. He was on the State Employee Bargaining Agent Coalition (SEBAC) list.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4B. Patient Service Representative

Goals

12 white males

1 black male

JOB OPPORTUNITY BULLETIN

As of Monday, September 11, 2017

Department: Dental Financial Services

Job Title: Patient Svcs Representative

Recruiter: Pamela Rucker

Search Code: 2016-915

Date Posted: 3/30/2016

Posting Deadline: 4/6/2016

Purpose of Class:

At UConn Health this class is accountable for performing a full range of tasks in medical/dental billing, insurance claims and/or duties related to financial counseling.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of, and ability to interpret health center/dental/insurance billing procedures; knowledge of Federal, State and other patient financial assistive health programs; knowledge of the principles and techniques of interviewing; some knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; oral and written communication skills; organizational skills; computer skills; basic negotiation skills; record keeping ability; ability to interpret basic Dental/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:

General Experience:

Three (3) years of dental billing/insurance claims experience including Medicaid for dental procedures.

SUBSTITUTIONS ALLOWED:

Associates degree may be substituted for two (2) years of the general experience.

Preferred Experience:

Knowledge of dental terminology and CDT codes.

Previous billing experience in a dental office setting and working with the accounts receivable for both patient and insurance balances.

Experience determining covered procedures and explaining treatment plans to patients.

Thorough knowledge of Medicaid coverage for dental procedures and Medicaid prior authorization requirements for dental procedures.

EXAMPLES OF DUTIES:

Produces accurate and timely billing of patients in accordance with pre-established schedules; completes insurance, disability and compensation forms; interviews patients; counsels patients on billing procedures, compensation claims/disability claims; requests prior authorization for hospital care/payment; makes payments to insurance brokers for student insurance; answers patient and insurance inquiries; researches requests for patient information and prepares reports and correspondence; maintains records and files; reviews vouchers and monitors fees; collects fees for services and may make deposits; keeps records/files; performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements; initiates charitable (title 19) and other payment sources application process, if appropriate; provides relevant insurance/financial information to Social Services and home care institutions; acts as liaison between the patient/family and government agencies; may perform receptionist/triage duties; performs related duties as required.

Schedule: 40 hours per week, 8:00am - 5:00pm, Monday - Friday with an hour unpaid mealbreak

Full Time Equivalent Minimum Salary: \$45,531.00

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Req: 2016-915

Date Started: 7/8/2016

JobTitle: Patient Services Representatives in the Department of Dental Financial Services
JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	99	5	94	1	50	3	13	1	27	0	4
TOTAL REJECTED APPLICANT	82	5	77	1	37	3	13	1	23	0	4
TOTAL QUAL. APPLICANT	17	0	17	0	13	0	0	0	4	0	0
TOTAL INTERVIEWED	11	0	11	0	9	0	0	0	2	0	0
NOT OFFERED POSITION	9	0	9	0	8	0	0	0	1	0	0
OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	0	2	0	1	0	0	0	1	0	0

Abbreviations in Posting:

CDT – current dental terminology

This position was posted on our UConn Health website.

The goal candidates, one (1) white male and three (3) black males did not meet the minimum requirements for the following reasons: One (1) white male had an Associate’s degree, but he did not have the one (1) year of dental billing/insurance claims experience including Medicaid for dental procedures. Three (3) black males did not have the required three (3) years of dental billing/insurance claims experience including Medicaid for dental procedures or the allowable substitutions.

One (1) white female and one (1) Hispanic female were selected. The white female had seven (7) years of dental billing/insurance claims experience including Medicaid for dental procedures and the preferred qualifications previous billing experience in a dental office setting and working with the accounts receivable for both patient and insurance balances; experience determining covered procedures and explaining treatment plans to patients; knowledge of Medicaid coverage for dental procedures and Medicaid prior authorization requirements for dental procedures. *The Hispanic female was selected in the previous reporting period and was discussed in the 2016 Affirmative Action Plan.

JOB OPPORTUNITY BULLETIN

As of Thursday, July 20, 2017

Department: Patient Access

Job Title: Patient Access Representative

Recruiter: Noreen Logan

Search Code: 2016-1194

Date Posted: 6/20/2016

Posting Deadline: 6/26/2016

Purpose of Class:

At UConn Health, this class is accountable for performing a full range of tasks in obtaining insurance referrals from physician's offices and insurance companies, and initiating follow-up on required pre-certifications for scheduled admissions and procedures in coordination with those offices.

EXPERIENCE AND TRAINING: Three (3) years of experience processing medical pre-authorization, insurance verification and medical claims for healthcare services.

SUBSTITUTIONS ALLOWED: Associates degree or higher may be substituted for two (2) years of the general experience.

PREFERRED REQUIREMENT: Thorough knowledge of insurance benefits, workers compensation, coordination of benefits, and third party liability; knowledge of medical terminology, and experience with ICD-9 & ICD-10 and CPT coding.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Working knowledge of a managed care environment, third party reimbursement, hospital and community services and hospital and health care policies; basic knowledge of medical coding and medical terminology; skill in articulating information in a clear and informative manner to patients, family members, insurers, staff and other relevant parties; organizational skills; computer skills; ability to gather and record all appropriate information that provides for the accurate billing and collection for provided services; ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EXAMPLES OF DUTIES: Identifies visits/procedures requiring prior approval; utilizing knowledge of ICD-9 & ICD-10, CPT coding and medical terminology, obtains required referral/prior authorization from insurance companies prior to date of service; communicates with physician and medical providers regarding clinical clarifications to facilitate requests; interviews patient via visits or phone to determine payment sources and payment arrangements; verifies patient's benefits with insurance companies as needed; refers uninsured and underinsured patients to financial counselors as identified; assists in the appeals process for denied claims; documents daily activities in the computer system; communicates with departments regarding authorization status; researches requests for patient information and prepares reports and correspondence; maintains records and files may perform receptionist/triage duties; performs related duties as required.

SCHEDULE: 8:00 am - 4:30 pm, 30 minute unpaid meal break, 40 hour work week.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2016-1194

Date Started: 9/2/2016

JobTitle: Patient Access Representatives in Patient Access

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	162	16	146	9	73	2	36	2	27	3	10
TOTAL REJECTED APPLICANT	105	12	93	7	44	2	27	1	15	2	7
TOTAL QUAL. APPLICANT	57	4	53	2	29	0	9	1	12	1	3
TOTAL INTERVIEWED	32	2	30	2	14	0	5	0	9	0	2
NOT OFFERED POSITION	29	2	27	2	12	0	5	0	8	0	2
OFFERED POSITION	3	0	3	0	2	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*3	0	3	0	2	0	0	0	1	0	0

Abbreviations in Posting:

ICD-9 – International Classification of Diseases 9th Edition

ICD-10 – International Classification of Diseases 10th Edition

CPT – Current Procedural Terminology

This position was posted on our UConn Health website.

The goal candidates, seven (7) white males and two (2) black males did not meet the minimum requirements because they did not have the required three (3) years of experience processing medical pre-authorization, insurance verification and medical claims for healthcare services or the allowable substitutions. All of the candidates were required to answer specific questions on their applications related to the minimum requirements. All of these candidate responded no to the questions regarding the minimum requirements.

The goal candidates, two (2) white males were interviewed and not selected for the following reasons: One (1) white male had completed Pharmacy authorizations only for two (2) years and did not have experience with medical authorizations. One (1) white male did not obtain authorizations, he only verified if needed and requests the authorizations from other staff.

One (1) white female and one (1) white female, part-time UConn Health employee, were selected. *One (1) Hispanic female was promoted and is discussed in the Goals Analysis promotion section. One (1) white female had five (5) years of experience with medical pre-authorization, insurance verification, registration, and medical claims for healthcare services; the preferred requirements of thorough knowledge of insurance benefits, workers compensation, coordination of benefits, and third party liability, knowledge of medical terminology, and experience with ICD-9 and ICD-10 and

Req: 2016-1194

CPT coding; experience with UConn Health electronic systems, IDX, NextGen and LCR; she also answered 10/15 interview samplings correctly. One (1) white female had six (6) years of experience with medical pre-authorization, insurance verification, registration, and medical claims for healthcare services; the preferred requirements of thorough knowledge of insurance benefits, workers compensation, coordination of benefits, and third party liability, knowledge of medical terminology, and experience with ICD-9 and ICD-10 and CPT coding; she had experience with EPIC (electronic medical record that is in the process of being implemented at UConn Health) she also answered 11/15 interview samplings correctly. The interview samplings were based upon the job description for Patient Access Representative with questions surrounding pre-authorization, registration, and use of electronic systems.

JOB OPPORTUNITY BULLETIN

As of Tuesday, September 12, 2017

Department: UMG-Floats Clin Module

Job Title: Patient Svcs Representative - FLOAT

Recruiter: Marisa Leone

Search Code: 2016-1203

Date Posted: 8/30/2016

Posting Deadline: 9/6/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in the billing and insurance claims of patients in a clinic module. This position will float to and process billing for all of the UMG outpatient clinics.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of and ability to interpret health center/medicare/insurance billing procedures; knowledge of managed care precertification procedures; knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; excellent telephone technique; organizational skills; computer skills; ability to encourage cooperation of patients; record keeping ability.

EXPERIENCE AND TRAINING: Three (3) years of experience in a hospital billing/insurance setting. Substitution allowed: Associates degree and one (1) year experience in a hospital billing/insurance setting. Possession of knowledge, skills, abilities as stated above.

SPECIAL REQUIREMENTS: Extensive demonstrated knowledge of ICD-10/CPT coding. This position will float to work in all areas of UMG and travel to satellite offices.

PREFERRED QUALIFICATIONS: Certified Coder. Billing/coding experience in an outpatient setting. Financial counseling experience. NextGen billing, Voucher Tracking and TES.

EXAMPLES OF DUTIES: Produce accurate and timely billing of patients in accordance with pre-established schedules; completes insurance, disability and compensation forms; interview/counsel patients regarding insurance; may request prior authorizations for hospital care/payment; answer patient and insurance inquiries; research requests for patient information and prepare reports and correspondence; obtain insurance referrals; monitor list to keep referrals current; contact medical reviewers regarding patient medical information; triage duties; keep records/files; keep current on any insurance changes; perform related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2016-1203

Date Started: 10/28/2016

JobTitle: Patient Services Representative in Floats Clinic Module

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	65	5	60	3	27	0	17	1	16	1	0
TOTAL REJECTED APPLICANT	53	4	49	3	23	0	14	1	12	0	0
TOTAL QUAL. APPLICANT	12	1	11	0	4	0	3	0	4	1	0
TOTAL INTERVIEWED	5	0	5	0	2	0	2	0	1	0	0
NOT OFFERED POSITION	4	0	4	0	1	0	2	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

UMG – UConn Medical Group

ICD-10/CPT – International Classification of Diseases 10th Edition/Current Procedural Terminology

NextGen – electronic medical records

TES – Transaction Editing System

This position was posted on our UConn Health website.

The goal candidates, three (3) white males did not meet the minimum requirements because they had a degree, but they did not have the required one (1) year of experience in a hospital billing/insurance setting and extensive demonstrated knowledge of ICD-10/CPT coding.

One (1) white female was selected. She had three (3) years of experience in a hospital billing/insurance setting, extensive demonstrated knowledge of ICD-10/CPT coding, and was a Certified Coder.

JOB OPPORTUNITY BULLETIN

As of Thursday, September 14, 2017

Department: UMG-Ent Module

Job Title: Patient Svcs Representative

Recruiter: Marisa Leone

Search Code: 2017-158

Date Posted: 9/15/2016

Posting Deadline: 11/21/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in the billing and insurance claims of patients in a clinic module. This position will process billing for ENT, Audiology and Speech Therapy.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of and ability to interpret health center/medicare/insurance billing procedures; knowledge of managed care precertification procedures; knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; excellent telephone technique; organizational skills; computer skills; ability to encourage cooperation of patients; record keeping ability.

EXPERIENCE AND TRAINING: Three (3) years of experience in a hospital billing/insurance setting. Substitution allowed: Associates degree and one (1) year experience in a hospital billing/insurance setting. Possession of knowledge, skills, abilities as stated above.

SPECIAL REQUIREMENTS: Extensive demonstrated knowledge of ICD-10/CPT coding. This position may be required to work in other areas of UMG and travel to satellite offices.

PREFERRED QUALIFICATIONS: Certified Coder. Billing/coding experience in an outpatient setting. ENT, Audiology and Speech billing experience; Financial counseling experience. NextGen billing, Voucher Tracking and TES.

EXAMPLES OF DUTIES: Produce accurate and timely billing of patients in accordance with pre-established schedules; completes insurance, disability and compensation forms; interview/counsel patients regarding insurance; may request prior authorizations for hospital care/payment; answer patient and insurance inquiries; research requests for patient information and prepare reports and correspondence; obtain insurance referrals; monitor list to keep referrals current; contact medical reviewers regarding patient medical information; triage duties; keep records/files; keep current on any insurance changes; perform related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm, 30 hour unpaid meal break; flexible on hours and must be willing to travel to satellite offices.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2017-158

Date Started: 12/23/2016

JobTitle: Patient Services Representative in Ear, Nose, and Throat

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	152	13	139	5	56	3	40	3	38	2	5
TOTAL REJECTED APPLICANT	133	11	122	4	46	3	37	3	35	1	4
TOTAL QUAL. APPLICANT	19	2	17	1	10	0	3	0	3	1	1
TOTAL INTERVIEWED	5	2	3	1	3	0	0	0	0	1	0
NOT OFFERED POSITION	3	2	1	1	1	0	0	0	0	1	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

ENT – Ear, Nose, and Throat

ICD-10/CPT – International Classification of Diseases 10th Edition/Current Procedural Terminology

UMG – UConn Medical Group

NextGen – electronic medical records

TES – Transaction Editing System

This position was posted on our UConn Health website.

The goal candidates, four (4) white males and three (3) black males did not meet the minimum requirements for the following reasons: One (1) white male did not have the required three (3) years of experience in a hospital billing/insurance setting or the allowable substitution. Three (3) white males and three (3) black males had the allowable substitution, but they did not have the one (1) year of experience in a hospital billing/insurance setting.

The goal candidate, one (1) white male was interviewed and not selected. He had nine (9) years of experience in a hospital billing/insurance setting, extensive ICD-10/CPT coding, billing/coding experience in an outpatient setting, and financial counseling experience. He did not have the preferred electronic medical records experience,

One (1) white female was selected. She had five (5) years of experience in a hospital billing/insurance setting, extensive knowledge of ICD-10/CPT coding, billing/coding experience in an outpatient setting, financial counseling experience, and was a super user of an electronic medical records system that we will be implementing,

JOB OPPORTUNITY BULLETIN

As of Monday, September 11, 2017

Department: UMG-IMA Simsbury

Job Title: Patient Svcs Representative

Recruiter: Marisa Leone

Search Code: 2017-255

Date Posted: 8/25/2016

Posting Deadline: 9/1/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in the billing and insurance claims of patients in a clinic module. This position will process billing for our Simsbury IMA office.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of and ability to interpret health center/medicare/insurance billing procedures; knowledge of managed care precertification procedures; knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; excellent telephone technique; organizational skills; computer skills; ability to encourage cooperation of patients; record keeping ability.

EXPERIENCE AND TRAINING: Three (3) years of experience in a hospital billing/insurance setting. Substitution allowed: Associates degree and one (1) year experience in a hospital billing/insurance setting. Possession of knowledge, skills, abilities as stated above.

SPECIAL REQUIREMENTS: Extensive demonstrated knowledge of ICD-10/CPT coding. This position may be required to work in other areas of UMG and travel to satellite offices.

PREFERRED QUALIFICATIONS: Certified Coder. Billing/coding experience in an outpatient setting. Financial counseling experience. NextGen billing, Voucher Tracking and TES.

EXAMPLES OF DUTIES: Produce accurate and timely billing of patients in accordance with pre-established schedules; completes insurance, disability and compensation forms; interview/counsel patients regarding insurance; may request prior authorizations for hospital care/payment; answer patient and insurance inquiries; research requests for patient information and prepare reports and correspondence; obtain insurance referrals; monitor list to keep referrals current; contact medical reviewers regarding patient medical information; triage duties; keep records/files; keep current on any insurance changes; perform related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 7:15am - 4:15pm, 30 hour unpaid meal break; flexible on hours and must be willing to travel to satellite offices.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2017-255

Date Started: 10/14/2016

JobTitle: Patient Services Representative in Internal Medicine Associates Simsbury

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	52	10	42	4	21	1	13	2	6	3	2
TOTAL REJECTED APPLICANT	43	8	35	4	20	0	9	2	4	2	2
TOTAL QUAL. APPLICANT	9	2	7	0	1	1	4	0	2	1	0
TOTAL INTERVIEWED	7	2	5	0	1	1	3	0	1	1	0
NOT OFFERED POSITION	6	2	4	0	1	1	2	0	1	1	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

IMA – Internal Medicine Associates

ICD-10/CPT – International Classification of Diseases 10th Edition/Current Procedural Terminology

UMG – UConn Medical Group

NextGen – electronic medical records

TES – Transaction Editing System

This position was posted on our UConn Health website.

The goal candidates, four (4) white males did not meet the minimum requirements of three (3) years of experience in a hospital billing/insurance setting, the special requirements of extensive coding, and they did not have the allowable substitution. All of the candidates were required to answer on their applications if they had the minimum, the allowable substitution, and special requirements. All of these candidates responded no to the question.

The goal candidate, one (1) black male was interviewed and not selected because of an inappropriate response to a question during the interview that raised concerns regarding his interpersonal skills.

One (1) black female was selected. She had three and a half (3.5) years of experience in a hospital billing/insurance setting with extensive ICD-10/CPT coding, and she provided appropriate responses to interview questions.

JOB OPPORTUNITY BULLETIN

As of Tuesday, September 12, 2017

Department: UMG-Orthopaedics Module

Job Title: Patient Svcs Representative

Recruiter: Marisa Leone

Search Code: 2017-339

Date Posted: 10/18/2016 **Posting Deadline:** 10/21/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in the billing and insurance claims of patients in a clinic module.

Knowledge of health center/medicare/insurance billing procedures; knowledge of managed care precertification procedures; knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; excellent telephone technique; organizational skills; computer skills; ability to encourage cooperation of patients; record keeping ability.

EXPERIENCE AND TRAINING: Three (3) years of experience in a hospital billing/insurance setting. Substitution allowed: Associates degree and one (1) year experience in a hospital billing/insurance setting. Possession of knowledge, skills, abilities as stated above.

SPECIAL REQUIREMENTS: Extensive demonstrated knowledge of ICD-9/CPT coding.

PREFERRED QUALIFICATIONS: Certified Professional Coder (CPC); experience in an outpatient surgical billing practice. Financial counseling experience; trained in NextGen, EMR, and TES Editing.

EXAMPLES OF DUTIES: Interview/counsel patients regarding insurance; may request prior authorizations for hospital care/payment; answer patient and insurance inquiries; research requests for patient information and prepare reports and correspondence; obtain insurance referrals; monitor list to keep referrals current; contact medical reviewers regarding patient medical information; triage duties; keep records/files; keep current on any insurance changes; perform related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2017-339

Date Started: 12/9/2016

JobTitle: Patient Services Representative in Orthopedics

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	78	9	69	3	34	2	16	3	15	1	4
TOTAL REJECTED APPLICANT	59	7	52	2	21	2	13	3	14	0	4
TOTAL QUAL. APPLICANT	19	2	17	1	13	0	3	0	1	1	0
TOTAL INTERVIEWED	9	0	9	0	7	0	1	0	1	0	0
NOT OFFERED POSITION	8	0	8	0	6	0	1	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

ICD-9/CPT – International Classification of Diseases 9th Edition/Current Procedural Terminology

NextGen – electronic medical records

EMR – electronic medical records

TES – Transaction Editing System

This position was posted on our UConn Health website.

The goal candidates, two (2) white males and two (2) black males did not meet the minimum requirements for the following reasons: Two (2) white males and one (1) black male had a degree but they did not have the required one (1) year of experience in a hospital billing/insurance setting and extensive demonstrated knowledge of ICD-10/CPT coding. One (1) black male did not have the required extensive demonstrated knowledge of ICD-9/CPT coding.

The goal candidate, one (1) white male was not interviewed because we were unable to determine if he had the ICD-9 experience and if he met the three (3) years of experience in a hospital billing/insurance setting because he stated he was a Student Laborer whose hours varied with a maximum of 32 hours. He also did not have the preferred requirements of being a CPC; experience in an outpatient surgical billing practice, and being trained in NextGen.

One (1) white female was selected. She had eleven (11) years of experience in a hospital billing/insurance setting with extensive demonstrated knowledge of ICD-9/CPT coding, was currently in the process of obtaining American Academy of Professional Coders certification, experience in an outpatient surgical billing practice, financial counseling experience, and trained in NextGen.

JOB OPPORTUNITY BULLETIN

As of Thursday, September 14, 2017

Department: Rehab Services - Outpatient

Job Title: Patient Services Representative

Recruiter: Donna Seklecki

Search Code: 2017-494

Date Posted: 11/9/2016

Posting Deadline: 11/15/2016

Purpose of Class:

At the UConn Health this class is accountable for performing a full range of tasks in medical billing, insurance claims and/or duties related to financial counseling. This position will work in the Nayden Clinic and Urgent Care Center located in Storrs, CT.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures; knowledge of Federal, State and other patient financial assistive health programs; knowledge of the principles and techniques of interviewing; some knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; oral and written communication skills; organizational skills; computer skills; basic negotiation skills; record keeping ability; ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:

GENERAL EXPERIENCE:

Three (3) years of hospital/medical billing/insurance claims experience.

SUBSTITUTION ALLOWED:

Associates degree may be substituted for two (2) years of the general experience.

PREFERRED: Experience with Rehab specific precertification and authorizations, working knowledge of therapy cap and exemption processes for Rehab, experience in billing Rehab claims and ICD10 coding experience.

EXAMPLES OF DUTIES:

Produces accurate and timely billing of patients in accordance with pre-established schedules; completes insurance, disability and compensation forms; interviews patients; counsel patients on billing procedures, compensation claims/disability claims; requests prior authorization for hospital care/payment; makes payments to insurance brokers for student insurance; answers patient and insurance inquiries; researches requests for patient information and prepares reports and correspondence; maintains records and files; reviews vouchers and monitors fees; collects fees for services and may make deposits; keeps records/files; performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements; initiates charitable (title 19) and other payment sources application process, if appropriate; provides relevant insurance/financial information to Social Services and home care institutions; acts as liaison between the patient/family and government agencies; may perform receptionist/triage duties; performs related duties as required.

SCHEDULE: 40 Hours per week, 9:00 a.m. to 6:00 p.m., Monday - Friday, 60 minute unpaid meal break.

MINIMUM EQUIVALENT FULL TIME SALARY: 45,531

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Req: 2017-494

Date Started: 12/23/2016

JobTitle: Patient Services Representative in Rehabilitation Services

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	33	0	33	0	17	0	8	0	8	0	0
TOTAL REJECTED APPLICANT	23	0	23	0	10	0	6	0	7	0	0
TOTAL QUAL. APPLICANT	10	0	10	0	7	0	2	0	1	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

CT - Connecticut

ICD10 International Classification of Diseases 10th Edition

This position was posted on our UConn Health website.

No goal candidates applied for this position.

One (1) white female was selected. She had twenty-eight (28) years of medical billing claims experience with pre-certifications and authorizations including ICD10 coding experience.

JOB OPPORTUNITY BULLETIN

As of Thursday, September 14, 2017

Department: Dental Clinics Adm

Job Title: Patient Svcs Representative

Recruiter: Pamela Rucker

Search Code: 2017-536

Date Posted: 11/23/2016 **Posting Deadline:** 11/30/2016

Purpose of Class:

At UConn Health this class is accountable for performing a full range of tasks in medical/dental billing, insurance claims and/or duties related to financial counseling.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of, and ability to interpret health center/dental/insurance billing procedures; knowledge of Federal, State and other patient financial assistive health programs; knowledge of the principles and techniques of interviewing; some knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; oral and written communication skills; organizational skills; computer skills; basic negotiation skills; record keeping ability; ability to interpret basic Dental/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:

General Experience:

Three (3) years of dental billing/insurance claims experience including Medicaid for dental procedures.

SUBSTITUTIONS ALLOWED:

Associates degree may be substituted for two (2) years of the general experience.

Preferred Experience:

Knowledge of dental terminology and CDT codes.

Previous billing experience in a dental office setting and working with the accounts receivable for both patient and insurance balances.

Experience determining covered procedures and explaining treatment plans to patients.

Thorough knowledge of Medicaid coverage for dental procedures and Medicaid prior authorization requirements for dental procedures.

Oral surgery and/or oral pathology Medical billing knowledge.

Knowledge of ICD-10 coding for oral procedures

Bilingual Spanish/English speaking.

EXAMPLES OF DUTIES:

Produces accurate and timely billing of patients in accordance with pre-established schedules; completes insurance, disability and compensation forms; interviews patients; counsels patients on billing procedures, compensation claims/disability claims; requests prior authorization for hospital care/payment; makes payments to insurance brokers for student insurance; answers patient and insurance inquiries; researches requests for patient information and prepares reports and correspondence; maintains records and files; reviews vouchers and monitors fees; collects fees for services and may make deposits; keeps records/files; performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements; initiates charitable (title 19) and other payment sources application process, if appropriate; provides relevant insurance/financial information to Social Services and home care institutions; acts as liaison between the patient/family and government agencies; may perform receptionist/triage duties; performs related duties as required.

Schedule : 40 hours per week, 8:00am - 5:00pm, Monday - Friday will with an hour unpaid mealbreak

** THERE WILL BE 2 EVENINGS PER MONTH WITH A SCHEDULE OF 10:30am - 7:30pm**

Full Time Equivalent Minimum Salary: \$45,531.00

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Req: 2017-536

Date Started: 1/20/2017

JobTitle: Patient Services Representative in Dental Clinics Administration

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	53	5	48	1	24	3	9	0	14	1	1
TOTAL REJECTED APPLICANT	45	5	40	1	19	3	8	0	13	1	0
TOTAL QUAL. APPLICANT	8	0	8	0	5	0	1	0	1	0	1
TOTAL INTERVIEWED	3	0	3	0	2	0	0	0	1	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

CDT – Current Dental Terminology

ICD-10/CPT – International Classification of Diseases 10th Edition/Current Procedural Terminology

This position was posted on our UConn Health website.

The goal candidates, one (1) white male and three (3) black males did not meet the minimum requirements for the following reasons: One (1) white male and one (1) black male had the allowable substitution, but did not have the required two (2) years of dental/billing/insurance claims experience including Medicaid for dental procedures. Two (2) black males did not have the required three (3) years of dental/billing/insurance claims experience including Medicaid for dental procedures, or the allowable substitution.

One (1) white female was selected. She had nine (9) years of experience with Medicaid, including claims handling, processing of approvals/denials and prior authorizations for dental related procedures. She also had a clear understanding of the Medicaid guidelines for prior authorization requirements and limitations, and had knowledge of ICD=10 coding.

JOB OPPORTUNITY BULLETIN

As of Thursday, September 14, 2017

Department: Neag Comp Cancer Center

Job Title: Patient Services Representative

Recruiter: Donna Seklecki

Search Code: 2017-592

Date Posted: 12/6/2016

Posting Deadline: 12/12/2016

Purpose of Class:

At UConn Health this class is accountable for performing a full range of tasks in medical billing, insurance claims and/or duties related to financial counseling. This position will work in the Cancer Center located in the Outpatient Pavilion in Farmington, CT.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures; knowledge of Federal, State and other patient financial assistive health programs; knowledge of the principles and techniques of interviewing; some knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; oral and written communication skills; organizational skills; computer skills; basic negotiation skills; record keeping ability;; ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:

General Experience:

Three (3) years of hospital/medical billing/insurance claims experience.

SPECIAL REQUIREMENTS: Must be eligible for and take and pass a medical coding certification exam within six (6) months of hire.

OR

Have current medical coding certification.

PREFERRED REQUIREMENTS:

1. Experience coding surgical procedures performed by hematologist, oncologists and auxiliary staff such as, chemotherapy administration, hydration services, therapeutic, prophylactic and diagnostic administration, bone marrow aspiration and biopsies, venipuncture, vaccinations, therapeutic phlebotomy, etc.
2. Experience reading and abstracting physician office and procedure notes; experience applying correct ICD-10-CM, CPT, HCPCS Level II and other modifier coding assignments.
3. Experience in evaluation and management documentation guidelines (both 1995 & 1997); rules and regulations of Medicare billing including but not limited to; incident to, hospital teaching situations, shared visits, consultations, local coverage determination (LCD), national coverage determination (NCD) and global surgery.
4. Working knowledge of medical terminology, anatomy and physiology.

EXAMPLES OF DUTIES:

Produces accurate and timely billing of patients in accordance with pre-established schedules; completes insurance, disability and compensation forms; interviews patients; counsel patients on billing procedures, compensation claims/disability claims; requests prior authorization for hospital care/payment; makes payments to insurance brokers for student insurance; answers patient and insurance inquiries; researches requests for patient information and prepares reports and correspondence; maintains records and files; reviews vouchers and monitors fees; collects fees for services and may make deposits; keeps records/files; performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements; initiates charitable (title 19) and other payment sources application process, if appropriate; provides relevant insurance/financial information to Social Services and home care institutions; acts as liaison between the patient/family and government agencies; may perform receptionist/triage duties; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Monday - Friday, 8:00 a.m. to 5:00 p.m., 60 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2017-592

Date Started: 1/20/2017

JobTitle: Patient Services Representative in Neag Comprehensive Cancer Center

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	21	4	17	2	9	1	3	0	5	1	0
TOTAL REJECTED APPLICANT	17	2	15	1	8	0	3	0	4	1	0
TOTAL QUAL. APPLICANT	4	2	2	1	1	1	0	0	1	0	0
TOTAL INTERVIEWED	2	1	1	0	1	1	0	0	0	0	0
NOT OFFERED POSITION	1	1	0	0	0	1	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

CT - Connecticut

CDT – Current Dental Terminology

ICD-10-CM - International Classification of Diseases 10th Edition- Clinical Modification

CPT – Current Procedural Terminology

HCPCS Level II – Healthcare Common Procedure Coding System Level 2

This position was posted on our UConn Health website.

The goal candidate, one (1) white male did not meet the minimum requirements because he did not have the required three (3) years of hospital/medical/ billing/insurance claims experience, and answered yes to being eligible for having coding certification, but did not provide details as instructed..

The goal candidate, one (1) white male was not interviewed because he did not have current experience (four years ago) with medical billing, and he did not have the preferred knowledge of ICD-10 codes.

The goal candidate, one (1) black male was interviewed and not selected because he did not have a medical coding certificate.

One (1) white female had three (3) years of medical billing claims experience from a multi-specialty group, experience applying correct ICD-10 and CPT codes, and current medical coding certification.

JOB OPPORTUNITY BULLETIN

As of Thursday, September 14, 2017

Department: Dental Financial Services

Job Title: Patient Svcs Representative

Recruiter: Pamela Rucker

Search Code: 2017-777

Date Posted: 1/30/2017

Posting Deadline: 2/6/2017

Purpose of Class:

At UConn Health this class is accountable for performing a full range of tasks in medical/dental billing, insurance claims and/or duties related to financial counseling.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of, and ability to interpret health center/dental/insurance billing procedures; knowledge of Federal, State and other patient financial assistive health programs; knowledge of the principles and techniques of interviewing; some knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; oral and written communication skills; organizational skills; computer skills; basic negotiation skills; record keeping ability; ability to interpret basic Dental/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:

General Experience:

Three (3) years of dental billing/insurance claims experience including Medicaid for dental procedures.

SUBSTITUTIONS ALLOWED:

Associates degree may be substituted for two (2) years of the general experience.

Preferred Experience:

Knowledge of dental terminology and CDT codes.

Previous billing experience in a dental office setting and working with the accounts receivable for both patient and insurance balances.

Experience determining covered procedures and explaining treatment plans to patients.

Thorough knowledge of Medicaid coverage for dental procedures and Medicaid prior authorization requirements for dental procedures.

Oral surgery and/or oral pathology Medical billing knowledge

Knowledge of ICD-10 coding for oral procedures

Bilingual Spanish/English speaking

EXAMPLES OF DUTIES:

Produces accurate and timely billing of patients in accordance with pre-established schedules; completes insurance, disability and compensation forms; interviews patients; counsels patients on billing procedures, compensation claims/disability claims; requests prior authorization for hospital care/payment; makes payments to insurance brokers for student insurance; answers patient and insurance inquiries; researches requests for patient information and prepares reports and correspondence; maintains records and files; reviews vouchers and monitors fees; collects fees for services and may make deposits; keeps records/files; performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements; initiates charitable (title 19) and other payment sources application process, if appropriate; provides relevant insurance/financial information to Social Services and home care institutions; acts as liaison between the patient/family and government agencies; may perform receptionist/triage duties; performs related duties as required.

Schedule : 40 hours per week, 8:00am - 5:00pm, Monday - Friday will with an hour unpaid meal break

** THERE WILL BE 2 EVENINGS PER MONTH WITH A SCHEDULE OF 10:30am - 7:30pm**

Full Time Equivalent Minimum Salary: \$45,531.00

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Req: 2017-777

Date Started: 3/31/2017

JobTitle: Patient Services Representatives in Dental Financial Services

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	87	11	76	3	35	2	24	4	16	2	1
TOTAL REJECTED APPLICANT	78	10	68	3	30	2	23	4	14	1	1
TOTAL QUAL. APPLICANT	9	1	8	0	5	0	1	0	2	1	0
TOTAL INTERVIEWED	3	0	3	0	2	0	0	0	1	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	2	0	0	0	0	0	0

Abbreviations in Posting:

CDT – Current Dental Terminology

ICD-10 – International Classification of Diseases 10th Edition

This position was posted on our UConn Health website.

The goal candidates, three (3) white males and two (2) black males did not meet the minimum requirements for the following reasons: Three (3) white males and one (1) black male had the allowable substitution, but did not have the required two (2) years of dental/billing/insurance claims experience including Medicaid for dental procedures. One (1) black male did not have the required three (3) years of dental/billing/insurance claims experience including Medicaid for dental procedures, or the allowable substitution.

Two (2) white females were selected. One (1) white female had twenty-five (25) years of experience working in the dental field, which included working with private dental insurance companies and Medicaid for verifications, claims, submissions, submitting prior authorizations to private insurance companies and Medicaid for dental procedures, submitting Medicaid Third Party Liability (TPL) claims processing Explanation of Benefits (EOB) and prior authorizations for dental procedures, determining and collecting accurate co-pays, deductibles, coverage, processing insurance denials, posting insurance payments, and obtaining payment for past due patient balances. She also has a clear understanding of the Medicaid guidelines for requirements and limitations for dental procedures and prior authorizations. One (1) white female had ten (10) years of experience working in the dental field, which included working with private dental insurance verifications, claims, submissions, obtaining private insurance prior authorizations determining and collecting accurate co-pays, deductibles, coverage, processing insurance denials, posting insurance payments, obtaining payment for past due patient balances, and submitting claims. A majority of her experience is also related to Medicaid for dental procedures including claims, submitting TPL claims, processing EOBs and prior authorizations. She also has a clear understanding of the Medicaid guidelines for requirements and limitations for dental procedures and prior authorizations.

JOB OPPORTUNITY BULLETIN

As of Thursday, September 14, 2017

Department: UMG-Surgery Module

Job Title: Patient Svcs Representative- Surgery,

Recruiter: Marisa Leone

Search Code: 2017-937

Date Posted: 3/13/2017

Posting Deadline: 3/20/2017

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in the billing and insurance claims of patients in a clinic module. This position is for Surgery - General, Plastics and Vascular and Urology.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of and ability to interpret health center/medicare/insurance billing procedures; knowledge of managed care precertification procedures and referrals; knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; excellent telephone technique; organizational skills; computer skills; ability to encourage cooperation of patients; record keeping ability.

EXPERIENCE AND TRAINING: Three (3) years of experience in a hospital billing/insurance setting. Substitution allowed: Associates degree and one (1) year experience in a hospital billing/insurance setting. Possession of knowledge, skills, abilities as stated above.

SPECIAL REQUIREMENTS: Extensive demonstrated knowledge of ICD/CPT coding. May be required to work in other areas of UMG and travel to satellite offices.

PREFERRED QUALIFICATIONS: IDXweb; billing/coding experience in an outpatient clinical office setting. NextGen superbill processing; experience with voucher tracking, TES edits and Physician templates.

EXAMPLES OF DUTIES: Produce accurate and timely billing of patients in accordance with pre-established schedules; completes insurance, disability and compensation forms; interview/counsel patients regarding insurance; may request prior authorizations for hospital care/payment; answer patient and insurance inquiries; research requests for patient information and prepare reports and correspondence; obtain insurance referrals; monitor list to keep referrals current; contact medical reviewers regarding patient medical information; triage duties; keep records/files; keep current on any insurance changes; perform related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break, must be flexible based on needs of the department.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2017-937

Date Started: 5/26/2017

JobTitle: Patient Services Representative – Surgery, Plastics, Vascular and Urolog

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	52	4	48	1	22	0	10	2	14	1	2
TOTAL REJECTED APPLICANT	43	2	41	0	17	0	9	2	13	0	2
TOTAL QUAL. APPLICANT	9	2	7	1	5	0	1	0	1	1	0
TOTAL INTERVIEWED	4	0	4	0	4	0	0	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

ICD/CPT – International Classification of Diseases/Current Procedural Terminology

UMG – UConn Medical Group

IDX – scheduling, billing, accounts receivable software

NextGen – electronic medical records

TES – Transaction Editing System

This position was posted on our UConn Health website.

The goal candidate, one (1) white male was not interviewed because he withdrew his application.

One (1) white female was selected. She had four (4) years of hospital billing/insurance setting with extensive knowledge of ICD/CPT coding, and the preferred qualifications of IDX and NextGen experience.

JOB OPPORTUNITY BULLETIN

As of Saturday, July 29, 2017

Department: Dental Clinics Adm

Job Title: Patient Svcs Representative

Recruiter: Pamela Rucker

Search Code: 2017-978

Date Posted: 3/24/2017

Posting Deadline: 3/31/2017

Purpose of Class :

At UConn Health this class is accountable for performing a full range of tasks in medical/dental billing, insurance claims and/or duties related to financial counseling.

*****THERE ARE 2 POSITIONS*****

SUPERVISION RECEIVED:

Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of, and ability to interpret health center/dental/insurance billing procedures; knowledge of Federal, State and other patient financial assistive health programs; knowledge of the principles and techniques of interviewing; some knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; oral and written communication skills; organizational skills; computer skills; basic negotiation skills; record keeping ability; ability to interpret basic Dental/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:

General Experience:

Three (3) years of dental billing/insurance claims experience including Medicaid for dental procedures.

SUBSTITUTIONS ALLOWED:

Associates degree may be substituted for two (2) years of the general experience.

Preferred Experience:

Knowledge of dental terminology and CDT codes.

Previous billing experience in a dental office setting and working with the accounts receivable for both patient and insurance balances.

Experience determining covered procedures and explaining treatment plans to patients.

Thorough knowledge of Medicaid coverage for dental procedures and Medicaid prior authorization requirements for dental procedures.

Oral surgery and/or oral pathology Medical billing knowledge

Knowledge of ICD-10 coding for oral procedures

Experience collecting copayments in a high volume practice

Bilingual Spanish/English speaking

EXAMPLES OF DUTIES:

Produces accurate and timely billing of patients in accordance with pre-established schedules; completes insurance, disability and compensation forms; interviews patients; counsels patients on billing procedures, compensation claims/disability claims; requests prior authorization for hospital care/payment; makes payments to insurance brokers for student insurance; answers patient and insurance inquiries; researches requests for patient information and prepares reports and correspondence; maintains records and files; reviews vouchers and monitors fees; collects fees for services and may make deposits; keeps records/files; performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements; initiates charitable (title 19) and other payment sources application process, if appropriate; provides relevant insurance/financial information to Social Services and home care institutions; acts as liaison between the patient/family and government agencies; may perform receptionist/triage duties; performs related duties as required.

Schedule : 40 hours per week, 8:00am - 5:00pm, Monday - Friday will with an hour unpaid meal break

** THERE WILL BE 2 EVENINGS PER MONTH WITH A SCHEDULE OF 10:30am - 7:30pm**

Full Time Equivalent Minimum Salary: \$45,531.00

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Req: 2017-978

Date Started: 5/26/2017

JobTitle: Patient Services Representatives in Dental Clinics Administration

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	79	4	75	2	33	0	16	2	23	0	3
TOTAL REJECTED APPLICANT	71	4	67	2	26	0	15	2	23	0	3
TOTAL QUAL. APPLICANT	8	0	8	0	7	0	1	0	0	0	0
TOTAL INTERVIEWED	5	0	5	0	5	0	0	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	2	0	0	0	0	0	0

Abbreviations in Posting:

CDT – Current Dental Terminology

ICD-10 – International Classification of Diseases 10th Edition

This position was posted on our UConn Health website.

The goal candidates, two (2) white males did not meet the minimum requirements because they did not have the required three (3) years of dental billing/insurance claims experience including Medicaid for dental procedures or the allowable substitution.

One (1) white female was selected and one (1) white female, part-time UConn Health employee was selected. One (1) white female had fifteen years of experience in the dental field which included dental/billing/insurance claims and ten (10) of those years included Medicaid for dental procedures. She also had the preferred knowledge of dental terminology and CDT codes; experience working with the account receivable for both patient and insurance balances; knowledge of Medicaid coverage for dental procedures and Medicaid prior authorization requirements for dental procedures related to Oral Surgery; and was bilingual Spanish/English speaking. One (1) white female had four (4) years of dental billing/insurance claims experience including Medicaid for dental procedures. She also had the preferred knowledge of dental terminology and CDT codes; previous billing experience in a dental office setting and working with the accounts receivable for both patient and insurance balances; experience determining covered procedures and explaining treatment plans to patients; thorough knowledge of Medicaid coverage for dental procedures; oral surgery and/or oral pathology Medical billing knowledge; knowledge of ICD-10 coding for oral procedures; and experience collecting co-payments in a high volume practice.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4C. Clerk

Goals

10 white males

4 black males

3 black females

1 AAIANHNPI male

Req: 2016-594

Date Started: 11/11/2016

JobTitle: Clerk in the Department of Dental Clinics Administration

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	188	33	155	16	83	10	36	7	27	0	9
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	187	33	154	16	82	10	36	7	27	0	9
TOTAL INTERVIEWED	2	0	2	0	1	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

One (1) black female was selected from the Reemployment list. She had contractual rights to this position.

Req: 2016-1019

Date Started: 8/5/2016

JobTitle: Clerk in Finance and Reporting

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	176	22	154	12	74	4	42	5	29	1	9
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	176	22	154	12	74	4	42	5	29	1	9
TOTAL INTERVIEWED	4	0	4	0	3	0	0	0	1	0	0
NOT OFFERED POSITION	3	0	3	0	2	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female was selected from the State Employee Bargaining Agent Coalition (SEBAC) list. She had contractual rights to this position.

Req: 2016-1080

Date Started: 9/16/2016

JobTitle: Clerk in the Department of Finance and Reporting

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	16	2	14	2	6	0	5	0	2	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	16	2	14	2	6	0	5	0	2	0	1
TOTAL INTERVIEWED	7	1	6	1	3	0	2	0	1	0	0
NOT OFFERED POSITION	5	1	4	1	2	0	1	0	1	0	0
OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

A goal candidate, one (1) black female was selected.

Req: 2017-138

Date Started: 9/30/2016

JobTitle: Clerk in the Department of Diagnostic Imaging and Therapeutics

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	255	35	220	18	119	11	55	6	40	0	6
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	255	35	220	18	119	11	55	6	40	0	6
TOTAL INTERVIEWED	4	1	3	1	1	0	2	0	0	0	0
NOT OFFERED POSITION	3	1	2	1	1	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

One (1) black female was selected from the State Employee Bargaining Agent Coalition (SEBAC) list. She had contractual rights to this position.

Req: 2017-190

Date Started: 8/19/2016

JobTitle: Clerk in Diagnostic Imaging and Therapeutics

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female was on the State Employee Bargaining Agent Coalition (SEBAC) list. She had contractual rights to this position.

JOB OPPORTUNITY BULLETIN

As of Thursday, September 14, 2017

Department: Diagnostic Imaging & Therapeutics

Job Title: Clerk

Recruiter: Marisa Leone

Search Code: 2017-379

Date Posted: 10/13/2016

Posting Deadline: 10/20/2016

Purpose of Class:

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Excellent interpersonal skills; ability to communicate verbally and in writing; ability to follow oral and written instructions; ability to operate computer terminal; knowledge of grammar, spelling, punctuation; ability to schedule and prioritize workflow; exemplary customer service skills.

EXPERIENCE AND TRAINING: Any experience and training that could reasonably be expected to provide knowledge, skills and abilities listed above. Possession of knowledge, skills, abilities as stated above.

PREFERRED QUALIFICATIONS: Knowledge and understanding of clerical/clinic requirements in a medical clinic office. Knowledge of medical terminology. Previous medical scheduling experience in a Radiology or hospital-based or outpatient setting. Experience with IDXWeb; scheduling; telephone triage.

EXAMPLES OF DUTIES: Function as member of the Diagnostic Imaging team by performing a full range of clerical tasks. Greet patients while performing check-in and check-out functions, collect and manage cash associated with co-pays and deductibles. Schedule, cancel and reschedule patient appointments. Answer phones, relay calls and take messages; schedule patient appointments; send out mailings, reminder cards and letters; keep records and files as needed; cancel and reschedule patient appointments; may order supplies as needed; for all locations duties may include maintaining the medical record; other related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, between the hours of 7:00am - 7:00pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$34,781

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Req: 2017-379

Date Started: 11/28/2016

JobTitle: Clerks in Diagnostic Imaging and Therapeutics

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	140	18	122	8	73	5	28	4	14	1	7
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	140	18	122	8	73	5	28	4	14	1	7
TOTAL INTERVIEWED	5	0	5	0	2	0	1	0	1	0	1
NOT OFFERED POSITION	3	0	3	0	1	0	1	0	0	0	1
OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	1	0	0	0	1	0	0

Abbreviations in Posting:

IDX – scheduling, billing, and accounts receivable software

This position was posted on our UConn Health website.

The goal candidates, eight (8) white males, five (5) black males, twenty-seven (27) black females, and one (1) AAIANHNPI male were not interviewed for the following reasons: Eight (8) white males, five (5) black males, twenty-six (26) black females, and one (1) AAIANHNPI male did not have the preferred qualifications of previous medical scheduling experience in a Radiology or hospital based or outpatient setting; experience with IDX. One (1) black female did not have experience with IDX.

The goal candidate, one (1) black female was interviewed and not selected because her experience in Radiology and IDX were over three (3) years ago.

One (1) white female and one (1) Hispanic female were selected. One (1) white female had been working in this position through a temporary agency for the past two (2) years. She had the knowledge and understanding of clerical/clinic requirements in a medical clinic office; knowledge of medical terminology; medical scheduling experience in Radiology; experience with IDX and all of our electronic systems, scheduling, telephone triage. One (1) Hispanic female was on the State Employee Bargaining Agent Coalition (SEBAC) list. She had contractual rights to this position.

JOB OPPORTUNITY BULLETIN

As of Friday, September 15, 2017

Department: Patient Access

Job Title: Clerk Typist

Recruiter: Noreen Logan

Search Code: 2017-401

Date Posted: 10/13/2016 **Posting Deadline:** 10/20/2016

Purpose of Class:

In a state agency, this class is accountable for performing a full range of general clerical functions including basic processing, reception, filing, record keeping, bookkeeping and typing. Two (2) positions available.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

EXPERIENCE AND TRAINING: General Experience: Six (6) months as a Typist or its equivalent; knowledge of medical terminology.

Substitution Allowed: Graduation from high school with coursework in typing.

PREFERRED REQUIREMENTS: Three (3) years of recent medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines; experience in a call center environment; five (5) years demonstrated customer service experience; knowledge of IDX systems.

SUPERVISION RECEIVED: Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

EXAMPLES OF DUTIES:

TYPING: Using a typewriter, personal computer and other electronic equipment types a variety of materials from rough copy or electronic recording device including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; enters and retrieves data on personal computers and computer terminals.

FILING: Maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information.

CORRESPONDENCE: Prepares and sends out standard form letters making minor revisions or additions.

REPORT WRITING: Compiles information from standard sources and prepares reports.

INTERPERSONAL: Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk).

PROCESSING: Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; does routine posting to ledgers, account books or other records; receives payments for licenses, bills, applications, fines and fees, etc.; prepares, totals and balances receipts; prepares cash transmittal/deposit slips; types and prepares purchase requisitions, orders or billing invoices according to established procedures; assists in or maintains inventory and orders supplies; performs related duties as required.

SCHEDULE: 40 hours per week; 11:30 am - 8:00 pm, Monday - Thursday; 8:00 am - 4:30 pm, Friday; 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$36,671

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Req: 2017-401

Date Started: 12/23/2016

JobTitle: Clerk Typists in Patient Access

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	120	16	104	6	57	6	26	2	16	2	5
TOTAL REJECTED APPLICANT	26	8	18	4	12	1	4	1	1	2	1
TOTAL QUAL. APPLICANT	94	8	86	2	45	5	22	1	15	0	4
TOTAL INTERVIEWED	4	0	4	0	2	0	1	0	1	0	0
NOT OFFERED POSITION	2	0	2	0	0	0	1	0	1	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	2	0	0	0	0	0	0

Abbreviations in Posting:

IDX – scheduling, billing, and accounts receivable software

This position was posted on our UConn Health website.

The goal candidates, four (4) white males, one (1) black male, four (4) black females, and two (2) AAIANHNPI males did not meet the minimum requirements of six (6) months as a Typist or its equivalent; knowledge of medical terminology, or the allowable substitution.

The goal candidates, two (2) white males, five (5) black males, and twenty-one (21) black females were not interviewed for the following reasons: Two (2) white males, five (5) black males, and seventeen (17) black females did not have the preferred requirement of three (3) years of recent medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines. One (1) black female did not respond to repeated requests to schedule an interview. Two (2) black females did not have the preferred three (3) years of recent medical office/hospital registration experience. One (1) black female does not have the preferred experience in a call center environment.

The goal candidate, one (1) black female was interviewed and not selected because we received a negative reference from her current employer.

Two (2) white female were selected. One (1) white female had been employed at Bristol Hospital since September 2015 as a Centralized Scheduling Specialist; had eleven (11) years of prior employment at a physician's office; medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines; experience in a call center environment. One (1) white female has been employed in our Patient Access Department as a student laborer since June 2014 where she has medical office/hospital registration experience, experience in a call center environment, and knowledge of IDX systems.

JOB OPPORTUNITY BULLETIN

As of Friday, September 15, 2017

Department: Finance and Reporting

Job Title: Clerk

Recruiter: Marisa Leone

Search Code: 2017-440

Date Posted: 10/25/2016

Posting Deadline: 11/1/2016

Purpose of Class:

This class is accountable for performing a full range of general clerical functions, including basic processing, reception, filing, record keeping and bookkeeping.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Excellent interpersonal skills; ability to communicate verbally and in writing; ability to follow oral and written instructions; ability to operate computer terminal; knowledge of grammar, spelling, punctuation; ability to schedule and prioritize workflow; exemplary customer service skills.

EXPERIENCE AND TRAINING: Any experience and training that could reasonably be expected to provide knowledge, skills and abilities listed above. Possession of knowledge, skills, abilities as stated above.

PREFERRED QUALIFICATIONS:

Current accounts payable experience with two or more years of data entry experience and knowledge of Husky and Banner computer systems.

EXAMPLES OF DUTIES:

1. **TYPING:** Enters and retrieves data on personal computers and computer terminals; types a variety of forms, cards, labels, envelopes, routine memos, etc.
2. **FILING:** Maintains logs; sets up and maintains records and files according to established procedures (e.g. alpha, numeric or chronological order); searches files for information.
3. **REPORT WRITING:** Compiles information from standard sources and prepares reports.
4. **INTERPERSONAL:** Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information or assistance over the telephone or in person (e.g. counter, reception/information desk).
5. **PROCESSING:** Copies and collates materials; prepares routine forms and correspondence making minor revisions and additions; receives, sorts and distributes mail; performs a variety of basic and repetitive processing tasks, e.g. sorts, numbers, codes and files materials, reviews materials for accuracy and completeness (ensures categorical information completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to senders or other work units; assists in or maintains inventory and orders supplies; performs related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8:30am - 5:00pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$34,781

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Req: 2017-440

Date Started: 12/9/2016

JobTitle: Clerks in Finance and Reporting

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	189	31	158	17	75	7	36	3	36	4	11
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	189	31	158	17	75	7	36	3	36	4	11
TOTAL INTERVIEWED	3	0	3	0	1	0	0	0	0	0	2
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	0	0	0	0	0	0	2
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	0	0	0	0	0	0	2

Abbreviations in Posting:

HuskyBuy – purchasing system

Banner – integrated human resources, information management, and accounting system

This position was posted on our UConn Health website.

The goal candidates, seventeen (17) white males, seven (7) black males, thirty-six (36) black females, and four (4) AAIANHNPI males were not interviewed for the following reasons: One (1) white male did not submit a complete application and he did not submit a resume. Fifteen (15) white males, six (6) black males, thirty-three (33) black females, and four (4) AAIANHNPI males did not have the preferred current (within a year) accounts payable experience. Individuals with accounts payable experience were then rated on the following: recent accounts payable, spreadsheet, and data entry experience. Applicants who scored 19.5 or higher were interviewed. One (1) white male's score was 12. One (1) black male's score was 18. One (1) black female's score was 13.5. One (1) black female's score was 15.75. One (1) black female's score was 14.

Two (2) AAIANHNPI females were selected. The interview scores were based upon experience working in an Accounts Payable Department; account software experience; data entry skills utilizing a keypad; attention to detail; resolving invoice disputes; conflict resolution skills; and ability to be an effective team player. One (1) AAIANHNPI female's total score was 21 and her interview score was 8. One (1) AAIANHNPI female scored 25.5 and had an interview score of 9.

JOB OPPORTUNITY BULLETIN

As of Friday, September 15, 2017

Department: CMHC-Bridgeport

Job Title: Clerk Typist - Functional Unit #6

Recruiter: Noreen Logan

Search Code: 2017-516

Date Posted: 11/18/2016 **Posting Deadline:** 11/25/2016

Purpose of Class:

In the Correctional Managed Health Care Program, this class is accountable for performing a wide variety of general clerical functions including basic processing, reception, filing, record keeping, bookkeeping and typing.

EXPERIENCE AND TRAINING: Six (6) months as a typist or its equivalent.

Substitution Allowed: Graduation from high school with coursework in typing.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials at a net speed of 40 wpm; basic interpersonal skill, basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

PREFERRED QUALIFICATION: Five plus (5+) years of clerical experience in a medical office environment or clerical experience in a correctional environment.

EXAMPLES OF DUTIES: Incumbents in this class type a variety of materials from rough copy or dictating machine, review and correct drafts for compliance with originals, enter and retrieve data on computer terminals; maintain logs; set up and maintain records and files according to established procedures; search files for information; send out standard form letters making minor revisions or additions; compile information from standard sources and prepare reports; answer phone, relay calls and take messages; handle routine requests for information; receive and direct visitors; perform a variety of basic processing tasks including mail distribution, verification of information, inventory control, ordering supplies, etc.; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may have exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 2:00 p.m. - 10:30 p.m., Mon. - Fri., 1/2 hr unpaid meal break. 80 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$36,671

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Req: 2017-516

Date Started: 4/17/2017

JobTitle: Clerk Typists – Functional Unit #6 in CMHC - Bridgeport

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	45	3	42	1	13	2	19	0	10	0	0
TOTAL REJECTED APPLICANT	10	2	8	0	2	2	5	0	1	0	0
TOTAL QUAL. APPLICANT	35	1	34	1	11	0	14	0	9	0	0
TOTAL INTERVIEWED	5	0	5	0	2	0	1	0	2	0	0
NOT OFFERED POSITION	3	0	3	0	1	0	1	0	1	0	0
OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	1	0	0	0	1	0	0

This position was posted on our UConn Health website.

The goal candidates, two (2) black males and five (5) black females did not meet the minimum requirements because they did not have the six (6) months as a typist or its equivalent or the allowable substitution.

The goal candidates, one (1) white male and thirteen (13) black females were not interviewed for the following reasons: One (1) white male and twelve (12) black females did not have the five plus (5+) years of clerical experience in a medical office environment or clerical experience in a correctional environment. One (1) black female's clerical experience in a medical office was over two (2) years ago.

The goal candidate, one (1) black female was interviewed and not selected because when asked about her skills with word processing, she stated she would need training because she did not have word processing skills.

One (1) white female and one (1) Hispanic female were selected. One (1) white female had nine (9) years of clerical experience in a medical office environment and had word processing skills. One (1) Hispanic female had fourteen (14) years of clerical experience in a medical office environment and had word processing skills.

JOB OPPORTUNITY BULLETIN

As of Friday, July 28, 2017

Department: Diagnostic Imaging & Therapeutics

Job Title: Clerk

Recruiter: Marisa Leone

Search Code: 2017-773

Date Posted: 1/30/2017

Posting Deadline: 2/6/2017

Purpose of Class:

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Excellent interpersonal skills; ability to communicate verbally and in writing; ability to follow oral and written instructions; ability to operate computer terminal; knowledge of grammar, spelling, punctuation; ability to schedule and prioritize workflow; exemplary customer service skills.

EXPERIENCE AND TRAINING: Any experience and training that could reasonably be expected to provide knowledge, skills and abilities listed above. Possession of knowledge, skills, abilities as stated above.

PREFERRED QUALIFICATIONS: Knowledge and understanding of clerical/clinic requirements in a medical clinic office. Knowledge of medical terminology. Previous medical scheduling experience in a Radiology or hospital-based or outpatient setting. Experience with IDXWeb; scheduling; telephone triage.

EXAMPLES OF DUTIES: Function as member of the Diagnostic Imaging team by performing a full range of clerical tasks. Greet patients while performing check-in and check-out functions, collect and manage cash associated with co-pays and deductibles. Schedule, cancel and reschedule patient appointments. Answer phones, relay calls and take messages; schedule patient appointments; send out mailings, reminder cards and letters; keep records and files as needed; cancel and reschedule patient appointments; may order supplies as needed; for all locations duties may include maintaining the medical record; other related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8:00a.m.- 4:30p.m.

FULL TIME EQUIVALENT MINIMUM SALARY: \$34,781

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Req: 2017-773

Date Started: 2/17/2017

JobTitle: Clerk in Diagnostic Imaging and Therapeutics

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	188	18	170	8	68	5	52	4	41	1	9
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	188	18	170	8	68	5	52	4	41	1	9
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviations in Posting:

IDXWeb – scheduling, billing, and accounts receivable software

This position was posted on our UConn Health website.

The goal candidates, eight (8) white males, five (5) black males, fifty-two (52) black females, and one (1) AAIANHNPI male were not interviewed for the following reasons: Eight (8) white males, four (4) black males, forty-eight (48) black females, and one (1) AAIANHNPI male did not have the preferred previous medical scheduling experience in a Radiology or hospital-based, or outpatient setting. One (1) black male and two (2) black females had the experience in Radiology but they did not have the preferred experience with IDXWeb. One (1) black female’s application contained errors and was not consistent with dates and positions listed on resume. One (1) black female’s resignation from UConn Health was not in good standing.

One (1) Hispanic female, part-time UConn Health employee was selected. She met all of the preferred qualifications of knowledge and understanding of clerical/clinic requirements in a medical clinic office; knowledge of medical terminology; previous medical scheduling experience in a Radiology or hospital-based or outpatient setting; experience with IDXWeb; scheduling; and telephone triage.

Req: 2017-788

Date Started: 2/3/2017

JobTitle: Clerk Typist – Functional Unit #3 in CMHC - Brooklyn
JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female was selected from the State Employee Bargaining Agent Coalition (SEBAC) list. She had contractual rights to this position.

Req: 2017-882

Date Started: 3/17/2017

JobTitle: Clerk in Diagnostic Imaging and Therapeutics

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	106	16	90	8	44	4	21	3	24	1	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	106	16	90	8	44	4	21	3	24	1	1
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female was selected from the State Employee Bargaining Agent Coalition (SEBAC) list. She had contractual rights to this position.

Req: 2017-886

Date Started: 3/31/2017

JobTitle: Clerk in Finance and Reporting

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	186	26	160	13	72	6	44	7	35	0	9
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	186	26	160	13	72	6	44	7	35	0	9
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

One (1) black female, part-time UConn Health employee, was selected. She was on the State Employee Bargaining Agent Coalition (SEBAC) list.

Req: 2017-996

Date Started: 6/23/2017

JobTitle: Clerks in Dental Clinics Administration

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	232	34	198	19	97	7	50	6	42	2	9
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	232	34	198	19	97	7	50	6	42	2	9
TOTAL INTERVIEWED	7	1	6	0	1	1	4	0	1	0	0
NOT OFFERED POSITION	5	1	4	0	1	1	2	0	1	0	0
OFFERED POSITION	2	0	2	0	0	0	2	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	0	0	2	0	0	0	0

The goal candidates, two (2) black females, part-time UConn Health employees, were selected.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4D. Secretarial/Clerical

Goals

6 white males

4 black males

1 Hispanic male

6 AAIANHNPI males

JOB OPPORTUNITY BULLETIN

As of Wednesday, April 5, 2017

Department: Call Center

Job Title: Telecom Operator

Recruiter: Pamela Rucker

Search Code: 2016-1109

Date Posted: 5/23/2016

Posting Deadline: 5/30/2016

Purpose of Class :

In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

*****THIS IS A FULL TIME FLOATER POSITION*****

SUPERVISION RECEIVED:

Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:

Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PHYSICAL REQUIREMENT:

A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS:

Call Center and/or medical office scheduling experience.

EXAMPLES OF DUTIES:

University of Connecticut Health Center, Call Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquires, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records.

WORKING CONDITIONS:

Incumbents of this class may be required to work in tiring positions for long periods of time.

SCHEDULE: 40 hours per week; generally Monday through Friday, 8am - 4:30pm, but must be available to work an 8 hour shift between the hours of 7:30am - 7:00pm

30 minute unpaid meal break.

There may be a possibility of expanding hours to 8:00pm.

Full Time Equivalent Minimum Salary \$37,736.00

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Req: 2016-1109

Date Started: 8/5/2016

JobTitle: Telecom Operator – Call Center

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	43	7	36	2	13	5	9	0	12	0	2
TOTAL REJECTED APPLICANT	15	4	11	2	5	2	3	0	2	0	1
TOTAL QUAL. APPLICANT	28	3	25	0	8	3	6	0	10	0	1
TOTAL INTERVIEWED	2	0	2	0	0	0	1	0	1	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

This position was posted on our UConn Health website.

The goal candidates, two (2) white males and two (2) black males did not meet the minimum experience and training which would be expected to provide the knowledge skill and abilities outlined. Specifically, they did not have experience to operate office and communications equipment because their experience was in the following fields, maintenance, food service, and human service.

The goal candidates, three (3) black males were not interviewed for the following reasons: Two (2) black males did not have the preferred experience in call center or medical office scheduling. One (1) black male did not have the preferred medical office scheduling experience.

One (1) black female was selected. She had experience working as a Telecom Operator in our Storrs multi-specialty medical office.

Req: 2016-1189

Date Started: 9/16/2016

JobTitle: Telecommunications Operator in the Department of Cardiology

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	16	3	13	1	7	1	3	1	3	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	15	3	12	1	6	1	3	1	3	0	0
TOTAL INTERVIEWED	4	1	3	0	1	1	0	0	2	0	0
NOT OFFERED POSITION	3	0	3	0	1	0	0	0	2	0	0
OFFERED POSITION	1	1	0	0	0	1	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	1	0	0	0	0	0

A goal candidate, one (1) black male was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, April 5, 2017

Department: Call Center

Job Title: Telecom Operator

Recruiter: Pamela Rucker

Search Code: 2017-071

Date Posted: 7/8/2016

Posting Deadline: 7/15/2016

Purpose of Class:

In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

*****THERE ARE 2 FULL TIME FLOATER POSITIONS*****

SUPERVISION RECEIVED:

Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:

Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PHYSICAL REQUIREMENT:

A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS:

Call Center and/or medical office scheduling experience.

EXAMPLES OF DUTIES:

UConn Health, Call Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records.

WORKING CONDITIONS:

Incumbents of this class may be required to work in tiring positions for long periods of time.

SCHEDULE: 40 hours per week; generally Monday through Friday, 8am - 4:30pm, but must be available to work an 8 hour shift between the hours of 7:30am - 7:00pm

30 minute unpaid meal break.

Flexibility may be needed with scheduling.

There may be a possibility of expanding hours to 7:00pm.

Full Time Equivalent Minimum Salary \$37,736.00

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Req: 2017-071

Date Started: 9/30/2016

JobTitle: Telecom Operators – Call Center

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	162	32	130	10	60	12	40	9	25	1	5
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	162	32	130	10	60	12	40	9	25	1	5
TOTAL INTERVIEWED	7	2	5	1	2	1	2	0	1	0	0
NOT OFFERED POSITION	3	1	2	0	1	1	0	0	1	0	0
OFFERED POSITION	4	1	3	1	1	0	2	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	3	1	2	1	0	0	2	0	0	0	0

This position was posted on our UConn Health website.

The goal candidates, nine (9) white males, eleven (11) black males, nine (9) Hispanic males, and one (1) AAIANHNPI male were not interviewed for the following reasons: Eight (8) white males, eleven (11) black males, eight (8) Hispanic males, and one (1) AAIANHNPI male did not have call center or medical office scheduling experience. One (1) white male was previously interviewed for a Telecom Operator position and his situational questions were not patient centered. One (1) Hispanic male's medical office scheduling experience was two (2) years and eight (8) months ago (not current), and he has not worked since January 2014.

The goal candidate, one (1) black male was interviewed and not selected because he does not have office scheduling experience and he was unsure how to handle a situational response question on an upset caller. He currently works in our Telecommunications Department as an Operator.

A goal candidate, one (1) white male and two (2) black females were selected. One (1) black female was a part-time UConn Health Telecom Operator who worked in our Call Center scheduling medical office visits, and her situational questions were patient centered. One (1) black female was currently working in a medical office, she had medical scheduling experience and her situational questions were patient centered.

JOB OPPORTUNITY BULLETIN

As of Thursday, March 30, 2017

Department: Rheumatology

Job Title: Telecom Operator

Recruiter: Marisa Leone

Search Code: 2017-207

Date Posted: 8/12/2016

Posting Deadline: 8/19/2016

Purpose of Class :

In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING: Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PREFERRED QUALIFICATIONS: Call Center and/or medical office scheduling experience.

SUPERVISION RECEIVED: Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

EXAMPLES OF DUTIES: University of Connecticut Health Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records; may operate a computer; may perform varied clerical, typing and statistical work; performs related duties as required.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$37,736

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Req: 2017-207

Date Started: 10/28/2016

JobTitle: Telecom Operators - Department of Rheumatology

JobGroup: 4D - SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	153	25	128	10	62	8	31	5	32	2	3
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	153	25	128	10	62	8	31	5	32	2	3
TOTAL INTERVIEWED	11	1	10	0	5	0	3	0	2	1	0
NOT OFFERED POSITION	9	1	8	0	4	0	2	0	2	1	0
OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	1	0	1	0	0	0	0

This position was posted on the UConn Health website.

The goal candidate, ten (10) white males, eight (8) black males, five (5) Hispanic males and one (1) AAIANHNPI male were not interviewed for the following reasons: ten (10) white male, seven (7) black males, four (4) Hispanic males, and one (1) AAIANHNPI male did not have the preferred qualifications of call center and/or medical office scheduling experience. Had difficulty understanding the continuity of one (1) black male's application because of the full time jobs overlapping. One (1) Hispanic male submitted an incomplete application.

One (1) AAIANHNPI male was interviewed and not selected because his experience was as a medical administrative assistant where his primary duties did not involve answering incoming calls. Each Telecom Operator takes approximately 130 calls per day.

One (1) white female and one (1) black female were selected. The white female had 1.7 years of direct experience in the centralized scheduling office at Bristol Hospital Specialty Group and 14.7 years of experience in the outpatient medical field, 1.7 of which in a call center environment. The black female had six (6) years of direct experience in medical/dental practices performing the duties of this position, in which three (3) of those years were in Rheumatology.

JOB OPPORTUNITY BULLETIN

As of Tuesday, April 11, 2017

Department: Public Safety Admin

Job Title: Telecommunication Dispatcher

Recruiter: Noreen Logan

Search Code: 2017-228

Date Posted: 8/18/2016

Posting Deadline: 8/24/2016

Purpose of Class:

At the University of Connecticut Health Center (UCHC), this class is accountable for providing a communications link between agency units and/or divisions, other public safety agencies and the public.

SUPERVISION RECEIVED:

Works under the general supervision of a Police Lieutenant, Master Sergeant, Sergeant or Shift Officer-In-Command (OIC).

EXAMPLES OF DUTIES:

Receives, transmits and relays police, fire, medical and other emergency information to and from appropriate personnel; provides appropriate dispatch responses to calls such as: traffic accidents and injuries on state property and police, fire and medical emergencies; determines and evaluates emergency or non-emergency situations, prioritizes and takes appropriate action including interpreting and relaying information to offsite personnel; operates communications equipment such as: computer, radio, telephone and related communications equipment; operates computer assisted dispatch (CAD), National Crime Information Center (NCIC) and Connecticut On-Line Law Enforcement Communications Teleprocessing (COLLECT) systems; operates VOTER system to determine radio transmission capability; monitors various cameras and alarm systems within the agency complex; logs communications received during shift and maintains records for purpose of ready identification; advises other agencies on incidents of special concern; contacts and may coordinate with agency units and/or outside agencies such as: State Police and local public safety agencies; independently responds to calls from the general public and refers to appropriate personnel; may monitor other state and local police, fire and medical radio frequencies; may perform varied clerical and statistical work; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of and ability to operate and monitor communications equipment; knowledge of terminology and coding used in radio communications; knowledge of and ability to interpret and apply state and federal laws, statutes, regulations and procedural guidelines relating to communications; interpersonal skills; computer keyboarding skills; ability to listen and communicate calmly, effectively and courteously in emergency and non-emergency situations; ability to speak proper English and enunciate clearly; ability to function and react calmly, effectively and efficiently under stress; ability to think and act quickly in emergency situations with judgment and discretion; ability to exercise discretion in handling confidential information; ability to follow oral and written instructions; ability to maintain records.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of experience in public safety dispatching and operation of communication equipment.

SPECIAL REQUIREMENTS:

Applicants must appear on the current CT state exam list for Telecommunications Dispatcher or be currently employed by a CT State Agency in the classification of Telecommunications Dispatcher.

Incumbents in this class may be required to receive within three (3) months of appointment and retain certification in NCIC and COLLECT systems.

Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.

May be subject to be mandated as department staffing needs dictate

CHARACTER REQUIREMENT:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS:

Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity to perform all the duties of the class.

Applicants will be required to pass a physical examination.

WORKING CONDITIONS:

Incumbents in this class may be required to work in tiring positions for long periods of time.

SCHEDULE: 2nd shift (3:00 pm to 11:00 pm) or 3rd shift (11:00 pm to 7:00 am), 8 hour shifts

FULL TIME EQUIVALENT MINIMUM SALARY: \$44,601

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-228

Date Started: 11/14/2016

JobTitle: Telecommunication Dispatcher in the Department of Public Safety Administration

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	16	7	9	4	3	2	4	1	1	0	1
TOTAL REJECTED APPLICANT	15	7	8	4	2	2	4	1	1	0	1
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on our UConn Health website, letters were sent to State Employee Bargaining Agent Coalition (SEBAC) candidates and letters were sent to individuals on the State of Connecticut Telecommunication Dispatcher Examination List.

The goal candidates, four (4) white males, two (2) black males, and one (1) Hispanic male did not meet the minimum requirements because they were not currently appearing on the Connecticut (CT) State Examination list for Telecommunications Dispatcher or currently employed by a CT State Agency in the classification of Telecommunication Dispatcher.

One (1) white female was selected. She was on the current CT State Examination list for Telecommunication Dispatcher and had the required minimum one year of experience in safety dispatching and operation of communication equipment.

Req: 2017-231

Date Started: 10/14/2016

JobTitle: Executive Assistant - Department of Child and Family Studies

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	174	15	159	9	105	3	26	1	22	2	6
TOTAL REJECTED APPLICANT	173	15	158	9	105	3	26	1	21	2	6
TOTAL QUAL. APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviations in Posting:

MS – Microsoft

TA’s – travel arrangements

This position was posted on our UConn Health website.

The goal candidates, nine (9) white males, three (3) black males, one (1) Hispanic male, and two (2) AAIANHNPI males did not meet the minimum requirements because they did not have the special experience of knowledge of telecommunications software, web conferencing platforms such as go to meeting, skype, wiggio, zoom; experience with federal and state grant funded programs that serve persons with disabilities; and experience working with persons with disabilities.

One (1) Hispanic female was selected. She had six (6) years of Administrative Assistant experience and the special experience of proficiency in MS Word, Excel, Outlook, Endnote, and PowerPoint; experience with telecommunications software, web conferencing platforms such as go to meeting, skype, wiggio, zoom; experience with federal and state grant funded programs that serve persons with disabilities; experience working with persons with disabilities.

JOB OPPORTUNITY BULLETIN

As of Wednesday, May 10, 2017

Department: Child&FamilyStudies

Job Title: Executive Assistant

Recruiter: Pamela Rucker

Search Code: 2017-231

Date Posted: 8/19/2016

Posting Deadline: 8/26/2016

Purpose of Class :

At UConn Health this grant funded position is accountable for independently performing a full range of administrative and/or program functions for an academic/clinical or administrative office. This position will act as an executive assistant for the Director of the A.J. Pappanikou Center for Excellence in Developmental Disabilities, Child and Family Studies Department.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of office administration and management; considerable knowledge of the department's policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; considerable oral and written communication skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of experience above the routine clerk level in office support or secretarial work.

Special Experience:

One (1) years of the General Experience must have been at a level comparable to Administrative Program Assistant 2. Demonstrated proficiency in MS Word, Excel, Outlook, Endnote and PowerPoint. Knowledge of telecommunications software, web conferencing platforms such as go to meeting, skype, wiggio, zoom. Experience with federal and state grant funded programs that serve persons with disabilities. Experience working with persons with disabilities.

Preferred Experience:

Experience with conference organization and internet research. Experience with grant construction and management. Demonstrated strong typing and editing skills. Considerable experience in arranging and scheduling travel arrangements. Demonstrated ability to work under pressure.

Substitutions Allowed:

College training in the Secretarial Sciences may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months of experience to a maximum of two (2) years.

EXAMPLES OF DUTIES:

1) **OFFICE MANAGEMENT:** Plans office workflow and determines priorities; may schedule, assign, oversee and review work; establishes and maintains office procedures; provides staff training and assistance; may conduct or assist in conducting performance evaluations; assists in interviewing and hiring of support staff; processing faculty and Graduate Assistant paperwork and maintains and organizes files, manuals and reference materials.

2) **REPORT WRITING:** Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgement in the items to be included.

3) **CORRESPONDENCE:** Composes complex correspondence for own or supervisors signature.

4) **INTERPERSONAL:** Acts as liaison with faculty, agencies and outside officials regarding unit policies and procedures; acts as a resource to staff; acts for department head by interpreting established policies and procedures; troubleshoots by relieving supervisor of as much administrative detail as possible. Acts for and regularly makes decisions in the supervisors absence within prescribed limits of authority.

5) **PERSONAL ASSISTANT:** Arranges and coordinates meetings for international organizations; researches, assembles and coordinates meeting materials; makes complex travel arrangements; coordinates faculty appointment and promotion procedures; maintains calendars; compile national data entries for Director on a daily basis; gathers information for Director as needed; assists in arranging conferences and trainings; including such things as general; planning, catering, GuestTA's and assists in coordinating off-site and on-site meeting logistics.

6) **TYPING/EDITING:** Typing/editing/processing manuscripts for journal articles and book chapters; prepare materials for grants and presentations; format reports including Center's Annual Report; using Endnote with speed and accuracy to help edit and format articles and manuscripts; correspondence with authors for journal entries and supports journal editing assignments using web based system.

Performs related duties as required.

Schedule: 40 hours per week, Monday - Friday, 8:00am - 4:30pm with a 30 minute unpaid mealbreak

Full Time Equivalent Minimum Salary \$57,595.00

****GRANT FUNDED POSITION*****

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JOB OPPORTUNITY BULLETIN

As of Tuesday, April 11, 2017

Department: Call Center

Job Title: Telecom Operator

Recruiter: Pamela Rucker

Search Code: 2017-257

Date Posted: 8/26/2016

Posting Deadline: 9/2/2016

Purpose of Class :

In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

*****THIS IS A FULL TIME FLOATER POSITION*****

SUPERVISION RECEIVED:

Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:

Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PHYSICAL REQUIREMENT:

A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS:

Call Center and/or medical office scheduling experience.

EXAMPLES OF DUTIES:

UConn Health, Call Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records.

WORKING CONDITIONS:

Incumbents of this class may be required to work in tiring positions for long periods of time.

SCHEDULE: 40 hours per week; generally Monday through Friday, 8am - 4:30pm, but must be available to work an 8 hour shift between the hours of 7:30am - 7:00pm

30 minute unpaid meal break.

Flexibility may be needed with scheduling.

There may be a possibility of expanding hours to 8:00pm.

Full Time Equivalent Minimum Salary \$37,736.00

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Req: 2017-257

Date Started: 10/14/2016

JobTitle: Telecom Operators in the Call Center

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	107	11	96	3	36	6	24	1	32	1	4
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	107	11	96	3	36	6	24	1	32	1	4
TOTAL INTERVIEWED	3	0	3	0	2	0	0	0	1	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	1	0	0	0	1	0	0

This position was posted on the UConn Health website.

The goal candidates, three (3) white males, six (6) black males, one (1) Hispanic male and one (1) AAIANHNPI male were not interviewed for the following reasons: Two (2) white males, five (5) black males, and one (1) Hispanic male did not have the preferred qualifications of call center or medical office scheduling experience. One (1) white male was previously interviewed for a Telecom Operator position and his situational questions were not patient centered. Had difficulty understanding the continuity of one (1) black male's application because of the full time jobs overlapping. One (1) AAIANHNPI male's application contained grammatical errors.

One (1) white female and one (1) Hispanic female part-time UConn Health employee were selected. The white female for the past year had been working in UConn Health primary care and geriatrics as a special payroll employee where she had medical office scheduling experience. The Hispanic female was a part-time UConn Health Telecom Operator working in our Call Center performing the duties of this position.

JOB OPPORTUNITY BULLETIN

As of Saturday, September 9, 2017

Department: Psychiatric Clinic

Job Title: Telecom Operator

Recruiter: Marisa Leone

Search Code: 2017-341

Date Posted: 9/26/2016

Posting Deadline: 10/3/2016

Purpose of Class:

In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications. This position is for JDH Psychiatry Outpatient Services.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING: Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PREFERRED QUALIFICATIONS: Medical office scheduling experience, preferably in an outpatient psychiatry clinic

SUPERVISION RECEIVED: Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

EXAMPLES OF DUTIES: University of Connecticut Health Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records; may operate a computer; may perform varied clerical, typing and statistical work; performs related duties as required.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 5pm, may need to work Monday or Tuesday evening until 7:30pm; 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$ 37,736

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Req: 2017-341

Date Started: 11/28/2016

JobTitle: Telecom Operator in Psychiatric Clinic

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	53	5	48	4	20	1	13	0	14	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	53	5	48	4	20	1	13	0	14	0	1
TOTAL INTERVIEWED	8	0	8	0	3	0	2	0	2	0	1
NOT OFFERED POSITION	7	0	7	0	2	0	2	0	2	0	1
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

JDH – John Dempsey Hospital

This position was posted on our UConn Health website.

The goal candidates, four (4) white males and one (1) black male were not interviewed because they did not have any medical office experience.

One (1) white female was selected. She had twelve (12) years of ambulatory healthcare experience working with the chronically ill psychiatry population.

JOB OPPORTUNITY BULLETIN

As of Wednesday, April 19, 2017

Department: Budget and Data Analytics

Job Title: Fiscal Assistant

Recruiter: Marisa Leone

Search Code: 2017-388

Date Posted: 10/7/2016

Posting Deadline: 10/14/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing tasks in the setup/monitoring of departmental expenses, preparation of statistical and financial reports or other bookkeeping and record-keeping functions.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of basic bookkeeping, accounting and financial record keeping procedures; knowledge of general office procedures; skill in performing arithmetic computations; oral and written communication skills; interpersonal skills; ability to operate a variety of office equipment which may include word processors, computer terminals, typewriters, calculating machines, etc.

EDUCATION AND TRAINING:

General Experience:

Two (2) years relevant experience in accounting, financial record keeping, or bookkeeping. Demonstrated experience with MS Office (Excel, Word, Outlook). Associate degree in accounting or relevant field may be substituted for the general experience.

PREFERRED QUALIFICATIONS: Experience with Banner/Husky Buy.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of a higher rank.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:

Establishes/maintains bookkeeping systems, cash journals, ledgers, and other financial records; monitors accounts; verifies discrepancies; prepares reports and correspondence; acquires cost information from vendors; researches/resolves vendor payment problems; maintains records and files; may assist in budget preparation; may deposit checks; compiles, acts as liaison with auditors; performs internal audits on late charge review, billing, productivity, rebilling, patient inquiries, collections; initiates paper work for money being spent (purchasing, hiring); provides salary/cost projections for grants; coordinates integration of budget categories between projects; performs clerical duties; works on special projects; performs related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,929

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-388

Date Started: 12/9/2016

JobTitle: Fiscal Assistant in the Budget and Data Analytics

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	69	24	45	16	25	2	12	4	5	2	3
TOTAL REJECTED APPLICANT	23	7	16	2	7	1	6	3	3	1	0
TOTAL QUAL. APPLICANT	46	17	29	14	18	1	6	1	2	1	3
TOTAL INTERVIEWED	6	1	5	1	3	0	1	0	0	0	1
NOT OFFERED POSITION	5	1	4	1	2	0	1	0	0	0	1
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on our UConn Health website.

The goal candidates two (2) white males, one (1) black male, three (3) Hispanic males, and one (1) AAIANHNPI male did not meet the minimum qualifications for the following reasons: We were unable to determine the qualifications of one (1) white male because he submitted an incomplete application. One (1) black male did not have the required experience in accounting, financial record keeping, or the allowable substitution of an Associate degree in accounting or relevant field. One (1) white male, three (3) Hispanic males and one (1) AAIANHNPI did not have the required two (2) years of relevant experience in accounting, financial record keeping, or bookkeeping, or the allowable substitution of an Associate degree in accounting or relevant field.

The goal candidates, thirteen (13) white males, one (1) black male, one (1) Hispanic male, and one (1) AAIANHNPI were not interviewed for the following reasons: Eight (8) white males, and one (1) Hispanic male had the allowable substitution, but they did not have experience in accounting, financial record keeping or bookkeeping. One (1) white male's last accounting experience dated back to 2012 and the dates on his resume and application did not match. One (1) white male was not a citizen and UConn Health was unable to sponsor at this level. One (1) white male had three (3) jobs since 2013. Two (2) white males have not worked in the accounting field since 2008. Since 2008 one (1) black male's experience has been as an Assistant Vice President and Vice President managing the day to day operations associated with risk ratings, control assessments, preparation activities for audits and examinations. This experience was irrelevant to our position. In his current position one (1) AAIANHNPI had only been working five (5) hours per week in an accounting position relevant to this position.

A goal candidate, one (1) white male was interviewed and not selected because he did not have experience in both accounts payable and receivable. He currently works as a Fiscal Assistant at UConn Health in Accounts Payable.

One (1) white female was selected. She met the minimum requirements with eight (8) years of accounting experience in both accounts payable and receivable.

JOB OPPORTUNITY BULLETIN

As of Saturday, September 9, 2017

Department: Information Technology

Job Title: Executive Assistant

Recruiter: Pamela Rucker

Search Code: 2017-443

Date Posted: 10/31/2016 **Posting Deadline:** 11/7/2016

Purpose of Class:

At UConn Health this position will be responsible for supporting a full range of administrative, financial and HR functions for the HealthONE project team, which consists of 100+ UConn Health employees/consultants plus 50+ Epic Consultants in a high volume, fast paced environment.

SUPERVISION RECEIVED:

Works under the supervision of the AVP, UConn HealthONE.

SUPERVISION EXERCISED:

May lead/supervise lower employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of office administration and management; considerable knowledge of the department's policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; considerable oral and written communication skills; ability to operate office equipment; ability to utilize computer applications. Some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of experience above the routine clerk level in office support or secretarial work.

Special Experience:

One (1) years of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

Experience with Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint

Demonstrated attention to detail.

Preferred Experience:

Basic knowledge of Visio and Project.

Strong Knowledge of SharePoint site administration.

Strong Knowledge of HuskyBuy (SCIQUEST) procurement system.

Experience training/managing temp assistant staff.

Knowledge of UConn Health processes and policies.

Substitutions Allowed:

College training in the Secretarial Sciences may be substituted for the General Experience on the basis of 15 semester hours equaling six (6) months of experience to a maximum of two (2) years.

EXAMPLES OF DUTIES:

1) **OFFICE MANAGEMENT:** Plans office workflow and determines priorities; may schedule, assign, oversee and review work; establishes and maintains office procedures; provides staff training and assistance; may conduct or assist in conducting performance evaluations; assists in interviewing and hiring of support staff.

2) **REPORT WRITING:** Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgement in the items to be included.

3) **CORRESPONDENCE:** Composes complex correspondence for own or supervisors signature.

4) **INTERPERSONAL:** Acts as liaison with faculty, agencies and outside officials regarding unit policies and procedures; acts as a resource to staff; acts for department head by interpreting established policies and procedures; troubleshoots by relieving supervisor of as much administrative detail as possible. Acts for and regularly makes decisions in the supervisors absence within prescribed limits of authority.

5) **PERSONAL ASSISTANT:** Arranges and coordinates meetings for international organizations; researches, assembles and coordinates meeting materials; makes complex travel arrangements; coordinates faculty appointment and promotion procedures; maintains calendars.

Performs related duties as required.

Schedule: 40 hrs per week, Mon- Fri, 8:00am - 5:00pm with a 30 minute unpaid mealbreak

Full Time Equivalent Minimum Salary: \$57,595.00

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-443

Date Started: 2/17/2017

JobTitle: Executive Assistant in Information Technology

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	133	11	122	5	82	2	18	2	15	2	7
TOTAL REJECTED APPLICANT	98	11	87	5	59	2	14	2	8	2	6
TOTAL QUAL. APPLICANT	35	0	35	0	23	0	4	0	7	0	1
TOTAL INTERVIEWED	4	0	4	0	2	0	0	0	2	0	0
NOT OFFERED POSITION	3	0	3	0	1	0	0	0	2	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

HR – Human Resources

HealthOne – electronic medical records system

Epic – electronic medical records system

AVP – Assistant Vice President

This position was posted on our UConn Health website.

The goal candidates, five (5) white males, two (2) black males, two (2) Hispanic males, and two (2) AAIANHNPI males did not meet the minimum requirements for the following reasons: Four (4) white males, one (1) black male, one (1) Hispanic male, and two (2) AAIANHNPI males did not have the required four (4) years of experience above routine clerk level in office support or secretarial work nor the allowable substitution. One (1) white male did not have the required special experience with Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint. One (1) black male and one (1) Hispanic male did not have the required four (4) years of experience above routine clerk level in office support or secretarial work nor the special experience of one (1) year of the general experience at a level comparable to an Administrative Program Assistant 2.

One (1) white female was selected. She had nine (9) years of experience comparable to Administrative Program Assistant 2 level, experience with Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint, and the preferred experience training/managing staff. She also had knowledge of electronic medical records systems, healthcare concepts and terminology.

JOB OPPORTUNITY BULLETIN

As of Saturday, September 9, 2017

Department: Neag Comp Cancer Center

Job Title: Telecommunications Operator

Recruiter: Donna Seklecki

Search Code: 2017-633

Date Posted: 12/19/2016

Posting Deadline: 12/25/2016

Purpose of Class:

In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications. This position will work in the Neag Comprehensive Cancer Center at UConn Health.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING: Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS: Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays. Incumbents in this class may be required to receive certification as a Tele communicator within one (1) year of appointment.

PREFERRED QUALIFICATIONS: Experience in a high volume clinical office or hospital call center. Bilingual-Spanish.

PHYSICAL REQUIREMENT: A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

WORKING CONDITIONS: Incumbents of this class may be required to work in tiring positions for long periods of time.

SUPERVISION RECEIVED: Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

EXAMPLES OF DUTIES: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records; may operate a computer; may perform varied clerical, typing and statistical work; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Monday - Friday, flexibility required to work eight (8) hour shifts between the hours of 7:45 a.m. to 4:30 p.m., minor holidays are required, 30-minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$37,736

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-633

Date Started: 3/31/2017

JobTitle: Telecom Operator in Neag Comprehensive Cancer Center

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	64	19	45	9	18	6	14	3	12	1	1
TOTAL REJECTED APPLICANT	1	1	0	0	0	1	0	0	0	0	0
TOTAL QUAL. APPLICANT	63	18	45	9	18	5	14	3	12	1	1
TOTAL INTERVIEWED	2	0	2	0	1	0	1	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

This position was posted on our UConn Health website.

The goal candidate, one (1) black male did not meet the minimum requirements because he did not have the ability to operate office and communications equipment.

The goal candidates, nine (9) white males, five (5) black males, three (3) Hispanic males, and one (1) AAIANHNPI male were not interviewed because they did not have the preferred experience in a high volume clinical office or hospital call center.

One (1) black female was selected. She had two (2) years of the preferred experience in a high volume clinical office.

JOB OPPORTUNITY BULLETIN

As of Saturday, September 9, 2017

Department: Call Center

Job Title: Telecom Operator

Recruiter: Pamela Rucker

Search Code: 2017-730

Date Posted: 1/17/2017

Posting Deadline: 1/24/2017

Purpose of Class:

In a state agency, institution or facility communications unit or security office this class is accountable for transmitting and receiving radio and/or telephone communications.

*****THERE ARE TWO FULL TIME FLOATER POSITIONS*****

SUPERVISION RECEIVED:

Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Interpersonal skills; oral and written communication skills; ability to speak proper English and to enunciate clearly; ability to operate office and communications equipment; ability to follow written and oral instructions; ability to think and act quickly in emergency situations with judgment and discretion; ability to maintain records.

EXPERIENCE AND TRAINING:

Any experience and training which would be expected to provide the knowledge, skill and abilities outlined above.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to work a schedule that includes weekends, evenings and holidays.
2. Incumbents in this class may be required to receive certification as a Telecommunicator within one (1) year of appointment.

PHYSICAL REQUIREMENT:

A physical examination may be required by the appointing authority. Applicants must possess normal hearing.

PREFERRED QUALIFICATIONS:

Call Center and/or medical office scheduling experience.

EXAMPLES OF DUTIES:

UConn Health, Call Center: Responds to telephone inquiries, determines caller's need, and communicates need to appropriate individual, medical staff or provider; obtains patient information and verifies accuracy of system data; documents telephone inquiries, complaints, conversations and action taken; schedules appointments and sends out appointment letters; calls patients for scheduled appointments and instructs patient in any necessary preparations; responds to correspondence and handle request as needed; maintains records.

WORKING CONDITIONS:

Incumbents of this class may be required to work in tiring positions for long periods of time.

SCHEDULE: 40 hours per week; generally Monday through Friday, 8:00am - 4:30pm, but must be available to work an 8 hour shift between the hours of 7:30am - 7:00pm
30 minute unpaid meal break.

Flexibility may be needed with scheduling.

There may be a possibility of expanding hours to 8:00pm.

Full Time Equivalent Minimum Salary \$37,736.00

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Req: 2017-730

Date Started: 3/31/2017

JobTitle: Telecom Operators in Call Center

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	134	29	105	20	48	1	29	6	26	2	2
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	134	29	105	20	48	1	29	6	26	2	2
TOTAL INTERVIEWED	13	3	10	2	5	0	2	0	3	1	0
NOT OFFERED POSITION	7	1	6	1	3	0	1	0	2	0	0
OFFERED POSITION	6	2	4	1	2	0	1	0	1	1	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	6	2	4	1	2	0	1	0	1	1	0

These positions were posted on our UConn Health website.

The goal candidates, eighteen (18) white males were not interviewed, one (1) black male, six (6) Hispanic males, and one (1) AAIANHNPI male were not interviewed because they did not have appointment scheduling experience.

The goal candidate, one (1) white male was interviewed and not selected because his attendance last year on his evaluation was rated fair because he had six (6) occurrences. Need a reliable employee with good attendance.

Goal candidates, one (1) white male and one (1) AAIANHNPI male were selected.

Two (2) white females, one (1) black female, and one (1) Hispanic female were also selected. One (1) white female had thirteen (13) years of experience in a call center with heavy phone volume (100 phone calls a day), and previous appointment scheduling experience. One (1) white female had nine (9) years of medical office scheduling experience. One (1) black female had three (3) years of medical office scheduling. One (1) Hispanic female had four (4) years of medical office scheduling experience.

Req: 2017-799

Date Started: 5/12/2017

JobTitle: Administrative Fiscal Assistant in Student Services Center

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	159	26	133	19	71	3	31	2	21	2	10
TOTAL REJECTED APPLICANT	127	20	107	14	52	3	26	2	21	1	8
TOTAL QUAL. APPLICANT	32	6	26	5	19	0	5	0	0	1	2
TOTAL INTERVIEWED	6	2	4	2	4	0	0	0	0	0	0
NOT OFFERED POSITION	5	1	4	1	4	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected.

Req: 2017-970

Date Started: 3/31/2017

JobTitle: Secretary 1 – Functional Unit #3 in CMHC-Corrigan/Radgowski

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female was selected from the State Employee Bargaining Agent Coalition (SEBAC) list. She had contractual rights to this position.

4D. (Secretarial/Clerical) Hires – Part Time to Full Time – Adjusted Work Schedule

**Executive Assistant
(Office of Corporate Compliance)**

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4E Administrative Program Assistant 1

Goals

1 Hispanic female

1 AAIANHNPI male

4E. Administrative Program Assistant 1

No hiring activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4F Admin Program Asst 2

Goals

1 white male

4 black females

1 Hispanic male

3 Hispanic females

Req: 2016-1211

Date Started: 9/2/2016

JobTitle: Administrative Program Assistant 2 in the Department of Academic Affairs - Medicine
JobGroup: 4F-ADMIN PROGRAM ASSISTANT 2

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	BF	HM	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	135	13	122	7	74	3	29	2	15	1	4
TOTAL REJECTED APPLICANT	35	2	33	1	21	1	8	0	4	0	0
TOTAL QUAL. APPLICANT	100	11	89	6	53	2	21	2	11	1	4
TOTAL INTERVIEWED	5	0	5	0	2	0	1	0	1	0	1
NOT OFFERED POSITION	4	0	4	0	2	0	1	0	0	0	1
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

A goal candidate, one (1) Hispanic female was selected.

Req: 2017-478

Date Started: 1/6/2017

JobTitle: Administrative Program Assistant 2 in Musculoskeletal Signature Program

JobGroup: 4F-ADMIN PROGRAM ASSISTANT 2

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	BF	HM	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	20	2	18	2	12	0	3	0	3	0	0
TOTAL REJECTED APPLICANT	10	0	10	0	9	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	10	2	8	2	3	0	3	0	2	0	0
TOTAL INTERVIEWED	3	1	2	1	0	0	1	0	1	0	0
NOT OFFERED POSITION	2	1	1	1	0	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

A goal candidate, one (1) Hispanic female, part-time UConn Health employee was selected.

4F. (Administrative Program Assistant 2) Hires – Part Time to Full Time – Adjusted Work Schedule

**Administrative Program Assistant 2
(Health Marketing & Multimedia Services)**

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

**Administrative Program Assistant 2
(Emergency Medicine)**

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Secretarial/Clerical

4G Clinic Office Assistant

Goals

4 white males

1 black male

1 Hispanic male

1 Hispanic female

2 AAIANHNPI males

JOB OPPORTUNITY BULLETIN

As of Sunday, September 10, 2017

Department: UMG-Orthopaedics Module

Job Title: Clinic Office Assistant

Recruiter: Marisa Leone

Search Code: 2017-468

Date Posted: 11/15/2016 **Posting Deadline:** 11/15/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of administrative tasks in the scheduling, record keeping and billing services to patients. This position will float within UMG Orthopaedics.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of relevant experience in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Must have experience scheduling medical appointments.

SPECIAL REQUIREMENTS: Will float to off-site offices for coverage as needed.

PREFERRED: Previous experience in medical outpatient/surgical setting; Ortho experience; IDX, NextGen, ICD/CPT coding, surgical scheduling experience; bilingual/spanish.

EXAMPLE OF DUTIES: This position is a float position within Orthopaedics. Acts as triage/receptionist for incoming patients and telephone calls; schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments; perform secretarial duties; keeps records/files; prepares reports/correspondence; transcribes MD orders; acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Req: 2017-468

Date Started: 12/9/2016

JobTitle: Clinic Office Assistant in Orthopedics

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	HF	AM	<i>AF</i>
TOTAL APPLICANTS	43	1	42	1	22	0	8	0	11	0	1
TOTAL REJECTED APPLICANT	3	0	3	0	1	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	40	1	39	1	21	0	7	0	10	0	1
TOTAL INTERVIEWED	2	0	2	0	1	0	0	0	1	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

UMG – UConn Medical Group

IDX – scheduling, billing, accounts receivable software

NextGen – electronic medical record

ICD/CPT – International Classification of Diseases/Current Procedural Terminology

MD – Doctor of Medicine

This position was posted on our UConn Health website.

The goal candidate, one (1) Hispanic female did not meet the minimum requirements of two (2) years of relevant experience in a medical setting or the allowable substitution.

The goal candidates, one (1) white male and nine (9) Hispanic females were not interviewed because they were not University Health Professional (UHP) union members with contractual rights to be interviewed and they did not have the preferred experiences with Orthopedics and surgical scheduling experience.

The goal candidate, one (1) Hispanic female, UHP union member, was interviewed and not selected because she did not have the preferred orthopedic experience and surgical scheduling experience.

One (1) white female was selected. She had three (3) years of orthopedic surgical scheduling experience.

Req: 2017-644

Date Started: 3/3/2017

JobTitle: Clinic Office Assistant in Neag Comprehensive Cancer Center
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	HF	AM	<i>AF</i>
TOTAL APPLICANTS	31	1	30	1	19	0	6	0	4	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	30	1	29	1	18	0	6	0	4	0	1
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female had recall rights, per contractual bargaining unit contract, to this position.

JOB OPPORTUNITY BULLETIN

As of Monday, September 11, 2017

Department: Diagnostic Imaging & Therapeutics	Job Title: Clinic Office Assistant		
Recruiter: Marisa Leone	Search Code: 2017-1112	Date Posted:	Posting Deadline: 5/15/2017

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of administrative tasks in the scheduling, record keeping and billing services to patients.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of relevant experience in a medical setting scheduling appointments. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above.

PREFERRED: Previous experience in an out patient office practice setting. Experience with web-IDX.

EXAMPLES OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls; schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments; perform secretarial duties; keeps records/files; prepares reports/correspondence; transcribes MD orders; acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, 8am - 4:30pm or 8:30am - 5pm, some flexibility required, weekends, holidays; 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Req: 2017-1112

Date Started: 6/23/2017

JobTitle: Clinic Office Assistant in Diagnostic Imaging and Therapeutics

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	57	2	55	1	33	0	13	0	8	1	1
TOTAL REJECTED APPLICANT	10	0	10	0	7	0	1	0	1	0	1
TOTAL QUAL. APPLICANT	47	2	45	1	26	0	12	0	7	1	0
TOTAL INTERVIEWED	4	0	4	0	2	0	1	0	1	0	0
NOT OFFERED POSITION	3	0	3	0	2	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

IDX – scheduling, billing, accounts receivable software

MD – Doctor of Medicine

This position was posted on our website for our employees only.

The Hispanic female hiring goal had been met with a previous promotion (posted externally) and was no longer an established hiring goal.

The goal candidates, one (1) white male and one (1) AAIANHNPI male were not interviewed because they were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed. We only interviewed UHP union members with contractual bargaining rights to be interviewed.

One (1) Hispanic female, part-time UConn Health employee, UHP union member, was selected. She had three (3) years of relevant experience in an outpatient office practice setting scheduling appointments along with IDX experience.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5A Clinical/Paraprofessional

Goals

12 white females

1 AAIANHNPI male

1 AAIANHNPI female

Req: 2017-118

Date Started: 9/16/2016

JobTitle: Respiratory Therapist in Respiratory Therapy
JobGroup: 5A-CLINICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	0	9	0	7	0	2	0	0	0	0
TOTAL REJECTED APPLICANT	5	0	5	0	5	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	2	0	2	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

One (1) black female, part-time UConn Health employee, was selected. She was an 1199 union member and had contractual bargaining rights to the position.

Req: 2017-150

Date Started: 9/16/2016

JobTitle: Nurse Aide in the Department of Support Float Pool

JobGroup: 5A-CLINICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	0	9	0	3	0	3	0	3	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	7	0	7	0	2	0	3	0	2	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female was selected. She was an 1199 union member, part-time UConn Health employee who had contractual bargaining rights to the position.

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 26, 2017

Department: Support Float Pool

Job Title: Nurse Aide

Recruiter: Donna Seklecki

Search Code: 2017-359

Date Posted:

Posting Deadline: 10/5/2016

Purpose of Class:

In a state hospital this class is accountable for rendering bedside care to the physically or chronically ill in cases where the services of a registered or licensed practical nurse are not required. This position is 2nd shift and will work in the Support Float Pool at the UConn John Dempsey Hospital in Farmington, CT.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable interpersonal skills; ability to work with basic principles of nursing including infection control practices; ability to deal with physically and chronically ill; ability to learn safety and fire procedures.

REQUIREMENTS:

Current certification as a Nurse's Aide.

SPECIAL REQUIREMENTS: Must have current and maintain CPR Certification.

PREFERRD QUALIFICATIONS: Crisis Prevention Intervention (CPI) and hospital acute care experience.

SUPERVISION RECEIVED:

Works under the close supervision of a nurse of higher grade; works more independently with acquired experience.

WORKING CONDITIONS:

Incumbents in this class may be required to lift patients and perform other physically tiring work, have some exposure to communicable and/or infectious diseases and strongly disagreeable conditions and to risk of injury from assaultive patients.

EXAMPLES OF DUTIES:

Assists doctors and nurses in general care and wellbeing of patients; positions, transfers, moves and lifts patients; may feed, bathe and massage clients as well as respond to their general needs; takes and records temperature, pulse and respiration; exercises universal precautions while obtaining and handling specimens, disposal of needles, sharps and red bag waste; observes patients and reports unusual symptoms and/or behavior; ensures that restraints are correctly applied; tests urine samples for sugar; collects specimens; performs bladder scans, blood draws, CPR/compressions, EKG's/monitor lead placement; keeps beds, bedpans and related equipment clean, exercises appropriate distribution and disposal of linens and performs proper making of occupied and unoccupied beds; reports malfunctioning equipment to appropriate staff; maintains unit environment for safety of patient; adheres to proper hospital and unit fire safety plans; adheres to Personal Protective Equipment procedures and specific isolation procedures according to UConn Health; transports patients, specimens and other related patient items; may apply or remove braces; may act as triage and/or receptionist for incoming patients and telephone calls; prepares reports and correspondence including necessary forms and/or requisitions, dietary orders, death paperwork and assembly of charts; may order supplies; access hard copy and electronic hospital manuals; completes annual Education Activity Record and core competencies; follows proper call out procedure; performs related duties as required.

SCHEDULE: Full time, 80 hours every 2 weeks, evenings, 3:00 p.m. to 11:30 p.m., every other weekend and rotating holidays as required, 30-minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$44,335

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Req: 2017-359

Date Started: 11/25/2016

JobTitle: Nurse Aide in Support Float Pool

JobGroup: 5A-CLINICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	0	6	0	4	0	1	0	1	0	0
TOTAL REJECTED APPLICANT	4	0	4	0	3	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	1	0	1	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

CT – Connecticut

CPR – Cardio Pulmonary Resuscitation

EKG - Electrocardiogram

This position was posted on the UConn Health website for our employees only.

The goal candidates, three (3) white females did not meet the minimum qualifications because they were not UConn Health employees.

The goal candidate, one (1) white female was not interviewed because she was an 1199 union member whose hours were increased to full time and based on union contract she was not eligible for a transfer at this time.

One (1) black female, part-time UConn Health employee, was selected. She had current certification as a Nurse’s Aide; current CPR certification; and had the preferred qualification of hospital acute care experience.

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 26, 2017

Department: Neag Comp Cancer Center

Job Title: Community Health Specialist

Recruiter: Donna Seklecki

Search Code: 2017-568

Date Posted: 12/1/2016

Posting Deadline: 12/7/2016

Purpose of Class :

At UConn Health in the Neag Comprehensive Cancer Center, the Community Health Specialist promotes breast cancer prevention and early detection as well as sickle cell trait testing while reducing or eliminating barriers to care and Improving access to screening services in under-represented communities in Hartford County.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of community resources and experience providing supplementary assistance to clients/families as required by program/project; considerable knowledge of dynamics of individuals and families in the community; knowledge of social, psychological, medical, economic and legal factors influencing individual and group behavior; strong oral and written communication skills; considerable interpersonal skills; ability to plan and execute service programs to meet client needs; ability to respond to crises under pressure/deadlines; ability to work with chronically and terminally ill/physically impaired individuals and their families, Ability to Interact with interdisciplinary team Including medicine, social work, nursing, administration, and other para-professionals if required by program/project; if specified, ability to read, write both English and Spanish and to communicate information in either language to staff, clients and others.

EXPERIENCE AND TRAINING:

General Experience: Five (5) years' experience providing services in the community for human services or social services programs.

Substitution allowed: Bachelor degree in social work, psychology, or other related field may be substituted for four (4) years of the general experience plus one (1) year experience providing services in the community for human services or social services programs.

SPECIAL REQUIREMENTS: Bilingual-Spanish, Employees in this class will be required to travel within the State in the course of their daily work. Experience working with diverse populations. Proficiency using Microsoft Word, Excel and PowerPoint.

PREFERRED REQUIREMENTS: Certification in Patient Navigation and/or three (3) or more years' experience as a Community Health Worker or Outreach experience including developing strategies to overcome barriers to care.

EXAMPLES OF DUTIES:

Helps build relationships with community leaders to engage centers, organizations, churches and clubs to foster participation within their groups in health and wellness outreach. Provides one on one education to patients while navigating scheduling and attendance of screenings and additional diagnostic and/or treatment support services. Conducts appointment reminder calls to encourage appointment attendance. Tracks patient interactions and screening results. Works closely with appropriate staff throughout the healthcare system to improve patient care outcomes. Plans and attends outreach events and activities. Regularly informs leadership of activity level and outcome of outreach activities focusing on increases in volume and/or addressing issues with referral partners. Identifies, develops, and strengthens partnerships and collaborations directly aligned with short- and long-term program goals. Implements systems to gather, track, and report Information on outreach and partnership activities. Analyzes data collected from screened patients to motivate changes in programs to address barriers and access and offer needed resources. Meets monthly with senior leadership to discuss outcomes on various programs, i.e. breast and sickle cell anemia to start. Provides outreach as needed at these various centers. Performs related assignments such as research and quality improvement projects to support the overall vision and mission of the UConn Health Carole and Ray Neag Comprehensive Cancer Center. Performs other related duties as assigned.

SCHEDULE: Full time, 40 hours per week, 8:00 a.m. to 4:30 p.m., flexibility required to work outside of normal business hours to provide outreach services and attend programs, 30-minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: TBD

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Req: 2017-568

Date Started: 1/6/2017

JobTitle: Community Health Specialist in Neag Comprehensive Cancer Center
JobGroup: 5A-CLINICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	17	0	17	0	1	0	7	0	8	0	1
TOTAL REJECTED APPLICANT	10	0	10	0	1	0	4	0	4	0	1
TOTAL QUAL. APPLICANT	7	0	7	0	0	0	3	0	4	0	0
TOTAL INTERVIEWED	5	0	5	0	0	0	2	0	3	0	0
NOT OFFERED POSITION	4	0	4	0	0	0	1	0	3	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

This position was posted on the UConn Health website.

The goal candidates, one (1) white female and one (1) AAIANHNPI female did not meet the minimum requirements for the following reasons: One (1) white female did not have the special requirement of being bilingual in Spanish. One (1) AAIANHNPI female did not have the required five (5) years of experience providing services in the community for human services or social services program or the allowable substitutions.

One (1) black female was selected. She had a Bachelor's degree; three (3) years of experience as a Community Health Worker developing strategies to overcome barriers to care; bilingual in Spanish; experience working with diverse populations; and proficient using Microsoft Word, Excel, and PowerPoint.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5B Technical/Paraprofessional

Goals

19 white females

4 black males

4 black females

4 Hispanic females

JOB OPPORTUNITY BULLETIN

As of Thursday, July 27, 2017

Department: HVAC/R

Job Title: Mechanical Systems Specialist

Recruiter: Donna Seklecki

Search Code: 2016-967

Date Posted: 5/13/2016

Posting Deadline: 9/6/2016

Purpose of Class:

At UConn Health this class is accountable for independently performing a full range of tasks in mechanical engineering services required for maintenance, preventative maintenance, new construction, code compliance, energy conservation and planning for all UConn Health facilities including but not limited to; Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, University Tower, UConn John Dempsey Hospital and other off campus sites.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

Provides technical design and review assistance/direction to Project Coordinators, Designers, Consultants, Architects, other engineers, UConn Health department managers, administration or other employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of heating, ventilation air conditioning and refrigeration systems; knowledge of codes and regulations; knowledge of budget preparation/financial management; oral and written communication skills; interpersonal skills; skill in using a computer; ability to write and present formal reports, develop specifications, estimate costs and prepare procedures; ability to deal with compliance agencies, inspectors, architectural, engineering firms and staff.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years' experience in the mechanical design and operations of building systems.

Substitutions Allowed:

A Bachelor's Degree from an accredited institution in Mechanical Engineering and four (4) years' experience in the general repair of maintenance of buildings and related equipment.

SPECIAL REQUIREMENTS: Professional Engineer (PE) License.

PREFERRED EXPERIENCE/REQUIREMENTS: Bachelor degree in Mechanical Engineering; Certified Energy Manager.

WORKING CONDITIONS:

Incumbents in this class may be exposed to some danger while performing inspections.

EXAMPLES OF DUTIES: Evaluates HVAC/R systems for efficiency, condition and makes recommendations; develops preventative maintenance programs to assure proper maintenance upkeep of mechanical and related systems; Create Energy Star evaluation for each building on campus. Create building utility consumption by building and compare to total campus costs and can be used with Indirect Research Cost allocations also. Create Campus Utility Model to show distribution of all utilities to all buildings. Work with Eversource and/or other providers to reduce consumption. Determine feasibility of co-gen plant establishes and assists in training program for employees in proper maintenance/repair of mechanical and related systems; develops short and long range energy conservation projects involving mechanical and related systems; works with, assists and responds to local, state, and federal agencies or inspectors in compliance of codes and regulations; follows up, reports and takes corrective action on all complaints related to heating, cooling, ventilation and refrigeration systems; test boilers and chillers for efficiency, manages and evaluates heating and air conditioning computerized building management system (BMS); coordinates projects with architects, engineers and designers in the development of new systems and renovations to existing systems; prepares reports, estimates, budgets, schedules and other correspondence; reviews utility bills monthly for accuracy; keeps records and files; prepares sketches, schematics and diagrams of system modifications and updates; meets with vendors and contractors; acts as Retro Commission point person for Facilities Management; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, 8:00 a.m. to 4:30 p.m., Monday - Friday, Holidays and Weekends may be required, 30 minute unpaid meal break.

MINIMUM FULL TIME SALARY EQUIVALENT: TBD

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Req: 2016-967

Date Started: 10/14/2016

JobTitle: Mechanical Systems Specialist in HVAC/R

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	18	18	0	15	0	1	0	2	0	0	0
TOTAL REJECTED APPLICANT	16	16	0	13	0	1	0	2	0	0	0
TOTAL QUAL. APPLICANT	2	2	0	2	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

HVAC/R - heating, ventilation, air conditioning, and refrigeration

This position was posted on the Association of Energy Engineers website and the UConn Health website.

The goal candidate, one (1) black male did not meet the minimum requirements because he did not have a current State of Connecticut (CT) Professional Engineer (PE) license.

One (1) white male was selected. He had twenty-seven (27) years of experience in the mechanical design and operations of building systems; a Bachelor's Degree in Mechanical Engineering; and held a current State of CT PE license.

JOB OPPORTUNITY BULLETIN

As of Sunday, September 24, 2017

Department: Clinical Neurophysiology

Job Title: Neurodiagnostic Technologist

Recruiter: Donna Seklecki

Search Code: 2016-1043

Date Posted: 4/29/2016

Posting Deadline: 4/6/2017

Purpose of Class:

At the UConn Health this class is accountable for independently providing technical support for neurological assessment of patients and related duties. This position will work in the department of Clinical Neurophysiology at the UConn John Dempsey Hospital located in Farmington, CT.

SUPERVISION RECEIVED:

Works under the limited supervision of a higher ranking employee.

SUPERVISION EXERCISED:

May lead lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITY: Knowledge of electroneurodiagnostic equipment; knowledge of EEG examinations; evoked potential exam and nerve conduction velocity exam; knowledge of normal anatomy and functions of the nervous system; knowledge of electrical patterns in both central and peripheral nervous systems; knowledge of laboratory quality assurance protocols; considerable interpersonal skills; skill in the use of signal processing and its relation to instrumentation involved in neurodiagnostic testing; considerable computer skills; ability to obtain patients cooperation/confidence to obtain the best test results.

EXPERIENCE AND TRAINING:

General Experience: One (1) year of experience or training in a hospital or medical clinic in the application of or training for electroencephalography and related techniques.

SPECIAL REQUIREMENT: Employees in this class must be certified as an Electroencephalographic Technologist from an accredited institution that supports the credentialing eligibility requirement established by institutions, such as American Board of Registration (ABRET), American Association of Electrodiagnostic Technologist (AAET), Board of Registered Polysomnographic Technologist (BRPT). If eligible must obtain certification within one (1) year of employment.

SUPERVISION RECEIVED:

Works under the limited supervision of a higher ranking employee.

SUPERVISION EXERCISED:

May lead lower level employees as assigned.

EXAMPLES OF DUTIES: Performs exam/tests in the area of modalities such as, electroencephalography(EEG), Evoked Potential (EP), Nerve Conduction Studies (NCS), Polysomnography (PSG); provides findings , results and descriptive analyses; performs ambulatory and telemetry EEG recordings;; obtains patient histories; does mechanical calibrations to equipment, photic stimulation; maintains records; develops quality assurance factors; performs laboratory maintenance; orders/maintains supplies; trouble shoots equipment; transports patients; instructs lower level employees and medical students/residents; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Primarily 7:30 a.m. to 4:00 p.m., Monday - Friday, flexibility required to work other shifts including weekends and holidays to accommodate department needs, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$49,462

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Req: 2016-1043

Date Started: 5/26/2017

JobTitle: Neurodiagnostic Technologist in Clinical Neurophysiology

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	27	11	16	4	8	3	2	3	5	1	1
TOTAL REJECTED APPLICANT	17	8	9	3	4	2	1	3	4	0	0
TOTAL QUAL. APPLICANT	10	3	7	1	4	1	1	0	1	1	1
TOTAL INTERVIEWED	4	1	3	0	2	0	0	0	0	1	1
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	2	1	1	0	0	0	0	0	0	1	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	1	1	0	0	0	0	0	0	1	1

Abbreviations in Posting:

CT – Connecticut

This position was posted on the following websites: American Board of Registration of Electroencephalographic and Evoked Potential Technologists, American Society of Electroneurodiagnostic Technologists, and UConn Health.

The goal candidates, four (4) white females, two (2) black males, one (1) black female, and four (4) Hispanic females did not meet the minimum requirements because they did not have the required one (1) year of experience or training in a hospital or medical clinic in the application of or training for EEG and related techniques.

The goal candidates, two (2) white females, one (1) black male, one (1) black female, and one (1) Hispanic female were not interviewed for the following reasons: One (1) white female did not have the ability to perform pneumograms in the Neonatal Intensive Care Unit (NICU), and sleep tests. One (1) white female, one (1) black female, and one (1) Hispanic female did not have the ability to perform pneumograms in the NICU. One (1) black male’s documentation demonstrates poor written communication skills with multiple spelling and grammar errors which also demonstrated a lack of attention to detail.

The goal candidates, two (2) white females were interviewed and not selected for the following reasons: During the interview it was discovered that one (1) white female did not have the ability to perform pneumograms, and did not have experience in NICU. During the interview it was discovered that one (1) white female did not have the ability to perform pneumograms in NICU.

One (1) AAIANHNPI female was selected during this reporting period. She had experience performing EEG tests and pneumograms in the NICU.

*In the next reporting period one (1) AAIANHNPI male was selected and will be reported on in the 2018 Affirmative Action Plan.

Req: 2016-1127

Date Started: 7/8/2016

JobTitle: Diagnostic Medical Sonographer in the Department of Maternal/Fetal Module
JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	2	6	2	6	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	2	1	1	1	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	6	1	5	1	5	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female, part-time UConn Health employee was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 26, 2017

Department: Diagnostic Imaging & Therapeutics

Job Title: Diagnostic Rad Tech

Recruiter: Marisa Leone

Search Code: 2016-1132

Date Posted:

Posting Deadline: 6/1/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of technical diagnostic radiologic procedures. Must be able to regularly work at Southington location as well as Farmington location.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of anatomical positioning and physiology; competency and proficiency with digital radiologic equipment; ability to exercise independent judgement; knowledge of infection control procedures; knowledge of patient monitoring equipment; some computer skills; ability to follow oral/written instructions; considerable interpersonal skills; provides exemplary customer service to the patients we serve.

EXPERIENCE AND TRAINING: General Experience: Graduation from an ARRT approved two year certificate or Associate's degree program in Radiology Technology.

Special Experience: Incumbents must meet the requirements for registry by the American Registry of Radiological Technologists and be certified as a Radiographer (ARRT).

Special Requirement: Incumbents must possess and maintain a current license to practice radiography in the State of Connecticut. Possession of knowledge, skills, abilities as stated above. Prior hospital experience. Ability to work off-site locations as needed.

EXAMPLES OF DUTIES: Positions/transfers, transports and prepares patients for exams; provides immobilization devices as required; performs fluoroscopy and OR procedures; selects proper techniques on individual patient basis; selects/operates digital imaging equipment as directed; provides protection in accordance with prescribed safety standards; responsible for delegated areas of authority in the performance of routine or special procedures; may be responsible for specific areas of instruction for ancillary personnel; in the absence of the lead technologist, may be designated as acting supervisor; assists in performing patient care as necessary; practices sterile techniques and prevents cross contamination; may assist the physician in the administration of ionizing radiation; maintains records; maintains orderliness, cleanliness; secures/maintains supplies; rotates to other areas of department as required; reports/records equipment problems; may participate in research; performs related duties as required.

WORKING CONDITIONS:

Incumbents are required to lift and position patients; are exposed to radiation scatter while performing certain aspects of duties, i.e., assisting in radiological exams and infection/communicable diseases; may be exposed to moderately disagreeable conditions.

SCHEDULE: 40 hour work week; Monday through Friday, primarily days with ability to work evenings and nights, weekends, holidays; on-call rotation. Ability to work off-site locations as needed (Southington, Canton, Storrs, Avon). as well as the main hospital campus.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2016-1132

Date Started: 7/8/2016

JobTitle: Diagnostic Radiology Technician in Diagnostic Imaging and Therapeutics
JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	2	1	2	0	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	2	1	2	0	0	0	0	0	0	1
TOTAL INTERVIEWED	2	2	0	2	0	0	0	0	0	0	0
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

ARRT – American Registry of Radiological Technologists

OR – Operating Room

This position was posted on the UConn Health website for our employees only.

No goal candidates applied for this position.

One (1) white male, part-time UConn Health employee was selected. He graduated from an ARRT approved two (2) year certificate in Radiology Technology; was certified as a Radiographer; held a license to practice radiography in Connecticut; and had hospital experience.

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 26, 2017

Department: Diagnostic Imaging & Therapeutics

Job Title: Diagnostic Rad Tech

Recruiter: Marisa Leone

Search Code: 2016-1215

Date Posted: 6/21/2016

Posting Deadline: 6/28/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of technical diagnostic radiologic procedures.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of anatomical positioning and physiology; competency and proficiency with digital radiologic equipment; ability to exercise independent judgement; knowledge of infection control procedures; knowledge of patient monitoring equipment; some computer skills; ability to follow oral/written instructions; considerable interpersonal skills; provides exemplary customer service to the patients we serve.

EXPERIENCE AND TRAINING: General Experience: Graduation from an ARRT approved two year certificate or Associate's degree program in Radiology Technology.

Special Experience: Incumbents must meet the requirements for registry by the American Registry of Radiological Technologists and be certified as a Radiographer (ARRT).

Special Requirement: Incumbents must possess and maintain a current license to practice radiography in the State of Connecticut. Possession of knowledge, skills, abilities as stated above. Prior hospital experience. Ability to work off-site locations as needed.

EXAMPLES OF DUTIES: Positions/transfers, transports and prepares patients for exams; provides immobilization devices as required; performs fluoroscopy and OR procedures; selects proper techniques on individual patient basis; selects/operates digital imaging equipment as directed; provides protection in accordance with prescribed safety standards; responsible for delegated areas of authority in the performance of routine or special procedures; may be responsible for specific areas of instruction for ancillary personnel; in the absence of the lead technologist, may be designated as acting supervisor; assists in performing patient care as necessary; practices sterile techniques and prevents cross contamination; may assist the physician in the administration of ionizing radiation; maintains records; maintains orderliness, cleanliness; secures/maintains supplies; rotates to other areas of department as required; reports/records equipment problems; may participate in research; performs related duties as required.

WORKING CONDITIONS:

Incumbents are required to lift and position patients; are exposed to radiation scatter while performing certain aspects of duties, i.e., assisting in radiological exams and infection/communicable diseases; may be exposed to moderately disagreeable conditions.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 4:30pm, primarily days with ability to cover any and all shifts; evenings and nights, weekends, holidays; on-call rotation. Ability to work off-site locations as needed (Southington, Canton, Storrs, Avon).

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Req: 2016-1215

Date Started: 7/8/2016

JobTitle: Diagnostic Radiology Technician in Imaging and Therapeutics
JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	25	5	20	5	18	0	1	0	0	0	1
TOTAL REJECTED APPLICANT	2	1	1	1	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	23	4	19	4	17	0	1	0	0	0	1
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

ARRT – American Registry of Radiological Technologists

OR – Operating Room

This position was posted on the UConn Health website.

The goal candidate, one (1) white female did not meet the minimum requirements because she did not have the required license to practice radiography in the State of Connecticut.

The goal candidates, seventeen (17) white females and one (1) black female were not interviewed because they were not University Health Professional (UHP) union members with bargaining contractual rights to be interviewed.

One (1) white male, part-time UConn Health employee and UHP union member was selected. He had an Associate’s degree in Radiology Technology; was certified as a Radiographer; held a license to practice radiography in Connecticut; and had hospital experience.

Req: 2016-1233

Date Started: 10/28/2016

JobTitle: Surgical Technician in the Department of Operating Room

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	1	5	0	3	1	0	0	2	0	0
TOTAL REJECTED APPLICANT	3	1	2	0	0	1	0	0	2	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	3	0	0	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 26, 2017

Department: Diagnostic Imaging & Therapeutics	Job Title: Computed Tomography Technologist 1 or 2		
Recruiter: Marisa Leone	Search Code: 2016-1252	Date Posted:	Posting Deadline: 7/6/2016

Purpose of Class :

At UConn Health, this classification is responsible for providing diagnostic patient care services through the independent operation/utilization of complex imaging equipment to produce quality computed tomography images.

Minimum Qualifications Required:

Knowledge, Skills And Abilities:

Considerable knowledge of physiology and anatomy; considerable knowledge of applicable diagnostic equipment, procedures and techniques; knowledge of radiation safety, infection control and patient safety techniques and policies; skills in social perceptiveness, learning strategies, critical thinking skills, active listening, instructional skills, reading comprehension and written/oral expression skills; considerable interpersonal skills; good hand-eye coordination; detailed oriented; ability to communicate effective (oral and written) with patient and health care team, ability to use independent judgment to acquire the optimum diagnostic imaging information in each examination performed; ability to establish and maintain effective working relationships with the public and health care team; ability to serve various age group and show sensitivity to patient's multicultural needs ability to operate and navigate computerized clinical systems [e.g. PACS and RIS] and office applications [e.g. MS outlook and Word]; ability to work efficiently and cope with emergency situations.

General Experience And Training for the Computed Tomography Technologist 1:

BOTH Radiography AND Computed Tomography certification and registry [R.T.(R) (CT)(ARRT)] by American Registry of Radiologic Technologist

Must possess and maintain during employment a Connecticut State Radiography license to practice radiography.

Must possess and maintain Basic Life Support certificate [BLS] active/current during employment.

Must maintain CEU compliance for ARRT registry/certification during employment.

General Experience And Training for the Computed Tomography Technologist 2:

Two [2] years work experience performing computed tomography imaging.

BOTH Radiography AND Computed Tomography certification and registry [R.T.(R) (CT)(ARRT)] by American Registry of Radiologic Technologist

Must possess and maintain during employment a Connecticut State license to practice radiography.

Must possess and maintain Basic Life Support certificate [BLS], must active/current during employment.

Must maintain CEU compliance for AART registry/certification during employment.

Working Conditions:

Emotional and physical health sufficient to meet the demands of the position. Ability to position patients of various weights who may need assistance and to move patients in wheelchairs and stretchers. May be required to stand for long periods. May be exposed to infectious / communicable diseases. May frequently be required to use hands to finger, handle or feel objects, tools or controls.

Supervision Received:

Works under limited supervision of an employee of higher grade

Examples of Duties:

Performs computed tomography imaging examinations and procedures on appropriate as prescribed by license practitioner integrating pertinent patient history and supporting clinical data to facilitate optimum diagnostic results in accordance with standards and protocols. Prepares IV site and administers IV contrast agents according to protocol'. Prepares patient for procedure including taking a medical history, explaining process to patient and answering questions about the procedure; Correctly position patient for a successful imaging study, Works with Radiologist to protocol exams to ensure the appropriate exam is being performed; Assumes responsibility patient's care, safety, and physical comfort while they are in the CT area/department [in your care]. Complies with all safety policies and regulations and maintains safety for other and self. Prepares technical findings and contacts physician when required, according to established protocol. Maintains daily log of patients seen, keep track of patients' records; stores digital image data as appropriate and documents patient dose exposures; Maintains imaging equipment and work area cleanliness, and promptly reports equipment failures to appropriate personnel; maintains work area. Follows quality assurance guidelines and maintains patients' confidentiality. Assists with the daily operations of the CT laboratory, such as efficient patient flow, adequate availability of supplies, and performs related clerical duties as required. Establishes and maintains ethical working relationship with healthcare team. Performs other related duties as required.

SCHEDULE: 40 hour work week; Monday - Friday, 12 noon - 8pm, with holiday rotation; on-call rotation.

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Req: 2016-1252

Date Started: 7/22/2016

JobTitle: Computed Tomography (CT) Technician 2 in Diagnostic Imaging and Therapeutics

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	1	0	1	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

R.T. (R) (CT) – registered radiologic technologist computed tomography
ARRT – American Registry of Radiological Technologists
CEU – Continuing Education Unit
IV – Intravenous

This position was posted on the UConn Health website for our employees only.

No goal candidates applied for this position.

One (1) white male, part-time UConn Health employee was selected. He had ten (10) years of work experience performing computed tomography imaging; Radiography and Computed Tomography certification and was R.T. (R) (CT) (ARRT); held a license to practice radiography in Connecticut; and had BLS certificate.

Req: 2017-109

Date Started: 9/30/2016

JobTitle: Diagnostic Medical Sonographer in the Department of Maternal/Fetal Module
JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	0	6	0	6	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	4	0	0	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-110

Date Started: 1/6/2017

JobTitle: Central Sterile Processing Instrument Specialist in Operating Room Instrument Room
JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	28	11	17	4	11	3	4	3	2	1	0
TOTAL REJECTED APPLICANT	16	3	13	3	7	0	4	0	2	0	0
TOTAL QUAL. APPLICANT	12	8	4	1	4	3	0	3	0	1	0
TOTAL INTERVIEWED	6	4	2	0	2	2	0	1	0	1	0
NOT OFFERED POSITION	4	3	1	0	1	1	0	1	0	1	0
OFFERED POSITION	2	1	1	0	1	1	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	1	1	0	1	1	0	0	0	0	0

The goal candidates, one (1) white female and one (1) black male were selected.

Req: 2017-123

Date Started: 9/2/2016

JobTitle: Computed Tomography Technician 1
in the Department of Diagnostic Imaging and Therapeutics
JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	1	7	1	6	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	8	1	7	1	6	0	0	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-201

Date Started: 5/12/2017

JobTitle: Surgical Technologists 1 in the Operating Room

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	WF	BM	BF	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	22	5	17	2	5	3	3	0	8	0	1
TOTAL REJECTED APPLICANT	13	4	9	2	3	2	1	0	5	0	0
TOTAL QUAL. APPLICANT	9	1	8	0	2	1	2	0	3	0	1
TOTAL INTERVIEWED	4	0	4	0	0	0	1	0	2	0	1
NOT OFFERED POSITION	2	0	2	0	0	0	1	0	0	0	1
OFFERED POSITION	2	0	2	0	0	0	0	0	2	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	0	0	0	0	2	0	0

The goal candidates, one (1) Hispanic female and one (1) Hispanic female, part-time UConn Health employee were selected.

JOB OPPORTUNITY BULLETIN

As of Thursday, July 27, 2017

Department: Operating Room

Job Title: Surgical Technologist

Recruiter: Donna Seklecki

Search Code: 2017-487

Date Posted: 2/23/2017

Posting Deadline: 3/7/2017

Purpose of Class:

At UConn Health, this class is accountable for assisting professional staff in intra-operative patient care and assisting in the care and maintenance of operating room equipment. This position will work in the University Tower Operating Room.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of operating room practices and safety standards; knowledge of sterilization and aseptic techniques; knowledge of operating room instruments and equipment; manual dexterity; ability to understand and carry out oral instructions; good interpersonal skills.

EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: An Associate's Degree from an approved surgical technologist program.

SUBSTITUTION ALLOWED: Completion of a formal in hospital on the job training program with documented experience of two (2) years in all surgical services may be substituted for the General Experience.

PREFERRED: Multi specialty Surgical Technician experience.

WORKING CONDITIONS: Incumbents in this class may be required to lift patients and to stand for long periods; may be exposed to moderately disagreeable conditions.

SUPERVISION RECEIVED: Works under the general supervision of a Lead Surgical Technologist or Registered Nurse assigned to the operating room.

SUPERVISION EXERCISED: Generally, does not exercise supervision.

EXAMPLES OF DUTIES: Assists doctors and nurses during operations with proper positioning of patient for surgery and handling of sterile equipment and application of dressings; maintains aseptic technique and observes for "breaks in technique"; maintains, cares for and labels all surgical specimens; assists in application of dressings, appliances, prosthesis, casts and moving/transporting patient as necessary; decontaminate all equipment, instruments, supplies and rooms according to hospital standards; compiles and makes available all necessary supplies, equipment and instrumentation based on needs of patient and surgical team; observes and protects patient from injury or harm; observes and reports safety hazards; assists primary nurse with maintenance of correct sponge, needle and instrument count; assists primary nurse and members of surgical team in urgent and emergent situations; assists in preparation of operating room standards and surgeons case preference cards; assists in housekeeping duties and maintaining cleanliness of department; assists and collaborates in the orientation and training of new employees and students; may second assist obstetrician during Caesarean Sections; performs related duties as required.

SCHEDULE: Full Time, 40 hours per week, staff are scheduled to accommodate surgery schedule between the hours of 7:00 a.m. - 3:30 p.m., 9:30 a.m. - 6:00 P.M and 3:00 p.m. - 11:30 p.m. and 11:00 p.m. - 7:30 a.m. as needed, includes weekends, holidays and on call, 30-minute unpaid meal break.

FULL TIME ANNUAL MINIMUM SALARY: \$53,653

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Req: 2017-487

Date Started: 4/17/2017

JobTitle: Surgical Technologist 2 in Operating Room

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	12	4	8	2	3	2	0	0	4	0	1
TOTAL REJECTED APPLICANT	9	3	6	1	2	2	0	0	4	0	0
TOTAL QUAL. APPLICANT	3	1	2	1	1	0	0	0	0	0	1
TOTAL INTERVIEWED	3	1	2	1	1	0	0	0	0	0	1
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	1	0	0	0	0	0	1
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The goal candidates, two (2) white females, two (2) black males and four (4) Hispanic females did not meet the minimum requirements for the following reasons: Two (2) white females, one (1) black male and three (3) Hispanic females did not have the required Associate Degree from an approved surgical technologist program or the allowable substitution. One (1) black male and one (1) Hispanic female had a certificate from a technical surgical program, but they did not have the required documented two (2) years of experience in all surgical services.

The goal candidate, one (1) white female was offered the position and she declined it.

One (1) AAIANHNPI female was selected. She had a certificate from a technical surgical program and four (4) years of experience in all surgical services.

Req: 2017-726

Date Started: 3/17/2017

JobTitle: Diagnostic Medical Sonography Technologist 2
in Diagnostic Imaging and Therapeutics
JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	WF	BM	BF	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	0	3	0	3	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	3	0	0	0	0	0	0
TOTAL INTERVIEWED	3	0	3	0	3	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-813

Date Started: 3/3/2017

JobTitle: Diagnostic Radiologist Technician in Diagnostic Imaging and Therapeutics
JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	37	9	28	8	22	0	3	0	1	1	2
TOTAL REJECTED APPLICANT	5	0	5	0	4	0	0	0	0	0	1
TOTAL QUAL. APPLICANT	32	9	23	8	18	0	3	0	1	1	1
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female, part-time UConn Health employee, was selected.

Req: 2017-855

Date Started: 4/28/2017

JobTitle: Surgical Technologist 2 in Operating Room

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	2	5	1	1	1	1	0	2	0	1
TOTAL REJECTED APPLICANT	3	2	1	1	0	1	0	0	1	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	1	0	1	0	1	0	1
TOTAL INTERVIEWED	4	0	4	0	1	0	1	0	1	0	1
NOT OFFERED POSITION	3	0	3	0	0	0	1	0	1	0	1
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 26, 2017

Department: Diagnostic Imaging & Therapeutics

Job Title: Magnetic Resonance Imaging [MRI]

Recruiter: Marisa Leone

Search Code: 2017-921

Date Posted:

Posting Deadline: 3/15/2017

Purpose of Class :

At UConn Health, this classification is responsible for providing diagnostic patient care services through the independent operation/utilization of complex imaging equipment to produce quality images.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of physiology and anatomy; considerable knowledge of applicable diagnostic equipment, procedures and techniques; knowledge of MRI and radiation safety, infection control and patient safety techniques and policies; skills in social perceptiveness, learning strategies, critical thinking skills, active listening, instructional skills, reading comprehension and written/oral expression skills; considerable interpersonal skills; good hand-eye coordination; detailed oriented; ability to communicate effectively (oral and written) with patient and health care team, ability to use independent judgment to acquire the optimum diagnostic imaging information in each examination performed; ability to establish and maintain effective working relationships with the public and health care team; ability to serve various age group and show sensitivity to patient's multicultural needs ability to operate and navigate computerized clinical systems [e.g. PACS and RIS] and office applications [e.g. MS outlook and Word]; ability to work efficiently and cope with emergency situations.

GENERAL EXPERIENCE AND TRAINING:

For the MRI Tech 1:

Completion of an accredited radiography program or Associate degree in Science.

For the MRI Tech 2:

Two (2) years magnetic Resonance imaging (MRI) experience

Both require the following:

REQUIRED LICENSE/CERTIFICATION:

*Must possess and maintain during employment both Radiography [R.T.](R) and Magnetic Resonance Imaging [MRI] certification/registry (MRI)(ARRT) by American Registry of Radiologic Technologist [ARRT]

*Must possess and maintain during employment a Connecticut State license to practice radiography.

*Must possess and maintain during employment an active Basic Life Support [BLS] certificate.

WORKING CONDITIONS:

Emotional and physical health sufficient to meet the demands of the position. Ability to maintain prolonged standing position necessary for scanning. Strength sufficient to maneuver/position patients of various weights who need assistance and move patients in wheelchairs and stretchers. Manual dexterity in operating the controls of the MRI machine and manipulating table straps.

May be exposed to infectious / communicable diseases.

EXAMPLES OF DUTIES:

Performs Magnetic Resonance Imaging studies and procedures as prescribed by license practitioner integrating pertinent patient history and supporting clinical data to facilitate optimum diagnostic results in accordance with standards and protocols. Prepares IV site and administers IV contrast agents according to protocol; Prepares patient for procedure including taking a medical history, explaining process to patient and answering questions about the procedure; Correctly position patient for a successful imaging study, Works with Radiologist to protocol exams to ensure the appropriate exam is being performed; Assumes responsibility patient's care, safety, and physical comfort while they are in your care.. Complies with all safety policies and regulations and maintains safety for other and self. Prepares technical findings and contacts physician when required, according to established protocol. Maintains daily log of patients seen, keep track of patients' records; stores digital image data as appropriate and documents patient dose exposures; Maintains imaging equipment and work area cleanliness, and promptly reports equipment failures to appropriate personnel; maintains work area. Follows quality assurance guidelines and maintains patients' confidentiality. Assists with the daily operations of the MRI Laboratory, such as efficient patient flow, adequate availability of supplies, accurate billing data, and performs related clerical duties as required. Establishes and maintains ethical working relationship with healthcare team. Performs other related duties as required.

SCHEDULE: 40 hour work week, 12 noon - 8pm, Monday through Friday with on-call, weekend, and holiday rotation.

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Req: 2017-921

Date Started: 4/14/2017

JobTitle: Magnetic Resonance Imaging Technician 2 in Diagnostic Imaging and Therapeutics

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	WF	BM	BF	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	1	0	1	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

R.T. (R) – registered radiologic technologist

IV – Intravenous

This position was posted on our UConn Health website for our employees only.

No goal candidates applied for this position.

One (1) white male, part-time UConn Health employee was selected. He had eight and a half (8.5) years of MRI experience; was R.T. (R) and MRI certified and registered by (ARRT); held a license to practice radiography in Connecticut; and had BLS certificate.

5B. (Technical/Paraprofessional) Hires – Part Time to Full Time – Adjusted Work Schedule

**Diagnostic Radiology Technician
(Storrs Urgent Care)**

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5C Health Care Support

Goals

6 white females

9 Hispanic females

Req: 2016-368

Date Started: 9/16/2016

JobTitle: Medical Records Specialist 1 –Functional Unit #5 in CMHC-York
JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	WF	<i>BM</i>	<i>BF</i>	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	27	6	21	4	12	2	7	0	1	0	1
TOTAL REJECTED APPLICANT	26	6	20	4	11	2	7	0	1	0	1
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2016-720

Date Started: 4/28/2017

JobTitle: Medical Records Coding Technician in Orthopaedics

JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	114	12	102	8	56	2	23	0	18	2	5
TOTAL REJECTED APPLICANT	106	12	94	8	48	2	23	0	18	2	5
TOTAL QUAL. APPLICANT	8	0	8	0	8	0	0	0	0	0	0
TOTAL INTERVIEWED	3	0	3	0	3	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Saturday, September 2, 2017

Department: Pathology And Laboratory Medicine

Job Title: Phlebotomist

Recruiter: Donna Seklecki

Search Code: 2017-003

Date Posted: 7/7/2016

Posting Deadline: 7/13/2016

Purpose of Class:

At UConn Health, this class is accountable for independently performing a variety of venipuncture techniques, collecting and preparing specimens from patients and providing related administrative laboratory support. This position will require travel to offsite phlebotomy stations throughout Connecticut.

SUPERVISION RECEIVED: Works under the general supervision of a Laboratory Supervisor or other employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of standard phlebotomy procedures and techniques; knowledge of appropriate blood processing and handling procedures; knowledge of medical terminology; interpersonal skills; oral and written communication skills; keyboard skills; basic math skills; ability to understand and follow specific clinical protocol and procedures; ability to interact courteously and in an understanding manner with patients of all ages; ability to move 30 to 40 pounds to stock supplies and move or support patients; ability to understand and carry out written and oral instructions, ability to keep simple records and perform simple arithmetical calculations; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: High School Diploma or a General Educational Development (GED) and one (1) year as a phlebotomist in a Clinical Laboratory Improvement Amendments (CLIA) regulated laboratory within the last five (5) years.

SUBSTITUTION ALLOWED: Certification as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP), or an organization acceptable to UConn Health which provides relevant training may be substituted for the General Experience.

SPECIAL REQUIREMENTS: Must possess a valid driver's license and be able to travel throughout the State of Connecticut.

PREFERRED QUALIFICATIONS: Greater than 2 years phlebotomy experience in a hospital inpatient and outpatient setting with good computer skills. Strong multi-tasking skills an asset.

WORKING CONDITIONS: Incumbents in this class may be required to lift standard laboratory equipment, trays/boxes of glassware; may be exposed to disease carrying substances and moderately disagreeable conditions. Incumbents in this class must be willing to undergo periodic tests or immunization for communicable diseases.

EXAMPLES OF DUTIES: Ability to understand protocols and perform accordingly in various computer applications which support the laboratory. Generates admission numbers, accession data into LIS. Performs a variety of routine blood draws from patients including venipuncture, heel sticks and finger sticks using standard equipment; collects non-blood specimens such as urine, sputum and throat swabs for laboratory testing; packages specimens adhering to DOT regulations; accession specimens utilizing standard procedures for positive patient identification and records appropriate collection information in accordance with established protocol; performs various quality control procedures to maintain compliance with internal and regulatory requirements; provides related administrative support such as, checking medical necessity and collecting monies due from patients and deposits, answering telephone calls, answering general questions concerning test orders and collections, taking messages or triages calls; prepares test order forms and record entries in the reference laboratory log (computerized or handwritten); maintains compliance with laboratory policies, procedures and safety practices; contributes to the general laboratory functions and institutional needs; attends in-service training as required; maintains inventory and stocks/restocks supplies; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, flexibility to work between the hours of 6:00 a.m. to 6:00 p.m., varied day hours extending into the evening, occasional rotating 1st and 2nd shifts on weekdays, weekends and holidays as required. 30 or 60 minute unpaid meal break depending on draw station assignment.

FULL TIME EQUIVALENT MINIMUM SALARY: \$38,873

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Req: 2017-003

Date Started: 1/6/2017

JobTitle: Phlebotomist – 1199 in Pathology and Laboratory Medicine

JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	43	6	37	3	19	1	6	1	9	1	3
TOTAL REJECTED APPLICANT	12	3	9	2	5	0	2	0	2	1	0
TOTAL QUAL. APPLICANT	31	3	28	1	14	1	4	1	7	0	3
TOTAL INTERVIEWED	7	0	7	0	2	0	1	0	3	0	1
NOT OFFERED POSITION	6	0	6	0	2	0	0	0	3	0	1
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

LIS – Laboratory Information System

DOT – Department of Transportation

This position was posted on the UConn Health website.

The goal candidates, five (5) white females and two (2) Hispanic females did not meet the minimum requirements for the following reasons: Five (5) white females and one (1) Hispanic female did not have the required one (1) year as a phlebotomist in a CLIA regulated laboratory within the last five (5) years or the allowable substitutions. One (1) Hispanic female’s application was incomplete and we were not able to determine if the qualifications have been met.

The goal candidates, twelve (12) white females and four (4) Hispanic females were not interviewed for the following reasons: Two (2) white females withdrew their applications. One (1) white female’s application contained grammatical errors which demonstrated poor written communication skills. One (1) white female’s experience was not in a laboratory. One (1) white female’s work history demonstrates short terms of employment which demonstrates a lack of reliability. One (1) white female indicated on their application they wanted a steady schedule and no travel. This position has a rotating schedule and requires travel to of site blood draw stations. One (1) white female is an UConn Health employee, 1199 union member, who is in her working test period and is not eligible for a transfer. One (1) white female had Phlebotomy certification but did not have any experience in the field. One (1) white female was previously employed here and required a great need of direction and her phlebotomy experience was as a Medical Assistant in a clinical office setting. One (1) white female’s phlebotomy experience was not since 2013 and it was not in the preferred hospital setting. Two (2) white females and three (3) Hispanic females did not respond to requests to schedule an interview. One (1) Hispanic female did not show for a scheduled interview and did not call or e-mail to offer an explanation.

Req: 2017-003 continued

The goal candidates, two (2) white females and three (3) Hispanic females were interviewed and not selected for the following reasons: One (1) white female scored 592 on interview questions, certification as a Phlebotomy Technician, and had one (1) year of phlebotomy experience in a hospital inpatient and outpatient setting. One (1) white female was selected for another UConn Health position. One (1) Hispanic female scored 597 on interview questions, certification as a Phlebotomy Technician, and did not have phlebotomy experience in a hospital inpatient and outpatient setting. One (1) Hispanic female was selected for another UConn Health position. One (1) Hispanic female scored 417 on interview questions, certification as a Phlebotomy Technician, and did not have phlebotomy experience in a hospital inpatient and outpatient setting. The interview questions were based on phlebotomy experience; phlebotomy experience with a variety of patients; experience in clinical laboratory testing; problem solving; specimen collecting; customer service skills; computer systems; interactions with patients, clinicians and office staff; and organizational skills.

One (1) black female was selected. She scored 694 on interview questions, certification as a Phlebotomy Technician, and had eight (8) years of phlebotomy experience in a hospital inpatient and outpatient setting.

JOB OPPORTUNITY BULLETIN

As of Saturday, September 2, 2017

Department: Pathology And Laboratory Medicine

Job Title: Phlebotomist

Recruiter: Donna Seklecki

Search Code: 2017-209

Date Posted: 8/15/2016

Posting Deadline: 8/21/2016

Purpose of Class:

At UConn Health, this class is accountable for independently performing a variety of venipuncture techniques, collecting and preparing specimens from patients and providing related administrative laboratory support. This position will require travel to offsite phlebotomy stations throughout Connecticut.

SUPERVISION RECEIVED: Works under the general supervision of a Clinical Coordinator or other employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of standard phlebotomy procedures and techniques; knowledge of appropriate blood processing and handling procedures; knowledge of medical terminology; interpersonal skills; oral and written communication skills; keyboard skills; basic math skills; ability to understand and follow specific clinical protocol and procedures; ability to interact courteously and in an understanding manner with patients of all ages; ability to move 30 to 40 pounds to stock supplies and move or support patients; ability to understand and carry out written and oral instructions, ability to keep simple records and perform simple arithmetical calculations; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: High School Diploma or a General Educational Development (GED) and one (1) year as a phlebotomist in a Clinical Laboratory Improvement Amendments (CLIA) regulated laboratory within the last five (5) years.

SUBSTITUTION ALLOWED: Certification as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP), or an organization acceptable to UConn Health which provides relevant training may be substituted for the General Experience.

SPECIAL REQUIREMENTS: Must possess a valid driver's license and be able to travel throughout the State of Connecticut.

PREFERRED QUALIFICATIONS: Greater than 2 years phlebotomy experience in a hospital inpatient and outpatient setting with good computer skills. Strong multi-tasking skills an asset.

WORKING CONDITIONS: Incumbents in this class may be required to lift standard laboratory equipment, trays/boxes of glassware; may be exposed to disease carrying substances and moderately disagreeable conditions. Incumbents in this class must be willing to undergo periodic tests or immunization for communicable diseases.

EXAMPLES OF DUTIES: Ability to understand protocols and perform accordingly in various computer applications which support the laboratory. Generates admission numbers, accession data into LIS. Performs a variety of routine blood draws from patients including venipuncture, heel sticks and finger sticks using standard equipment; collects non-blood specimens such as urine, sputum and throat swabs for laboratory testing; packages specimens adhering to DOT regulations; accession specimens utilizing standard procedures for positive patient identification and records appropriate collection information in accordance with established protocol; performs various quality control procedures to maintain compliance with internal and regulatory requirements; provides related administrative support such as, checking medical necessity and collecting monies due from patients and deposits, answering telephone calls, answering general questions concerning test orders and collections, taking messages or triages calls; prepares test order forms and record entries in the reference laboratory log (computerized or handwritten); maintains compliance with laboratory policies, procedures and safety practices; contributes to the general laboratory functions and institutional needs; attends in-service training as required; maintains inventory and stocks/restocks supplies; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, flexibility needed to work between the hours of 6:00 a.m. to 6:00 p.m., varied day hours extending into the evening, occasional rotating 1st and 2nd shifts on weekdays, weekends and holidays as required. 30 or 60 minute unpaid meal break depending on draw station assignment.

FULL TIME EQUIVALENT MINIMUM SALARY: \$38,873

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Req: 2017-209

Date Started: 12/23/2016

JobTitle: Phlebotomist – 1199 in Pathology and Laboratory Medicine

JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	39	6	33	2	14	2	7	1	9	1	3
TOTAL REJECTED APPLICANT	9	2	7	0	4	1	1	1	1	0	1
TOTAL QUAL. APPLICANT	30	4	26	2	10	1	6	0	8	1	2
TOTAL INTERVIEWED	6	2	4	1	1	0	1	0	2	1	0
NOT OFFERED POSITION	5	1	4	1	1	0	1	0	2	0	0
OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	0	0	1	0

Abbreviations in Posting:

LIS – Laboratory Information System
DOT – Department of Transportation

This position was posted on the UConn Health website.

The goal candidates, four (4) white females and one (1) Hispanic female did not meet the minimum requirements because they did not have the required one (1) year as a phlebotomist in a CLIA regulated laboratory within the last five (5) years or the allowable substitutions.

The goal candidates, nine (9) white females and six (6) Hispanic females were not interviewed for the following reasons: Six (6) white females and four (4) Hispanic females did not have the preferred qualification of greater than two (2) years of phlebotomy experience in a hospital inpatient and outpatient setting. One (1) white female’s previous Medical Technical position from 1979 to 1988 lists phlebotomy experience. One (1) white female is an UConn Health employee, 1199 union member, who is in her working test period and is not eligible for a transfer. One (1) white female’s phlebotomy experience was from 1985 to 1995 as an Emergency Room Technician. One (1) Hispanic female’s application was incomplete and we were not able to determine type of certifications or if qualifications have been met and she did not indicate having the preferred phlebotomy experience in a hospital inpatient and outpatient setting. One (1) Hispanic female did not show for a scheduled interview and did not call or e-mail to offer an explanation.

Req: 2017-209 continued

The goal candidates, one (1) white female and two (2) Hispanic females were interviewed and not selected for the following reasons: One (1) white female scored 679 on interview questions, certification as a Phlebotomy Technician, and had two (2) years of phlebotomy experience in a hospital inpatient and outpatient setting. One (1) Hispanic female scored 536 on interview questions, did not have certification as a Phlebotomy Technician, and had five (5) years of phlebotomy experience in a hospital inpatient and outpatient setting. One (1) Hispanic female was selected for another UConn Health position. The interview questions were based on phlebotomy experience; phlebotomy experience with a variety of patients; experience in clinical laboratory testing; problem solving; specimen collecting; customer service skills; computer systems; interactions with patients, clinicians and office staff; and organizational skills.

One (1) AAIANHNPI male was selected. He scored 712 on interview questions, certification as a Phlebotomy Technician, and had three (3) years of phlebotomy experience in a hospital inpatient and outpatient setting.

Req: 2017-280

Date Started: 10/14/2016

JobTitle: Pharmacy Technician in Pharmacy

JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	39	9	30	3	17	4	6	0	4	2	3
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	39	9	30	3	17	4	6	0	4	2	3
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	0	0	1
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

One (1) AAIANHNPI female had recall rights, per contractual bargaining unit contract, to this position.

JOB OPPORTUNITY BULLETIN

As of Saturday, September 2, 2017

Department: Pathology And Laboratory Medicine

Job Title: Phlebotomist

Recruiter: Donna Seklecki

Search Code: 2017-382

Date Posted: 10/11/2016 **Posting Deadline:** 10/17/2016

Purpose of Class:

At UConn Health, this class is accountable for independently performing a variety of venipuncture techniques, collecting and preparing specimens from patients and providing related administrative laboratory support. This position will require travel to offsite phlebotomy stations throughout Connecticut.

SUPERVISION RECEIVED: Works under the general supervision of a Laboratory Supervisor or other employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of standard phlebotomy procedures and techniques; knowledge of appropriate blood processing and handling procedures; knowledge of medical terminology; interpersonal skills; oral and written communication skills; keyboard skills; basic math skills; ability to understand and follow specific clinical protocol and procedures; ability to interact courteously and in an understanding manner with patients of all ages; ability to move 30 to 40 pounds to stock supplies and move or support patients; ability to understand and carry out written and oral instructions, ability to keep simple records and perform simple arithmetical calculations; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: High School Diploma or a General Educational Development (GED) and one (1) year as a phlebotomist in a Clinical Laboratory Improvement Amendments (CLIA) regulated laboratory within the last five (5) years.

SUBSTITUTION ALLOWED: Certification as a Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP), or an organization acceptable to UConn Health which provides relevant training may be substituted for the General Experience.

SPECIAL REQUIREMENTS: Must possess a valid driver's license and be able to travel throughout the State of Connecticut.

PREFERRED QUALIFICATIONS: Greater than 2 years phlebotomy experience in a hospital inpatient and outpatient setting with good computer skills. Strong multi-tasking skills an asset.

WORKING CONDITIONS: Incumbents in this class may be required to lift standard laboratory equipment, trays/boxes of glassware; may be exposed to disease carrying substances and moderately disagreeable conditions. Incumbents in this class must be willing to undergo periodic tests or immunization for communicable diseases.

EXAMPLES OF DUTIES: Ability to understand protocols and perform accordingly in various computer applications which support the laboratory. Generates admission numbers, accession data into LIS. Performs a variety of routine blood draws from patients including venipuncture, heel sticks and finger sticks using standard equipment; collects non-blood specimens such as urine, sputum and throat swabs for laboratory testing; packages specimens adhering to DOT regulations; accession specimens utilizing standard procedures for positive patient identification and records appropriate collection information in accordance with established protocol; performs various quality control procedures to maintain compliance with internal and regulatory requirements; provides related administrative support such as, checking medical necessity and collecting monies due from patients and deposits, answering telephone calls, answering general questions concerning test orders and collections, taking messages or triages calls; prepares test order forms and record entries in the reference laboratory log (computerized or handwritten); maintains compliance with laboratory policies, procedures and safety practices; contributes to the general laboratory functions and institutional needs; attends in-service training as required; maintains inventory and stocks/restocks supplies; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, varied day hours, primarily 9:30 a.m. to 6:00 p.m. extending into the evening, occasional rotating 1st and 2nd shifts on weekdays, weekends and holidays as required. 30 or 60 minute unpaid meal break depending on draw station assignment.

FULL TIME EQUIVALENT MINIMUM SALARY: \$38,873

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Req: 2017-382

Date Started: 12/23/2016

JobTitle: Phlebotomist – 1199 in Pathology and Laboratory Medicine

JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	22	2	20	1	11	0	3	1	5	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	20	2	18	1	10	0	3	1	4	0	1
TOTAL INTERVIEWED	3	1	2	1	2	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

LIS – Laboratory Information System

DOT – Department of Transportation

This position was posted on the UConn Health website.

The goal candidates, one (1) white female and one (1) Hispanic female did not meet the minimum requirements because they did not have the required one (1) year as a phlebotomist in a CLIA regulated laboratory within the last five (5) years or the allowable substitutions.

The goal candidates, eight (8) white females and four (4) Hispanic females were not interviewed for the following reasons: One (1) white female's application was incomplete and we were not able to determine if the qualifications have been met. One (1) white female's application contained grammatical errors which demonstrated poor written communication skills. One (1) white female's phlebotomy experience was from 1991 to 1998. One (1) white female's phlebotomy experience was as an Emergency Room Technician, not in a laboratory setting. Four (4) white females and four (4) Hispanic females did not have the preferred qualification of greater than two (2) years of phlebotomy experience in a hospital inpatient and outpatient setting.

The goal candidates, two (2) white females were interviewed and not selected for the following reasons: One (1) white female scored 585 on interview questions, did not have certification as a Phlebotomy Technician, and had twenty-two (22) years of experience of hospital inpatient and outpatient experience which included experience as a phlebotomy coordinator (most recent), supervising phlebotomist, and phlebotomist. One (1) white female scored 573 on interview questions, certification as a Phlebotomy Technician, and had three (3) years of phlebotomy experience in a hospital inpatient and outpatient setting. The interview questions were based on phlebotomy experience; phlebotomy experience with a variety of patients; experience in clinical laboratory testing; problem solving; specimen collecting; customer service skills; computer systems; interactions with patients, clinicians and office staff; and organizational skills.

Req: 2017-382 continued

One (1) white male was selected. He scored 690 on interview questions, certification as a Phlebotomy Technician, and had four (4) years of phlebotomy experience in a hospital inpatient and outpatient setting.

Req: 2017-530

Date Started: 12/23/2016

JobTitle: Diagnostic Imaging Assistant in Diagnostic Imaging and Therapeutics

JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	WF	<i>BM</i>	<i>BF</i>	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	10	2	8	0	5	1	2	1	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	10	2	8	0	5	1	2	1	1	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female, part-time UConn Health employee, was selected.

Req: 2017-872

Date Started: 6/9/2017

JobTitle: Medical Records Specialist 1 – Functional Unit #9 in CMHC - Cheshire
JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	57	7	50	5	29	2	9	0	10	0	2
TOTAL REJECTED APPLICANT	49	6	43	5	24	1	9	0	8	0	2
TOTAL QUAL. APPLICANT	8	1	7	0	5	1	0	0	2	0	0
TOTAL INTERVIEWED	6	0	6	0	4	0	0	0	2	0	0
NOT OFFERED POSITION	5	0	5	0	4	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

A goal candidate, one (1) Hispanic female was selected.

Req: 2017-976

Date Started: 6/9/2017

JobTitle: Phlebotomist – 1199 in Clinical Laboratory
JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	0	3	0	2	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

A goal candidate, one (1) Hispanic female, part-time UConn Health employee, was selected.

JOB OPPORTUNITY BULLETIN

As of Saturday, September 2, 2017

Department: Pharmacy

Job Title: Pharmacy Technician Trainee

Recruiter: Noreen Logan

Search Code: 2017-1151

Date Posted: 5/19/2017

Posting Deadline: 5/25/2017

Purpose of Class:

In the Correctional Managed Health Care Program, this class is accountable for receiving on the job training in all areas of the functional operation of the Pharmacy Department including assisting in a variety of methods and procedures in the labeling, dispensing, distribution of drugs and formulations and clerical recordkeeping duties.

MINIMUM QUALIFICATIONS REQUIRED, KNOWLEDGE, SKILL AND ABILITY: Ability to perform basic mathematical computations and clerical tasks; ability to follow basic instructions; ability to communicate effectively with others.

EXPERIENCE AND TRAINING: General Experience: Graduation from high school or completion of an equivalent program.

PREFERRED EXPERIENCE: Pharmacy tech experience; experience with automated dispensing machines.

SUPERVISION RECEIVED: Works under the close supervision of a licensed pharmacist.

WORKING CONDITIONS: Incumbents in this class may have significant exposure to communicable and/or infectious diseases and risk of injury from assaultive and/or abusive patients and may be exposed to disagreeable conditions and may be required to do some lifting. Incumbents in this class may be required to travel.

EXAMPLES OF DUTIES: Receives training in procedures for stocking and maintaining inventory in stockroom supply cabinets, distribution of floor stock to patient units, delivering, labeling and packaging of drug orders and prescriptions; assists pharmacist in formulation of sterile product for reconstitution, hyperalimentation solution and formulation programs, preparation of intravenous admixtures and unit dose medications from patient medication profile; keeps records; picks up medication orders from various supervisors offices and returns completed orders to respective units; checks all items for integrity and expiration charts; maintains all work areas in a clean and orderly fashion; attends training programs; performs related duties as required.

SCHEDULE: Evenings, Mon. - Sat. schedule & hours TBD, with rotating weekends and holidays. 30 minute unpaid meal break. 80 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$36,528

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Req: 2017-1151

Date Started: 6/23/2017

JobTitle: Pharmacy Technician Trainee in Pharmacy

JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	118	31	87	14	39	8	24	5	19	4	5
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	118	31	87	14	39	8	24	5	19	4	5
TOTAL INTERVIEWED	1	1	0	0	0	0	0	0	0	1	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	0	0	1	0

This position was posted on the UConn Health website.

The goal candidates, thirty-nine (39) white females and nineteen (19) Hispanic females were not interviewed for the following reasons: Seven (7) white females and seven (7) Hispanic females did not have UConn Health Pharmacy Technician experience. Thirty-two (32) white females and twelve (12) Hispanic females did not have the preferred experience as a Pharmacy Technician and experience with automated dispensing machines.

One (1) AAIANHNPI male was selected. He had three (3) years of Pharmacy Technician experience as a contract at UConn Health and the Department of Mental Health and Addiction Services Connecticut Valley Hospital, and had a CT Pharmacy Technician license.

5C. (Health Care Support) Hires – Part Time to Full Time – Adjusted Work Schedule

**Pharmacy Technician Trainee
(CMHC-Pharmacy)**

One (1) black male adjusted his work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5D Medical Assistants

Goals

7 white males

2 black males

4 black females

2 AAIANHNPI females

JOB OPPORTUNITY BULLETIN

As of Tuesday, April 4, 2017

Department: UMG-IMA Putnam

Job Title: Medical Assistant

Recruiter: Marisa Leone

Search Code: 2016-1091

Date Posted: 5/23/2016

Posting Deadline: 5/30/2016

Purpose of Class :

At the UCHC, this class is accountable for independently performing a full range of tasks in scheduling, patient flow, assisting with patients and routine clinical tasks in an outpatient or specialty setting. This position is located in Putnam.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Knowledge of medical assisting practices, knowledge of relevant policies, procedures, routines; considerable interpersonal skills; strong oral and written communication skills; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: General Experience:

Two (2) years experience in clinical medical assisting, or
Completion of an accredited Medical Assistant Program (CAAHEP or ABHES), or

Current registration as a Certified Medical Assistant (CMA) by AAMA

SPECIAL REQUIREMENTS: Current registration as a Certified Medical Assistant (CMA) by AAMA; may be required to travel to work in other area of UMG and travel to satellite offices.

PREFERRED QUALIFICATIONS: Experience in a Family practice setting, Pediatric experience; IDXWeb and e-triage, electronic medical record.

EXAMPLES OF DUTIES: Performs routine procedures in accordance with protocols ; assists as needed in MD Office Practice; prepares patients and assists with exams and special procedures; instructs patients for diagnostic procedures/ treatments/ specimen collection; may perform phlebotomy, EKG and other appropriate procedures; may participate in collection protocols; prepares rooms and work areas, including stocking of rooms and inventories and orders supplies and equipment; answers phone and performs clerical duties as needed; performs related duties as required. May transport patients, specimens and equipment throughout the health system, campus and off-site locations.

WORKING CONDITIONS: Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting patients.

SCHEDULE: 40 hour work week, Monday through Friday, 9am - 5:30pm, depending on the needs of the practice. 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2016-1091

Date Started: 7/8/2016

JobTitle: Medical Assistant – UConn Medical Group Putnam

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	18	0	18	0	10	0	6	0	1	0	1
TOTAL REJECTED APPLICANT	12	0	12	0	6	0	4	0	1	0	1
TOTAL QUAL. APPLICANT	6	0	6	0	4	0	2	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – UConn Medical Health Center

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

IDXWeb – scheduling, billing, accounts receivable software

e-triage – computerized system process of determining the priority of patients

MD – Doctor of Medicine

EKG - Electrocardiogram

This position was posted on the UConn Health website.

The goal candidates, four (4) black females and one (1) AAIANHNPI did not meet the special requirement of current registration as a CMA.

The goal candidates, two (2) black females were not interviewed for the following reasons: One (1) black female rescheduled her interview two (2) times and we were unable to reschedule a third interview. When one (1) black female was contacted to schedule an interview she indicated the position was too far.

One (1) white female was selected. She had completed an accredited Medical Assistant Program, was registered as a CMA, had experience in Internal Medicine and had the preferred qualifications of electronic medical record experience.

Req: 2016-1092

Date Started: 8/5/2016

JobTitle: Medical Assistant in the Department of Dermatology Clinic Canton
JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	58	4	54	3	29	0	11	0	12	1	2
TOTAL REJECTED APPLICANT	42	3	39	2	21	0	8	0	9	1	1
TOTAL QUAL. APPLICANT	16	1	15	1	8	0	3	0	3	0	1
TOTAL INTERVIEWED	5	0	5	0	3	0	1	0	0	0	1
NOT OFFERED POSITION	4	0	4	0	3	0	0	0	0	0	1
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

A goal candidate, one (1) black female was selected.

Req: 2016-1198

Date Started: 8/19/2016

JobTitle: Medical Assistant – Geriatrics in the Department of UMG – Internal Medicine

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	54	2	52	2	29	0	10	0	12	0	1
TOTAL REJECTED APPLICANT	45	0	45	0	26	0	8	0	10	0	1
TOTAL QUAL. APPLICANT	9	2	7	2	3	0	2	0	2	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected.

Req: 2016-1251

Date Started: 9/16/2016

JobTitle: Medical Assistant in the Department of Neag Comprehensive Cancer Center

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	103	5	98	3	56	2	17	0	24	0	1
TOTAL REJECTED APPLICANT	93	3	90	1	51	2	15	0	23	0	1
TOTAL QUAL. APPLICANT	10	2	8	2	5	0	2	0	1	0	0
TOTAL INTERVIEWED	3	1	2	1	1	0	1	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was selected.

Req: 2017-112

Date Started: 9/16/2016

JobTitle: Medical Assistant in the Department of Dermatology Clinic

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	70	5	65	3	29	1	14	1	20	0	2
TOTAL REJECTED APPLICANT	45	4	41	2	17	1	8	1	15	0	1
TOTAL QUAL. APPLICANT	25	1	24	1	12	0	6	0	5	0	1
TOTAL INTERVIEWED	6	0	6	0	3	0	3	0	0	0	0
NOT OFFERED POSITION	5	0	5	0	3	0	2	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

A goal candidate, one (1) black female, part-time UConn Health employee was selected.

JOB OPPORTUNITY BULLETIN

As of Tuesday, April 4, 2017

Department: UMG-Internal Medicine

Job Title: Medical Assistant - West Hartford

Recruiter: Marisa Leone

Search Code: 2017-253

Date Posted: 9/1/2016

Posting Deadline: 9/5/2016

Purpose of Class :

At the UCHC, this class is accountable for independently performing a full range of tasks in scheduling, patient flow, assisting with patients and routine clinical tasks in an outpatient, inpatient or specialty setting. This position is located in West Hartford.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of medical assisting practices; knowledge of relevant policies, procedures, routines; considerable interpersonal skills; oral and written communication skills; ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years experience in clinical medical assisting or completion of an accredited Medical Assistant Program (CAAHEP or ABHES)

SPECIAL REQUIREMENTS: Current registration as a Certified Medical Assistant (CMA) by AAMA; may travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS: Experience in Internal Medicine.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:

Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:

Maintains smooth and efficient patient flow; may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols; prepares patients and assists with exams and special procedures; instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections; refers patients to appropriate physician/nursing staff when special needs are identified; reports pertinent observations to nurse and/or physician; charts activities in the record; participates in implementation of care plans; attends interdisciplinary meetings; prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment; checks equipment and reports that which is malfunctioning; answers phone and performs clerical work as needed; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: \$45,531

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Req: 2017-253

Date Started: 10/14/2016

JobTitle: Medical Assistant – West Hartford – Department of Internal Medicine

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	13	0	13	0	7	0	1	0	5	0	0
TOTAL REJECTED APPLICANT	6	0	6	0	3	0	0	0	3	0	0
TOTAL QUAL. APPLICANT	7	0	7	0	4	0	1	0	2	0	0
TOTAL INTERVIEWED	3	0	3	0	2	0	0	0	1	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – UConn Medical Health Center

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

This position was posted on the UConn Health website.

The goal candidate, one (1) black female was not interviewed because she did not respond to request for interview via phone or e-mail.

One (1) white female was selected. She had completed an accredited Medical Assistant Program, was registered as a CMA, and had the preferred qualifications of experience in Internal Medicine.

JOB OPPORTUNITY BULLETIN

As of Tuesday, September 5, 2017

Department: UMG-Family Medicine

Job Title: Medical Assistant

Recruiter: Marisa Leone

Search Code: 2017-254

Date Posted: 9/1/2016

Posting Deadline: 9/2/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in scheduling, patient flow, assisting with patients and routine clinical tasks in an outpatient, inpatient or specialty setting.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of medical assisting practices; knowledge of relevant policies, procedures, routines; considerable interpersonal skills; oral and written communication skills; ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience in clinical medical assisting or completion of an accredited Medical Assistant Program (CAAHEP or ABHES)

SPECIAL REQUIREMENTS: Current registration as a Certified Medical Assistant (CMA) by AAMA; may travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS: Experience in Internal, Pediatrics and/or Ob.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:

Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:

Maintains smooth and efficient patient flow; may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols; prepares patients and assists with exams and special procedures; instructs patients as outlined for basic diagnostic procedures/ treatments/specimen collections; refers patients to appropriate physician/nursing staff when special needs are identified; reports pertinent observations to nurse and/or physician; charts activities in the record; participates in implementation of care plans; attends interdisciplinary meetings; prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment; checks equipment and reports that which is malfunctioning; answers phone and performs clerical work as needed; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: \$45,531

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-254

Date Started: 10/14/2016

JobTitle: Medical Assistant in Family Medicine

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	49	3	46	1	21	1	6	0	19	1	0
TOTAL REJECTED APPLICANT	32	3	29	1	13	1	3	0	13	1	0
TOTAL QUAL. APPLICANT	17	0	17	0	8	0	3	0	6	0	0
TOTAL INTERVIEWED	2	0	2	0	0	0	1	0	1	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

Ob - Obstetrics

This position was posted on the UConn Health website.

The goal candidates, one (1) white male, one (1) black male, and three (3) black females did not meet the minimum requirements because they were not currently registered as a CMA by AAMA.

The goal candidates, two (2) black females were not interviewed for the following reasons: One (1) black female did not have the preferred experience with Internal Medicine, Pediatrics or Ob. One (1) black female did not have the preferred experience with Internal Medicine and Pediatrics. We only interviewed individuals with two (2) or more of the preferred requirements.

The goal candidate, one (1) black female was interviewed and not selected because she had four and a half (4.5) years of Medical Assistant experience with Internal Medicine, Pediatrics and Ob. Correctly answered 4 out of 9 didactic questions. The situational questions and didactic questions were based upon disclosing patient information to family members, procedures for handling a patient who is having difficulty breathing, vitals for adults and children, pulse, medication procedures, Electrocardiogram, blood sugar, and urine tests.

One (1) Hispanic female was selected. She had fourteen (14) years of Medical Assistant experience with Internal Medicine, Pediatrics and Ob. Correctly answered 8 out of 9 didactic questions and the last question was partially correct.

JOB OPPORTUNITY BULLETIN

As of Tuesday, April 4, 2017

Department: UMG-Storrs

Job Title: Medical Assistant

Recruiter: Marisa Leone

Search Code: 2017-305

Date Posted: 9/13/2016

Posting Deadline: 9/20/2016

Purpose of Class :

At the UCHC, this class is accountable for independently performing a full range of tasks in scheduling, patient flow, assisting with patients and routine clinical tasks in an outpatient, inpatient or specialty setting. This position is located in Storrs.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of medical assisting practices; knowledge of relevant policies, procedures, routines; considerable interpersonal skills; oral and written communication skills; ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years experience in clinical medical assisting or completion of an accredited Medical Assistant Program (CAAHEP or ABHES)

SPECIAL REQUIREMENTS: Current registration as a Certified Medical Assistant (CMA) by AAMA; may travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS: Experience in busy Internal Medicine Office.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:

Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:

Maintains smooth and efficient patient flow; may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols; prepares patients and assists with exams and special procedures; instructs patients as outlined for basic diagnostic procedures/treatments/specimen collections; refers patients to appropriate physician/nursing staff when special needs are identified; reports pertinent observations to nurse and/or physician; charts activities in the record; participates in implementation of care plans; attends interdisciplinary meetings; prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment; checks equipment and reports that which is malfunctioning; answers phone and performs clerical work as needed; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Monday through Friday, available to work between the hours of 7am - 7pm, 1 hour unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: \$45,531

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2017-305

Date Started: 10/14/2016

JobTitle: Medical Assistant – UConn Medical Group Storrs

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	36	0	36	0	17	0	7	0	11	0	1
TOTAL REJECTED APPLICANT	23	0	23	0	13	0	4	0	5	0	1
TOTAL QUAL. APPLICANT	13	0	13	0	4	0	3	0	6	0	0
TOTAL INTERVIEWED	2	0	2	0	1	0	0	0	1	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – UConn Medical Health Center

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

This position was posted on the UConn Health website.

The goal candidates, four (4) black females and one (1) AAIANHNPI did not meet the special requirement of current registration as a CMA.

The goal candidates, three (3) black females were not interviewed for the following reasons: One (1) black female did not respond to a request to schedule an interview. Two (2) black females did not have the preferred qualifications of experience in an Internal Medicine Office. We only interviewed individuals with the preferred qualifications of experience in an Internal Medicine Office.

One (1) white female was selected. She had completed an accredited Medical Assistant Program, was registered as a CMA, and had the preferred qualifications of experience in Internal Medicine.

JOB OPPORTUNITY BULLETIN

As of Tuesday, September 5, 2017

Department: UMG-Rheumatology-Osteoporosis (H)

Job Title: Medical Assistant - float for all MSI practices

Recruiter: Marisa Leone

Search Code: 2017-535

Date Posted: 11/28/2016 **Posting Deadline:** 12/5/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in scheduling, patient flow, assisting with patients and routine clinical tasks in an outpatient or specialty setting. This is a float position for all of the MSI practices (Ortho/Rheum/Osteoporosis/Neurosurgery) and will be required to travel to satellite offices in Avon and Southington.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Knowledge of medical assisting practices, knowledge of relevant policies, procedures, routines; considerable interpersonal skills; strong oral and written communication skills; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: General Experience:

Two (2) years experience in clinical medical assisting or completion of an accredited Medical Assistant Program (CAAHEP or ABHES)

SPECIAL REQUIREMENTS: Current registration as a Certified Medical Assistant (CMA) by AAMA; may travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS: experience in outpatient medicalsurgical practice, NextGen/Epic (or EMR) experience; experience in wound care, suture, staple removal.

EXAMPLES OF DUTIES: Performs routine procedures in accordance with protocols ; assists as needed in MD Office Practice; prepares patients and assists with exams and special procedures; instructs patients for diagnostic procedures/ treatments/ specimen collection; may perform phlebotomy, EKG and other appropriate procedures; may participate in collection protocols; prepares rooms and work areas, including stocking of rooms and inventories and orders supplies and equipment; answers phone and performs clerical duties as needed; performs related duties as required. May transport patients, specimens and equipment throughout the health system, campus and off-site locations.

WORKING CONDITIONS: Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting patients.

SCHEDULE: 40 hour work week, Monday through Friday, variable schedule, 7:30am - 4:30pm, 7:45am - 4:45pm, 8am - 5pm, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2017-535

Date Started: 12/23/2016

JobTitle: Medical Assistant – float for all Musculoskeletal Institute practices
in Rheumatology-Oseteoporosis
JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	30	1	29	1	10	0	5	0	13	0	1
TOTAL REJECTED APPLICANT	18	0	18	0	5	0	2	0	10	0	1
TOTAL QUAL. APPLICANT	12	1	11	1	5	0	3	0	3	0	0
TOTAL INTERVIEWED	6	0	6	0	2	0	2	0	2	0	0
NOT OFFERED POSITION	5	0	5	0	2	0	2	0	1	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

MSI – Musculoskeletal Institute

Ortho – Orthopedics

Rheum – Rheumatology

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

NextGen/Epic – electronic medical records

EMR – electronic medical records

MD – medical doctor

EKG - electrocardiogram

This position was posted on the UConn Health website.

The goal candidates, two (2) black females and one (1) AAIANHNPI female did not meet the minimum requirements because they were not currently registered as a CMA by AAMA.

The goal candidates, one (1) white male and one (1) black female were not interviewed because they did not have the preferred experiences in outpatient medical surgical practice, experience with EMR, and experience in wound care, suture, and staple removal.

Req: 2017-535 continued

The goal candidates, two (2) black females were interviewed and not selected for the following reasons: One (1) black female was selected for another UConn Health position. One (1) black female's response to an interview question on how her co-workers would describe her raised concerns regarding her interpersonal skills. This position requires considerable interpersonal skills.

One (1) Hispanic female was selected. She had five (5) years of Medical Assistant experience with two (2) years in a Rheumatology practice, experience with NextGen, experience in wound care, suture, and staple removal.

Req: 2017-626

Date Started: 2/17/2017

JobTitle: Medical Assistant in Dermatology Clinic Canton

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	4	0	4	0	2	0	2	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	1	0	2	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	0	0	2	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

A goal candidate, one (1) black female was selected.

JOB OPPORTUNITY BULLETIN

As of Friday, July 28, 2017

Department: UMG-Storrs

Job Title: Medical Assistant

Recruiter: Marisa Leone

Search Code: 2017-631

Date Posted: 12/16/2016 **Posting Deadline:** 12/23/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in scheduling, patient flow, assisting with patients and routine clinical tasks in an outpatient, inpatient or specialty setting. This position is located in Storrs.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of medical assisting practices; knowledge of relevant policies, procedures, routines; considerable interpersonal skills; oral and written communication skills; ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years experience in clinical medical assisting or completion of an accredited Medical Assistant Program (CAAHEP or ABHES)

SPECIAL REQUIREMENTS: Current registration as a Certified Medical Assistant (CMA) by AAMA; may travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS: Experience in busy multispecialty practice Office.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:

Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:

Maintains smooth and efficient patient flow; may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols; prepares patients and assists with exams and special procedures; instructs patients as outlined for basic diagnostic procedures/ treatments/specimen collections; refers patients to appropriate physician/nursing staff when special needs are identified; reports pertinent observations to nurse and/or physician; charts activities in the record; participates in implementation of care plans; attends interdisciplinary meetings; prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment; checks equipment and reports that which is malfunctioning; answers phone and performs clerical work as needed; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Monday through Friday, available to work between the hours of 7am - 7pm, 1 hour unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: \$45,531

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Req: 2017-631

Date Started: 2/3/2017

JobTitle: Medical Assistant in UConn Medical Group - Storrs

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	18	0	18	0	11	0	2	0	5	0	0
TOTAL REJECTED APPLICANT	8	0	8	0	4	0	1	0	3	0	0
TOTAL QUAL. APPLICANT	10	0	10	0	7	0	1	0	2	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

This position was posted on the UConn Health website.

The goal candidate, one (1) black female did not meet the minimum requirements because she was not registered as a CMA by AAMA.

The goal candidate, one (1) black female was not interviewed because she was not a University Health Professional (UHP) union member with bargaining contractual rights to be interviewed.

One (1) white female, part-time UConn Health employee, was selected. She was an UHP union member with eleven (11) years of experience in clinical medical assisting; registered CMA by AAMA; and had worked as a part-time Medical Assistant in this office since 2014.

JOB OPPORTUNITY BULLETIN

As of Tuesday, September 5, 2017

Department: UMG-IMA Simsbury

Job Title: Medical Assistant

Recruiter: Marisa Leone

Search Code: 2017-715

Date Posted: 1/13/2017

Posting Deadline: 1/20/2017

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in scheduling, patient flow, assisting with patients and routine clinical tasks in an outpatient, inpatient or specialty setting. This position is located in Simsbury.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of medical assisting practices; knowledge of relevant policies, procedures, routines; considerable interpersonal skills; oral and written communication skills; ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years experience in clinical medical assisting or completion of an accredited Medical Assistant Program (CAAHEP or ABHES)

SPECIAL REQUIREMENTS: Current registration as a Certified Medical Assistant (CMA) by AAMA; may travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS: Experience in Internal Medicine office; IDX; NextGen

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:

Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:

Maintains smooth and efficient patient flow; may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols; prepares patients and assists with exams and special procedures; instructs patients as outlined for basic diagnostic procedures/ treatments/specimen collections; refers patients to appropriate physician/nursing staff when special needs are identified; reports pertinent observations to nurse and/or physician; charts activities in the record; participates in implementation of care plans; attends interdisciplinary meetings; prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment; checks equipment and reports that which is malfunctioning; answers phone and performs clerical work as needed; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: \$45,531

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Req: 2017-715

Date Started: 2/3/2017

JobTitle: Medical Assistant in Internal Medicine Simsbury

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	44	2	42	1	17	1	14	0	10	0	1
TOTAL REJECTED APPLICANT	22	2	20	1	9	1	5	0	6	0	0
TOTAL QUAL. APPLICANT	22	0	22	0	8	0	9	0	4	0	1
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

IDX – scheduling, billing, and accounts receivable software

NextGen – electronic medical record

This position was posted on the UConn Health website.

The goal candidates, one (1) white male, one (1) black male, and five (5) black females did not meet the minimum requirements because they were not currently registered as a CMA by AAMA.

The goal candidates, nine (9) black females and one (1) AAIANHNPI female were not interviewed for the following reasons: One (1) black female was selected for another UConn Health position. Eight (8) black females and one (1) AAIANHNPI female did not have the preferred qualification of experience in Internal Medicine office. We only interviewed candidates who met the preferred qualifications.

One (1) white female was selected. She had completed an accredited Medical Assistant Program, was currently registered as a CMA by AAMA, and had the preferred qualifications of experience in Internal Medicine (16 months) which included IDX and NextGen.

JOB OPPORTUNITY BULLETIN

As of Tuesday, September 5, 2017

Department: UMG-IMA Simsbury

Job Title: Medical Assistant

Recruiter: Marisa Leone

Search Code: 2017-839

Date Posted: 2/14/2017

Posting Deadline: 2/21/2017

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in scheduling, patient flow, assisting with patients and routine clinical tasks in an outpatient, inpatient or specialty setting. This position is located in Simsbury.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of medical assisting practices; knowledge of relevant policies, procedures, routines; considerable interpersonal skills; oral and written communication skills; ability to work under pressure deadlines and a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience in clinical medical assisting or completion of an accredited Medical Assistant Program (CAAHEP or ABHES)

SPECIAL REQUIREMENTS: Current registration as a Certified Medical Assistant (CMA) by AAMA; may travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS: Experience in Internal Medicine office; IDX; NextGen

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher rank.

WORKING CONDITIONS:

Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting of patients.

EXAMPLES OF DUTIES:

Maintains smooth and efficient patient flow; may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols; prepares patients and assists with exams and special procedures; instructs patients as outlined for basic diagnostic procedures/ treatments/specimen collections; refers patients to appropriate physician/nursing staff when special needs are identified; reports pertinent observations to nurse and/or physician; charts activities in the record; participates in implementation of care plans; attends interdisciplinary meetings; prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment; checks equipment and reports that which is malfunctioning; answers phone and performs clerical work as needed; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: \$45,531

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uchc.edu.

Req: 2017-839

Date Started: 4/17/2017

JobTitle: Medical Assistant in Internal Medicine in Simsbury

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	27	1	26	1	13	0	7	0	5	0	1
TOTAL REJECTED APPLICANT	9	0	9	0	3	0	3	0	3	0	0
TOTAL QUAL. APPLICANT	18	1	17	1	10	0	4	0	2	0	1
TOTAL INTERVIEWED	4	1	3	1	1	0	2	0	0	0	0
NOT OFFERED POSITION	3	1	2	1	0	0	2	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

IDX – scheduling, billing, and accounts receivable software

NextGen – electronic medical record

This position was posted on the UConn Health website.

The goal candidates, three (3) black females did not meet the minimum requirements because they were not currently registered as a CMA by AAMA.

The goal candidates, two (2) black females and one (1) AAIANHNPI female were not interviewed because they did not have the preferred experience in Internal Medicine. We only interviewed individuals with Internal Medicine Experience.

The goal candidates, one (1) white male and two (2) black females were interviewed and not selected for the following reasons: One (1) white male who is currently a UConn Health Firefighter, indicated in his interview that he is no longer interested in the position because he is choosing to wait and see what is happening in his current position. One (1) black female was second choice because she did not have the preferred IDX and Next Gen experience. One (1) black female had been counseled on her tardiness both in getting to work and coming back from her lunch hour. Because reliability and punctuality is vital to our patient care, we chose not to pursue this candidate.

One (1) white female was selected. She had the preferred experience in Internal Medicine office, IDX, and Next Gen experience.

JOB OPPORTUNITY BULLETIN

As of Tuesday, September 5, 2017

Department: UMG-General Medicine

Job Title: Medical Assistant

Recruiter: Marisa Leone

Search Code: 2017-850

Date Posted: 2/16/2017

Posting Deadline: 2/21/2017

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in scheduling, patient flow, assisting with patients and routine clinical tasks in an outpatient or specialty setting.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Knowledge of medical assisting practices, knowledge of relevant policies, procedures, routines; considerable interpersonal skills; strong oral and written communication skills; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience in clinical medical assisting or completion of an accredited Medical Assistant Program (CAAHEP or ABHES).

SPECIAL REQUIREMENTS: Current registration as a Certified Medical Assistant (CMA) by AAMA; may travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

SPECIAL REQUIREMENTS: This position is located in Farmington but may be required to travel to offsite satellite offices.

PREFERRED QUALIFICATIONS: Previous experience in an outpatient setting, preferably in a multi-specialty outpatient setting; proficiency with AIDET and outpatient initiatives; IDX scheduling and NextGen experience

EXAMPLES OF DUTIES: Performs routine procedures in accordance with protocols ; assists as needed in MD Office Practice; prepares patients and assists with exams and special procedures; instructs patients for diagnostic procedures/ treatments/ specimen collection; may perform phlebotomy, EKG and other appropriate procedures; may participate in collection protocols; prepares rooms and work areas, including stocking of rooms and inventories and orders supplies and equipment; answers phone and performs clerical duties as needed; performs related duties as required. May transport patients, specimens and equipment throughout the health system, campus and off-site locations.

WORKING CONDITIONS: Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting patients.

SCHEDULE: 40 hour work week, Monday through Friday, 8:30am - 5:30pm; 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2017-850

Date Started: 3/17/2017

JobTitle: Medical Assistant in General Medicine

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	52	3	49	1	25	0	9	2	14	0	1
TOTAL REJECTED APPLICANT	25	2	23	0	13	0	2	2	8	0	0
TOTAL QUAL. APPLICANT	27	1	26	1	12	0	7	0	6	0	1
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

AIDET – acknowledge, introduce, duration, explanation, thank you (customer support values)

IDX – scheduling, billing, and accounts receivable software

NextGen – electronic medical record

MD – medical doctor

EKG - Electrocardiogram

This position was posted on the UConn Health website.

The goal candidates, two (2) black females did not meet the minimum requirements because they were not currently registered as a CMA by AAMA.

The goal candidates, one (1) white male, seven (7) black females, and one (1) AAIANHNPI female were not interviewed for the following reasons:

One (1) white male, six (6) black females, and one (1) AAIANHNPI female did not have the preferred experiences with IDX scheduling and NextGen. One (1) black female was selected for another UConn health position. We only interviewed individuals with this experience.

One (1) white female was selected. She had the preferred experiences of three (3) years of Medical Assistant experience in a multi-specialty outpatient setting, and experiences with IDX and NextGen.

JOB OPPORTUNITY BULLETIN

As of Tuesday, September 5, 2017

Department: UMG-Endocrine

Job Title: Medical Assistant

Recruiter: Marisa Leone

Search Code: 2017-929

Date Posted: 3/13/2017

Posting Deadline: 3/20/2017

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in scheduling, patient flow, assisting with patients and routine clinical tasks in an outpatient or specialty setting.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Knowledge of medical assisting practices, knowledge of relevant policies, procedures, routines; considerable interpersonal skills; strong oral and written communication skills; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience in clinical medical assisting or completion of an accredited Medical Assistant Program (CAAHEP or ABHES).

SPECIAL REQUIREMENTS: Current registration as a Certified Medical Assistant (CMA) by AAMA; may travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

SPECIAL REQUIREMENTS: This position is located in Farmington but may be required to travel to offsite satellite offices.

PREFERRED QUALIFICATIONS: Previous experience in an outpatient setting, preferably in Endocrine and infectious disease; proficiency with AIDET and outpatient initiatives; IDX scheduling and NextGen experience

EXAMPLES OF DUTIES: Performs routine procedures in accordance with protocols ; assists as needed in MD Office Practice; prepares patients and assists with exams and special procedures; instructs patients for diagnostic procedures/ treatments/ specimen collection; may perform phlebotomy, EKG and other appropriate procedures; may participate in collection protocols; prepares rooms and work areas, including stocking of rooms and inventories and orders supplies and equipment; answers phone and performs clerical duties as needed; performs related duties as required. May transport patients, specimens and equipment throughout the health system, campus and off-site locations.

WORKING CONDITIONS: Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting patients.

SCHEDULE: 40 hour work week, Monday through Friday, 8:30am - 5:30pm; 1 hour unpaid meal break. Will be cross trained to other areas. May have to work evening hours.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2017-929

Date Started: 3/31/2017

JobTitle: Medical Assistant in Endocrine

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	78	5	73	3	35	1	16	1	20	0	2
TOTAL REJECTED APPLICANT	41	0	41	0	18	0	9	0	13	0	1
TOTAL QUAL. APPLICANT	37	5	32	3	17	1	7	1	7	0	1
TOTAL INTERVIEWED	4	0	4	0	2	0	1	0	1	0	0
NOT OFFERED POSITION	3	0	3	0	1	0	1	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

AIDET – acknowledge, introduce, duration, explanation, thank you (customer support values)

IDX – scheduling, billing, and accounts receivable software

NextGen – electronic medical record

MD – medical doctor

EKG - Electrocardiogram

This position was posted on the UConn Health website.

The goal candidates, nine (9) black females and one (1) AAIANHNPI female did not meet the minimum requirements because they were not currently registered as a CMA by AAMA.

The goal candidates, three (3) white males, one (1) black male, six (6) black females, and one (1) AAIANHNPI female were not interviewed for the following reasons: One (1) white male was a previous UConn Health Medical Assistant who did not pass his probationary period. Two (2) white males, one (1) black male, six (6) black females and one (1) AAIANHNPI female did not have the preferred experiences with IDX scheduling and NextGen.

Req: 2017-929 continued

The goal candidate, one (1) black female was interviewed and not selected because she did not have the preferred experience in an Endocrine setting, all of her responses to questions were not patient centered and she answered 5/9 didactic questions correctly. The questions were based upon Medical Assistant experience/clinical skills; knowledge of customer support values AIDET; communication skills, patient centered responses; and electronic medical record experience.

One (1) white female was selected. She had the preferred experiences in an outpatient Endocrine setting along with proficiency with AIDET, and IDX scheduling and NextGen experience. All of her responses were patient centered and she correctly answered 9/9 didactic questions.

Req: 2017-1015

Date Started: 5/12/2017

JobTitle: Medical Assistant in Neag Comprehensive Cancer Center

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	54	2	52	2	30	0	8	0	13	0	1
TOTAL REJECTED APPLICANT	27	1	26	1	15	0	4	0	7	0	0
TOTAL QUAL. APPLICANT	27	1	26	1	15	0	4	0	6	0	1
TOTAL INTERVIEWED	6	0	6	0	4	0	1	0	0	0	1
NOT OFFERED POSITION	5	0	5	0	4	0	0	0	0	0	1
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

A goal candidate, one (1) black female was selected.

JOB OPPORTUNITY BULLETIN

As of Tuesday, September 5, 2017

Department: UMG-Floats Clin Module

Job Title: Medical Assistant - Float position

Recruiter: Marisa Leone

Search Code: 2017-1154

Date Posted: 5/22/2017

Posting Deadline: 5/29/2017

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in scheduling, patient flow, assisting with patients and routine clinical tasks in an outpatient or specialty setting. This position requires floating to multiple UMG clinics/sites performing MA duties.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Knowledge of medical assisting practices, knowledge of relevant policies, procedures, routines; considerable interpersonal skills; strong oral and written communication skills; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience in clinical medical assisting or completion of an accredited Medical Assistant Program (CAAHEP or ABHES).

SPECIAL REQUIREMENTS: Current registration as a Certified Medical Assistant (CMA) by an accredited institution; will travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

PREFERRED QUALIFICATIONS: Previous experience in an outpatient setting, proficiency with AIDET and outpatient initiatives; IDX scheduling and NextGen experience

EXAMPLES OF DUTIES: Performs routine procedures in accordance with protocols ; assists as needed in MD Office Practice; prepares patients and assists with exams and special procedures; instructs patients for diagnostic procedures/ treatments/ specimen collection; may perform phlebotomy, EKG and other appropriate procedures; may participate in collection protocols; prepares rooms and work areas, including stocking of rooms and inventories and orders supplies and equipment; answers phone and performs clerical duties as needed; performs related duties as required. May transport patients, specimens and equipment throughout the health system, campus and off-site locations.

WORKING CONDITIONS: Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting patients.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm; 1 hour unpaid meal break. May have to work evening hours.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2017-1154

Date Started: 6/23/2017

JobTitle: Medical Assistant – Float position in UConn Medical Group Floats Clinical Module
JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	46	3	43	2	20	0	10	1	11	0	2
TOTAL REJECTED APPLICANT	27	2	25	1	9	0	6	1	9	0	1
TOTAL QUAL. APPLICANT	19	1	18	1	11	0	4	0	2	0	1
TOTAL INTERVIEWED	3	1	2	1	1	0	1	0	0	0	0
NOT OFFERED POSITION	2	1	1	1	0	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

UMG – University of Connecticut Medical Group

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

AIDET – acknowledge, introduce, duration, explanation, thank you (customer support values)

IDX – scheduling, billing, and accounts receivable software

NextGen – electronic medical record

MD – medical doctor

EKG - Electrocardiogram

This position was posted on the UConn Health website.

The black female goals had been met with previous hires and they were no longer established hiring goals.

The goal candidates, one (1) white male and one (1) AAIANHNPI female did not meet the minimum requirements because they were not currently registered as a CMA by AAMA.

The goal candidate, one (1) AAIANHNPI female was not interviewed because she did not have the preferred IDX scheduling and Nextgen experience.

Req: 2017-1154 continued

The goal candidate, one (1) white male was interviewed and not selected because he had one and a half (1.5) months of Medical Assistant experience utilizing the IDX and NextGen. He was not independent in IDX and NextGen and was not proficient in Medical Assistant role because it was his first Medical Assistant work experience since graduating from his Medical Assistant program. He still required several more weeks of training to be able to function independently in the role.

One (1) white female was selected. She had six (6) months of experience utilizing the IDX and NextGen and two (2) years of Medical Assistant experience. She was independent in IDX, NextGen, and Medical Assistant role.

5D. (Medical Assistants) Hires – Part Time to Full Time – Adjusted Work Schedule

**Medical Assistant
(General Obstetrics)**

One (1) white female adjusted her work schedule from part time to full time during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5E Paraprofessional/Administrative

Goals

3 black females

1 Hispanic male

1 Hispanic female

1 AAIANHNPI male

1 AAIANHNPI female

JOB OPPORTUNITY BULLETIN

As of Wednesday, September 6, 2017

Department: Library

Job Title: Library Technician I

Recruiter: Pamela Rucker

Search Code: 2016-831

Date Posted: 2/29/2016

Posting Deadline: 3/9/2016

Purpose of Class:

At UConn Health, this class is accountable for independently performing a full range of supportive tasks for any assigned library function.

SUPERVISION RECEIVED:

Works under the general supervision of department head.

SUPERVISION EXERCISED:

Lead student workers.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of library science techniques and practices; knowledge of advanced library systems, techniques, resources and equipment, including computer and other automated systems; interpersonal skills; oral and written communications skills; ability to maintain accurate records; ability to follow instructions.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years of experience involving a variety of library functions.

Substitutions Allowed:

College training in Library Science may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years for an Associates Degree.

Preferred Qualifications:

Familiarity with WordPress and applications.

Experience with an integrated library system

B.A. from an accredited institution.

Experience in public service.

Computer skills including Microsoft Office, social media or information systems.

EXAMPLES OF DUTIES:

May work in any library department providing services to patrons, including but not limited to cataloging, circulation activities, maintaining records and files, acting as resource person for various library functions in the absence of the department head; researches journals and/or audiovisual programs in cataloging information to make it readily retrievable for library patrons; uses online national databases to perform routine unit functions; may attend library related workshops/seminars; Responsible for closing the library on Friday evening and opening and closing the library on Saturday; performs related duties as required.

Schedule: 40 hrs per week, Tuesday - Thursday 9:00am - 5:30pm, Friday 10:30am - 7:00pm and Saturday 8:30am - 5:00pm with a 30 minute unpaid meal break

Full Time Equivalent Minimum Salary: \$49,462.00

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Req: 2016-831

Date Started: 7/22/2016

JobTitle: Library Technician 1 in the Library
JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	41	13	28	10	19	1	3	2	2	0	4
TOTAL REJECTED APPLICANT	32	11	21	8	13	1	3	2	1	0	4
TOTAL QUAL. APPLICANT	9	2	7	2	6	0	0	0	1	0	0
TOTAL INTERVIEWED	4	2	2	2	2	0	0	0	0	0	0
NOT OFFERED POSITION	3	1	2	1	2	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

B.A. – Bachelor of the Arts

This position was posted on the UConn Health website.

The goal candidates, three (3) black females, two (2) Hispanic males, one (1) Hispanic female, and four (4) AAIANHNPI females did not meet the minimum requirements because they did not have the required three (3) years of experience involving a variety of library functions or the allowable substitutions.

The goal candidate, one (1) Hispanic female was not interviewed because her library experience was over ten (10) years ago, and she did not have the preferred requirements of knowledge of integrated library system, and social media skills.

One (1) white male was selected. He had a Master's in Library and Information Science, Information Systems; four (4) years of experience working at UConn Health Library involving a variety of library functions; and all of the preferred qualifications such as familiarity with WordPress and applications, experience with an integrated library system, B.A., experience in public service, and computer skills including Microsoft Office, social media and information systems.

JOB OPPORTUNITY BULLETIN

As of Wednesday, March 22, 2017

Department: Human Resources

Job Title: Human Resources Associate - Payroll

Recruiter: Joyce Smith

Search Code: 2016-868

Date Posted: 3/11/2016

Posting Deadline: 3/18/2016

Purpose of Class :

PURPOSE OF CLASS:

This position is located in the payroll unit of the Human Resources department and is responsible for the processing of payroll for the employees of the University of Connecticut Health Center.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS AND ABILITY: Knowledge of payroll principles and practices; Skill in performing financial calculations; Knowledge of relevant State and Federal regulations and regulatory requirements, collective bargaining contracts; Ability to organize and prioritize work; excellent interpersonal skills; ability to communicate effectively both oral and in writing; excellent customer service skills; ability to manage multiple simultaneous priorities; knowledge of methods and procedures pertaining to records maintenance; ability to establish and maintain effective working relationships with others; Ability to handle confidential matters with tact and discretion; Ability to exercise good judgment in analyzing situations and making decisions.

EXPERIENCE AND TRAINING: Three (3) years experience in administrative work involving finances, including one (1) year of experience involving payroll processing. Possession of knowledge, skills and abilities as stated above.

SUBSTITUTION ALLOWED: Bachelor's degree in Human Resources Management or SHRM or equivalent human resources certification may be substituted for two (2) years of the general experience.

PREFERRED: Experience with Kronos and/or Banner highly preferred.

DUTIES:

Processes, in a confidential, accurate and timely manner, biweekly payments. Maintains employee data in the Payroll/HRIS system, including processing new hires, terminations, status changes, tax changes, rate changes, deduction and direct deposit changes. Maintains payroll records, time sheets, and payroll system, computes withholding, and deductions associated with employee earnings, ensures accurate payments and deductions and payroll taxes. Researches inquiries regarding payroll related information, i.e. accrual balances, deduction, and copies of W-2 forms. Calculates retroactive adjustments and special payments, final check payments; off cycle payroll payments, paycheck reversals, stop payments, payroll requests from employees; maintains incoming and outgoing payroll documentation; maintains compliance with payroll practices and policies, confidential records and filing systems. Reviews payroll audit reports. Processes workers' compensation payments. Provides assistance with and recommends improvements to general workflow to improve efficiency. Perform customer service functions by responding to employee inquiries related to payroll. Interacts with employees and managers at all levels of the institution, corresponds with employees, internal departments and external agencies, explain laws, rules, regulations and processes pertaining to payroll transactions.

SCHEDULE: Monday - Friday, 8:00 am - 5:00 pm.

FULL TIME EQUIVALENT MINIMUM SALARY: \$49,462

APPLICANTS SHOULD SUBMIT AS AN ATTACHMENT RESPONSES TO THE FOLLOWING QUESTIONS:

Please explain what aspects of payroll in which you were involved. (ESSAY)

Please explain your experience with time & attendance and/or payroll systems. (ESSAY)

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Req: 2016-868

Date Started: 9/02/2016

JobTitle: Human Resources Associate – Payroll in the Department of Human Resources
JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	51	10	41	7	21	1	7	1	9	1	4
TOTAL REJECTED APPLICANT	36	10	26	7	12	1	5	1	7	1	2
TOTAL QUAL. APPLICANT	15	0	15	0	9	0	2	0	2	0	2
TOTAL INTERVIEWED	5	0	5	0	3	0	0	0	0	0	2
NOT OFFERED POSITION	3	0	3	0	2	0	0	0	0	0	1
OFFERED POSITION	2	0	2	0	1	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	0	2	0	1	0	0	0	0	0	1

Abbreviations in Posting:

SHRM – Society for Human Resource Management
HRIS – Human Resources Information System

This job was posted on the UConn Health website.

The goal candidates, five (5) black females, seven (7) Hispanic females, one (1) other male, and two (2) other females did not meet the minimum requirements because they did not submit a response to the required essay questions.

The goal candidates, two (2) black females and two (2) Hispanic females were not interviewed for the following reasons: One (1) black female withdrew her application. One (1) black female and one (1) Hispanic female maintained time sheets but they did not process payroll. One (1) Hispanic female was interviewed previously and she had not worked in payroll since 2002.

One (1) AAIANHNPI female was interviewed and not selected because she was unable to clearly articulate her payroll experience.

*One (1) white female and a goal candidate, one (1) AAIANHNPI female were selected. *The white female was selected during the last reporting period and was discussed in the 2016 Affirmative Action Plan.

JOB OPPORTUNITY BULLETIN

As of Wednesday, September 6, 2017

Department: Child&FamilyStudies

Job Title: Visual Media Designer

Recruiter: Pamela Rucker

Search Code: 2016-1053

Date Posted: 5/5/2016

Posting Deadline: 5/24/2016

Purpose of Class:

At UConn Health, this grant funded position is accountable for independently performing tasks in the development and design of the institutions visual media projects for publications and marketing communications.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of copy writing, illustration, photography, graphic arts typesetting, layout, design; considerable oral and written communications skills; considerable interpersonal skills; computer skills related to page layout, word processing, typesetting; ability to develop and implement graphic identification standards.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of experience working with computer graphics, typesetting, design and layout.

Substitutions Allowed:

Bachelors degree in a related field.

Preferred Experience:

Familiar with universal design and accessibility principles based on the Accessibility Guidelines as related to access to technology used by individuals with developmental disabilities.

Familiar with mobile platforms and multimedia tools, such as Rich Site Summary (RSS Feed), social media, webinars, Blackboard, InDesign, Adobe Creative Suite/Video Editing, Word Press.

Experience with events and event management and various multimedia tools.

Experience working with individuals with developmental disabilities.

EXAMPLES OF DUTIES:

Provides graphic design expertise; designs selected print communications, such as booklets, brochures, fliers, posters, announcements, invitations, magazines, vinyl signs, poster session titles intended for the public; creates visually effective presentations for staff; uses the computer to set type and prepare camera ready mechanicals; does client imaging; directs photo shoots; consults with members of publications and clients within the health center on design, layout, paper stock, ink, color, typeface, illustration and photography for selected graphic materials intended for an outside audience; develops specifications for selected print materials; maintains files; performs related duties as required.

Schedule: 40 hrs per week, Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

Full Time Equivalent Minimum Salary: \$49,462.00

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2016-1053

Date Started: 8/5/2016

JobTitle: Visual Media Designer in Child and Family Studies

JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	75	34	41	26	29	3	7	4	1	1	4
TOTAL REJECTED APPLICANT	24	11	13	6	11	3	2	1	0	1	0
TOTAL QUAL. APPLICANT	51	23	28	20	18	0	5	3	1	0	4
TOTAL INTERVIEWED	3	1	2	0	1	0	1	1	0	0	0
NOT OFFERED POSITION	2	1	1	0	0	0	1	1	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on the UConn Health website.

The goal candidates, two (2) black females, one (1) Hispanic male, and one (1) AIANHNPI male did not meet the minimum requirements because they did not have the required four (4) years of experience working with computer graphics, typesetting, design and layout; or the allowable substitution.

The goal candidates, four (4) black females, two (2) Hispanic males, one (1) Hispanic female, and four (4) AAIANHNPI females were not interviewed because they did not have the preferred requirement of experience with events and event management. We only interviewed candidates who met all of the preferred requirements.

The goal candidates, one (1) black female and one (1) Hispanic male were interviewed and not selected for the following reasons: Upon interview learned one (1) black female did not meet the preferred requirements namely, event planning and multi-media product development. Upon interview learned one (1) Hispanic male did not meet the preferred requirements namely, event planning and multi-media design work.

One (1) white female was selected. She had twelve (12) years of experience working with computer graphics, typesetting, design and layout. She also had the preferred requirements of experience with universal design and accessibility principles based on the technology used by individuals with developmental disabilities; experience with mobile platforms and multimedia tools; experience with events and event management and various multimedia tools; and experience working with individuals with developmental disabilities.

Req: 2016-1152

Date Started: 8/19/2016

JobTitle: Desktop Technician I in the Department of Information Technology

JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	18	15	3	11	2	1	0	3	1	0	0
TOTAL REJECTED APPLICANT	10	9	1	7	0	1	0	1	1	0	0
TOTAL QUAL. APPLICANT	8	6	2	4	2	0	0	2	0	0	0
TOTAL INTERVIEWED	3	2	1	1	1	0	0	1	0	0	0
NOT OFFERED POSITION	2	1	1	1	1	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	1	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	1	0	0	0

A goal candidate, one (1) Hispanic male was selected.

JOB OPPORTUNITY BULLETIN

As of Wednesday, September 6, 2017

Department: Information Technology

Job Title: Desktop Technician I

Recruiter: Pamela Rucker

Search Code: 2016-1153

Date Posted: 6/1/2016

Posting Deadline: 6/8/2016

Purpose of Class:

Position will be assigned to work the 1st shift Helpdesk during the hours of 8:00am - 4:30pm Monday - Friday

This position is classified as "Essential Staff" and therefore must be ready and able to report for duty during inclement weather or any other time when mandated by the Governor of the State of Connecticut.

At UConn Health this classification provides support to end users on a variety of desktop issues; maintains, analyzes, troubleshoots, repairs and resolves technical problems for computer systems, hardware and computer peripherals of low to moderate complexity.

COMPLEXITY LEVEL:

Works independently on problems of low complexity and relies on instructions and guidelines for moderate complex problems, when necessary.

SUPERVISION RECEIVED:

Works under general supervision of an employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Demonstrated knowledge of the basic to complex hardware and software products and problem solving/troubleshooting skills; ability to understand problem solving concepts together with the need to have a structure approach to problem analysis; knowledge of commonly-used concepts, practices, and procedures within a relevant field; ability to work with customers in a courteous manner; interpersonal skills; effective communication skills (oral and written); working knowledge of operational and physical environment requirements for hardware components; familiar with architectural principles, guidelines and standards in own functional area; knowledge of help desk management tools and utilities; basic understanding of problem management; problem resolution and technical knowledge of components of help desk tools and can assess minimum operating system and client hardware requirements for help desk tools; awareness of the principles of network technology; ability to read component diagrams and know who to contact to obtain assistance in resolving problems.

EXPERIENCE AND TRAINING:

General Experience: Three (3) years of experience working with computer hardware and software in one or more of the following areas: microcomputer software installation, software hardware problem analysis and resolution, working in a help desk environment handling calls from users for technical assistance.

Substitution Allowed: Associate degree in computer science with one (1) year computer hardware and software experience.

Special Requirements:

Prior experience with incident management applications/ticketing applications. Prior experience providing professional, phone based technical support. Excellent written and oral skills. Typing speed of at least 40 wpm.

Preferred Requirements:

Prior experience in any of the following areas: Academia, HealthCare, UConn Health Center

Prior experience with BMC TrackIT or Footprints applications

Apple hardware/software exposure

Familiarity with IT Metric tracking and reporting concepts.

EXAMPLES OF DUTIES:

Responds to calls, email and personnel requests for technical support; monitors and maintains ownership of tickets to ensure problem resolution in a timely manner; documents resolution of all problems; maintains problem tracking logs; identifies patterns in tracking logs to lead; tracks status of all problems and monitors open problems to ensure that service level agreements are met; interacts with clients in a courteous and professional manner; supports and maintains user account information including rights, security and system groups; escalates problems appropriately; works with vendors' technical support for standard desktop systems; attends training to keep current with latest technologies; periodically interchange within desk and field service to maintain broad knowledge; performs others related duties as assigned. Desk Service - provides first level support; responsible for handling calls, resolving problems of low to moderate complexity and providing support on basic hardware and software; handles and resolves technical calls from customers utilizing remote desktop utilities if necessary; diagnoses where to refer more complex calls; troubleshoots basic issue/problems; identifies and resolves callers problems using checklists as guide; answers request for non-technical information from customers and routes to appropriate resource when necessary. Performs related duties as required.

WORKING CONDITIONS:

Ability to lift and carry approximately forty (40) pounds.

Schedule: 40 hrs per week, Monday- Friday, 8:00am- 4:30pm with a 30 min. unpaid mealbreak

Full Time Equivalent Minimum Salary: \$49,462.00

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Req: 2016-1153

Date Started: 8/19/2016

JobTitle: Desktop Technician I in the Department of Information Technology

JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	80	66	14	44	8	8	3	6	1	8	2
TOTAL REJECTED APPLICANT	54	42	12	26	6	7	3	6	1	3	2
TOTAL QUAL. APPLICANT	26	24	2	18	2	1	0	0	0	5	0
TOTAL INTERVIEWED	9	8	1	8	1	0	0	0	0	0	0
NOT OFFERED POSITION	8	7	1	7	1	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

40 wpm – words per minute

IT – Information Technology

This position was posted on the UConn Health website.

The goal candidates, three (3) black females, six (6) Hispanic males, one (1) Hispanic female, three (3) AAIANHNPI males, and two (2) AAIANHNPI females did not meet the minimum requirements for the following reasons: Two (2) black females, two (2) Hispanic males, one (1) Hispanic female, two (2) AAIANHNPI females did not have the required three (3) years of experience working with computer hardware and software in one or more of the following areas: microcomputer software installation, software hardware problem analysis and resolution, working in a help desk environment handling calls from users for technical assistance; nor the allowable substitution. One (1) black female and two (2) Hispanic males did not have the required experience with incident management applications/ticketing applications. One (1) Hispanic male's cover letter was addressed to Bridgeport Hospital demonstrating poor written communication skills. One (1) Hispanic male and two (2) AAIANHNPI males did not have the special requirement of experience providing professional, phone based technical support. One (1) AAIANHNPI male was not a United States (U.S.) citizen and could not provide evidence of legal right to work in the U.S.

The goal candidates, five (5) AAIANHNPI males were not interviewed for the following reasons: One (1) AAIANHNPI male did not respond to repeated attempts to schedule an interview. Three (3) AAIANHNPI males had one and a half (1.5) years of phone support experience. One (1) AAIANHNPI male had two (2) years of phone support experience.

One (1) white male was selected. He had four and a half (4.5) years providing professional, phone based technical support with incident management applications/ticketing applications, the preferred requirements of Apple hardware/software exposure and familiarity with IT Metric tracking and reporting concepts.

JOB OPPORTUNITY BULLETIN

As of Wednesday, September 6, 2017

Department: Human Resources

Job Title: Human Resources Associate

Recruiter: Joyce Smith

Search Code: 2017-107

Date Posted: 7/18/2016

Posting Deadline: 7/25/2016

Purpose of Class:

PURPOSE OF CLASS:

Performs Human Resources related duties at a Para-professional level in the functional area of records management.

MINIMUM QUALIFICATION REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of Human Resources principles and practices; knowledge of relevant State and Federal regulations and regulatory requirements, collective bargaining contracts; licensing requirements, labor relations principles and procedures, affirmative action and EEO principles and practices; ability to organize and prioritize work; excellent interpersonal skills; ability to communicate effectively both oral and in writing; excellent customer service skills; ability to manage multiple simultaneous priorities; knowledge of methods and procedures pertaining to records maintenance; ability to establish and maintain effective working relationships with others; to handle confidential matters with tact and discretion; exercise good judgment in analyzing situations and making decisions.

EDUCATION AND TRAINING:

Three (3) years of experience in administrative work, including one (1) year of experience involving human resources related work.

SUBSTITUTION ALLOWED:

Bachelor's degree in Human Resources Management or SHRM or equivalent human resources certification may be substituted for two (2) years of the general experience

SUPERVISION RECEIVED:

Work under general supervision of an employee of higher grade.

EXAMPLES OF DUTIES:

Prepares, processes or reviews a variety of personnel transactions, including but not limited to, vacant positions, applicant lists, processing employees through sign up, orientation and exit functions, status changes, transfers, deferred compensations, workers' compensation, charitable contributions, retirement and insurance deductions, terminations, grade changes, reclassifications, salary changes, reference checks, terminations; prepares and processes applicants; maintains applicant tracking system; contacts applicants to clarify information or arrange interviews; prepares and processes forms regarding establishment and allocations of positions; explains laws, rules, regulations and processes pertaining to personnel transactions; contacts proper authority for interpretation of the laws, rules, regulations and procedures; prepares and maintains personnel records, including, training and work history, time and leave reports etc., maintains confidential records and filing systems; processes changes in plan coverage; oversees cobra program; process retirement forms; processes workers' compensation injury claims; prepares routine correspondence and forms; enters appropriate information into computer systems; provides assistance with and recommends improvements to general workflow to improve efficiency; maintains level of individual competence to support correct and compliant service delivery; assists customers and officers by providing information on policy, procedures, status of transactions, answering general and routine questions; performs other related duties as assigned.

SCHEDULE: Monday through Friday, 8:00 am to 5:00 pm

MINIMUM FULL TIME EQUIVALENT SALARY: \$49,462

*Applicants must submit a narrative describing their experience performing Human Resources Functions.

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Req: 2017-107

Date Started: 9/2/2016

JobTitle: Human Resources Associate in Human Resources

JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	122	22	100	13	58	7	23	2	13	0	6
TOTAL REJECTED APPLICANT	89	18	71	12	40	5	17	1	10	0	4
TOTAL QUAL. APPLICANT	33	4	29	1	18	2	6	1	3	0	2
TOTAL INTERVIEWED	5	1	4	0	3	1	1	0	0	0	0
NOT OFFERED POSITION	4	1	3	0	2	1	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

EEO – Equal Employment Opportunity

SHRM – Society for Human Resource Management

This position was posted on the UConn Health website.

The Hispanic male goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidates, seventeen (17) black females, ten (10) Hispanic females, and four (4) AAIANHNPI females did not meet the minimum requirements for the following reasons: The information submitted in one (1) black female's cover letter did not describe any Human Resource (HR) Functions, which raised concerns of her ability to communicate effectively in writing. Eleven (11) black females, seven (7) Hispanic females, and two (2) AAIANHNPI females did not have the required one (1) year of experience involving human resources related work. Five (5) black females, three (3) Hispanic females and two (2) AAIANHNPI females did not submit the required narrative describing their experience performing Human Resources Functions.

The goal candidates, five (5) black females, three (3) Hispanic females, and two (2) AAIANHNPI females were not interviewed for the following reasons: One (1) black female's experience was primarily as an administrative assistant in HR which is not relevant to this position. One (1) black female's experience is primarily in benefits which is not relevant to this position. One (1) black female's experience was as an administrative assistant to a recruiter which is not relevant to this position. Two (2) black female's experience were primarily in training and recruitment which is not relevant to this position. One (1) Hispanic female's narrative lacked attention to detail which demonstrates her inability to communicate effectively in writing. Her experience was as an administrative assistant to a recruiter which is not relevant to this position. One (1) Hispanic

Req: 2017-107 continued

female was previously interviewed, and her experience was primarily in payroll which is not relevant to this position. One (1) Hispanic female had experience with HR in a customer service call center and in recruitment which was not relevant to this position. One (1) AAIAHNPI female was selected for another UConn Health position. One (1) AAIAHNPI female experience was primarily in recruitment which is not relevant to this position.

The goal candidate, one (1) black female was interviewed and not selected because during the interview it was difficult for her to provide any details about the duties of her current position other than front desk reception and using the time and attendance feature in CORE which is not utilized at UConn Health. During the interview the applicant mentioned several times that she preferred to work in a slow paced environment which UConn Health Records is not.

One (1) white female was selected. She has experience with HR records management, processing employee hires, and changes in HR information systems, unemployment claims, and employment verifications in the private sector. She is also familiar with State and Federal employment regulations.

Req: 2017-442

Date Started: 3/3/2017

JobTitle: Desktop Technician I in Information Technology

JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	72	64	8	40	4	6	3	15	0	3	1
TOTAL REJECTED APPLICANT	66	58	8	37	4	6	3	12	0	3	1
TOTAL QUAL. APPLICANT	6	6	0	3	0	0	0	3	0	0	0
TOTAL INTERVIEWED	4	4	0	2	0	0	0	2	0	0	0
NOT OFFERED POSITION	2	2	0	1	0	0	0	1	0	0	0
OFFERED POSITION	2	2	0	1	0	0	0	1	0	0	0
REFUSED POSITION	1	1	0	1	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	1	0	0	0

Abbreviations in Posting:

30 wpm – words per minute

This position was posted on the UConn Health website.

The Hispanic male and other female hiring goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, three (3) black females and three (3) AAIANHNPI males did not meet the minimum requirements for the following reasons: One (1) black female did not have the required experience providing professional, phone based technical support. Two (2) black females and two (2) AAIANHNPI males did not have the required three (3) years of experience working with computer hardware and software in one or more of the following areas: microcomputer software installation, software hardware problem analysis and resolution, working in a help desk environment handling calls from users for technical assistance; nor the allowable substitution. One (1) AAIANHNPI male did not have the required experience with incident management applications/ticketing applications.

One (1) Hispanic male was selected. He had three (3) years of experience working in a help desk environment handling calls from users for technical assistance, professional, phone based technical support with incident management applications/ticketing applications, which also included one (1) year of Apple hardware/software experience.

JOB OPPORTUNITY BULLETIN

As of Thursday, September 7, 2017

Department: Information Technology

Job Title: Desktop Technician I

Recruiter: Pamela Rucker

Search Code: 2017-442

Date Posted: 10/26/2016 **Posting Deadline:** 11/2/2016

Purpose of Class:

Position will be assigned to work the 1st shift Helpdesk during the hours of 8:00am - 4:30pm Saturday - Wednesday.

This position is classified as "Essential Staff" and therefore must be ready and able to report for duty during inclement weather or any other time when mandated by the Governor of the State of Connecticut.

At UConn Health this classification provides support to end users on a variety of desktop issues; maintains, analyzes, troubleshoots, repairs and resolves technical problems for computer systems, hardware and computer peripherals of low to moderate complexity.

COMPLEXITY LEVEL:

Works independently on problems of low complexity and relies on instructions and guidelines for moderate complex problems, when necessary.

SUPERVISION RECEIVED:

Works under general supervision of an employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Demonstrated knowledge of the basic to complex hardware and software products and problem solving/troubleshooting skills; ability to understand problem solving concepts together with the need to have a structure approach to problem analysis; knowledge of commonly-used concepts, practices, and procedures within a relevant field; ability to work with customers in a courteous manner; interpersonal skills; effective communication skills (oral and written); working knowledge of operational and physical environment requirements for hardware components; familiar with architectural principles, guidelines and standards in own functional area; knowledge of help desk management tools and utilities; basic understanding of problem management; problem resolution and technical knowledge of components of help desk tools and can assess minimum operating system and client hardware requirements for help desk tools; awareness of the principles of network technology; ability to read component diagrams and know who to contact to obtain assistance in resolving problems.

EXPERIENCE AND TRAINING:

General Experience: Three (3) years of experience working with computer hardware and software in one or more of the following areas: microcomputer software installation, software hardware problem analysis and resolution, working in a help desk environment handling calls from users for technical assistance.

Substitution Allowed: Associate degree in computer science with one (1) year computer hardware and software experience.

Special Requirements:

Prior experience with incident management applications/ticketing applications.

Prior experience providing professional, phone based technical support

Excellent written and oral skills

Typing speed of at least 30 wpm.

Preferred Requirements:

Prior experience in any of the following areas: Academia, HealthCare, UConn Health Center

Prior experience with BMC Footprints applications

Apple hardware/software exposure

EXAMPLES OF DUTIES:

Responds to calls, email and personnel requests for technical support; monitors and maintains ownership of tickets to ensure problem resolution in a timely manner; documents resolution of all problems; maintains problem tracking logs; identifies patterns in tracking logs to lead; tracks status of all problems and monitors open problems to ensure that service level agreements are met; interacts with clients in a courteous and professional manner; supports and maintains user account information including rights, security and system groups; escalates problems appropriately; works with vendors' technical support for standard desktop systems; attends training to keep current with latest technologies; periodically interchange within desk and field service to maintain broad knowledge; performs others related duties as assigned. Desk Service - provides first level support; responsible for handling calls, resolving problems of low to moderate complexity and providing support on basic hardware and software: handles and resolves technical calls from customers utilizing remote desktop utilities if necessary; diagnoses where to refer more complex calls; troubleshoots basic issue/problems; identifies and resolves callers problems using checklists as guide; answers request for non-technical information from customers and routes to appropriate resource when necessary. Performs related duties as required.

WORKING CONDITIONS:

Ability to lift and carry approximately forty (40) pounds.

Schedule: 40 hrs per week, Saturday - Wednesday, 8:00am- 4:30pm with a 30 min. unpaid meal break

Full Time Equivalent Minimum Salary: \$49,462.00

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Req: 2017-935

Date Started: 6/9/2017

JobTitle: Account Careers Trainee in Research Administration and Finance
JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	34	13	21	10	10	2	6	0	0	1	5
TOTAL REJECTED APPLICANT	11	3	8	2	6	1	1	0	0	0	1
TOTAL QUAL. APPLICANT	23	10	13	8	4	1	5	0	0	1	4
TOTAL INTERVIEWED	2	1	1	1	0	0	0	0	0	0	1
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	0	0	1
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	0	0	1

This position was posted on the UConn Health website.

The Hispanic male and other female hiring goals had been met with previous hires and were no longer established hiring goals.

The goal candidate, one (1) black female did not meet the minimum requirements of having a Bachelor's or Master's degree in accounting or closely related business field with at least 15 semester hours in accounting.

The goal candidates, five (5) black females and one (1) AAIANHNPI male were not interviewed for the following reason: One (1) black female withdrew her application. One (1) black female graduated with a Bachelor's degree in accounting in 1978 and for the past three (3) years has worked in human resources. One (1) black female graduated with a Master's degree in accounting in 2014 and for the past two (2) years has worked in special education. One (1) black female graduated with a Master's degree in accounting in 2012 and for the past twelve (12) years has worked as a nursing tech. One (1) black female graduated with a Bachelor's degree in accounting in 2004 and for the past five (5) years has worked as an underwriter. One (1) AAIANHNPI male graduated with a Master's degree in accounting in 2016, and had not completed an internship. We interviewed candidates who had graduated with an accounting degree within the past three (3) years and had accounting experience.

One (1) AAIANHNI female was selected. She graduated with a Master's degree in accounting in 2017 and in 2016 completed an accounting internship.

JOB OPPORTUNITY BULLETIN

As of Friday, September 8, 2017

Department: Research Administration and Finance

Job Title: Accnt Careers Trainee

Recruiter: Marisa Leone

Search Code: 2017-935

Date Posted: 3/15/2017

Posting Deadline: 3/22/2017

Purpose of Class:

This class is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional accounting or auditing position. SUPERVISION RECEIVED: Works under the immediate and close supervision of accountants or similar professional employees to whom on-the-job training or supervision has been delegated.

EXAMPLES OF DUTIES: Receives training in introductory accounting or auditing work for development of skills and knowledge in order to qualify for advancement into a professional agency accounting or auditing position; performs a variety of increasingly difficult duties as skills are acquired during the course of the training period; examines financial records of governmental or private businesses and accounting methods and procedures to ensure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules, and preparing budget estimates; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing; ability to read and understand written materials; ability to utilize computer software.

EXPERIENCE AND TRAINING: Possession of a Bachelor's or Master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

TERM OF APPOINTMENT:

- 1.The length of the training program is two (2) years for individuals with a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.
- 2.The length of the training program is one (1) year for individuals with a Master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.
- 3.The length of the training program for an individual who earns a Master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting while assigned to this classification is one year from the date the Master's degree is conferred or the end of the original two (2) year training period, whichever comes first.

SCHEDULE OF STARTING SALARIES FOR ACCOUNTING CAREERS TRAINEE

Minimum Requirements

Hiring Rate

Completion of 1 Year of Training

Bachelor's w/15 semester hrs in accounting

Step 3

Step 5

Bachelor's w/30 semester hrs in accounting

Step 5

Step 7

Master's in related field & 15 credits in accounting

Step 5

Step 7

Master's in related field & 30 semester hrs in accounting

Step 6

Step 7

1.The salary for an employee who completes any of the above Minimum Requirements after initial appointment to the Accounting Careers Trainee job class will be adjusted commensurate with the schedule above and effective the pay period following the date the Master's degree has been conferred or the pay period following the date the appropriate number of credits as indicated above have been earned.

2.For current state employees, compensation will be in accordance with guidelines for computing salary adjustments set forth by the Department of Administrative Services, Determining Salary Upon Change in Class Manual.

PROMOTION:

- 1.Incumbents in this class with a Bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting will be eligible for promotion to the target class without further competitive examination after successful completion of the two (2) year training program.
- 2.Incumbents in this class with a Master's degree in Accounting or in a closely related business field with at least 15 semester hours in accounting will be eligible for promotion to the target class without further competitive examination after successful completion of a one year training program.
- 3.Incumbents who earn a Master's degree in Accounting or in a closely related business field with at least 15 semester hours in accounting while assigned to this classification will be eligible for promotion to the target class without further competitive examination after successful completion of a one year training program from the date the Master's degree is conferred or the end of the original training period, whichever comes first.
- 4.Incumbents in this class who meet the minimum qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion.

Schedule: Monday through Friday, 8:00a.m. to 4:30p.m.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,994

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5F Dental Assistant

Goals

2 white males

1 black male

1 Hispanic male

1 AAIANHNPI female

JOB OPPORTUNITY BULLETIN

As of Saturday, July 29, 2017

Department: Dental Assistants

Job Title: Dental Asst

Recruiter: Pamela Rucker

Search Code: 2017-338

Date Posted: 9/23/2016

Posting Deadline: 9/30/2016

Purpose of Class:

***** 2 FLOATER POSITIONS*****

In a state dental clinic this class is accountable for performing instrument exchange in all areas of dentistry and assisting dentists in other clinic functions.

SUPERVISION RECEIVED:

Works under the general supervision of a licensed dentist

SUPERVISION EXERCISED:

May lead helpers as assigned.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of experience in dental assistant work.

Substitution Allowed:

Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

SPECIAL REQUIREMENT:

Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

EXAMPLES OF DUTIES:

Performs instrument exchange procedures for operative dentistry (including general dentistry, pedodontics, prosthetics, orthodontics, periodontics and oral surgery); prepares dental restorative and prosthetic materials; assists in oral surgery as required; ensures compliance with OSHA regulations on infection control; prepares, develops and mounts radiographs; records medical histories; prepares and performs daily maintenance of major equipment; maintains equipment and supply inventories; schedules appointments; prepares a variety of requests for patient diagnostic testing; processes billing and/or insurance information; illustrates proper preventive dental hygiene to patients; assures completeness and accuracy of dental medical records; prepares reports and correspondence; may send out reminder cards; may participate in dental health information program; may assist in taking radiographs; may pour molds when necessary; may act as triage and/or receptionist for incoming patient and telephone calls; performs related duties as required.

WORKING CONDITIONS:

Incumbents in this class may be exposed to moderately disagreeable conditions, communicable and/or infectious diseases and some risk of injury from assaultive and/or abusive patients.

Schedule: 40 hrs per wk, Mon/Thurs/Fri, 8:00am - 5:00pm and Tues/Wed 10:30am - 7:30pm with a 60 minute unpaid mealbreak.

*****STARTING DEC. 1, 2016 THURSDAY WILL BE 10:30AM - 7:30PM*****

Full Time Equivalent Minimum Salary: \$44,335.00

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Req: 2017-338

Date Started: 11/14/2016

JobTitle: Dental Assistant in Dental Assistants

JobGroup: 5F-DENTAL ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	59	1	58	0	38	1	11	0	8	0	1
TOTAL REJECTED APPLICANT	6	0	6	0	3	0	1	0	1	0	1
TOTAL QUAL. APPLICANT	53	1	52	0	35	1	10	0	7	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	0	2	0	2	0	0	0	0	0	0

Abbreviations in Posting:

OSHA – Occupational Safety and Health Administration

This position was posted on the UConn Health website.

Only our hiring goals are being utilized for this position because there were no promotional goals established for this job group.

The goal candidate, one (1) AAIANHNPI female did not meet the minimum qualifications because she did not have the required one (1) year of experience in dental assistant work or the allowable substitution.

The goal candidate, one (1) black male was not interviewed because we chose to interview an internal candidate and an 1199 union member who was on the State Employee Bargaining Agent Coalition (SEBAC) list.

One (1) white female was selected. She was an 1199 union member who was on the State Employee Bargaining Agent Coalition list and had contractual bargaining rights to the position.

*One (1) white female was promoted and is discussed in the promotions section of Goals Analysis.

Req: 2017-565

Date Started: 1/20/2017

JobTitle: Dental Assistant – Functional Unit #1 in CMHC - Osborn

JobGroup: 5F-DENTAL ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	26	0	26	0	11	0	7	0	8	0	0
TOTAL REJECTED APPLICANT	7	0	7	0	3	0	0	0	4	0	0
TOTAL QUAL. APPLICANT	19	0	19	0	8	0	7	0	4	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female, part-time UConn Health employee was selected. She was an 1199 union member who was laid off by a reduced schedule from full-time to part-time and she had re-employment rights to this vacancy.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Technical/Paraprofessional

5G Licensed Practical Nurse

Goals

34 white females

3 AAIANHNPI females

Req: 2016-1084

Date Started: 8/19/2016

JobTitle: Licensed Practical Nurse – Functional Unit #7 in the Department of CMHC – New Haven
JobGroup: 5G-LICENSED PRACTICAL NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	46	4	42	1	19	1	14	0	9	2	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	44	4	40	1	17	1	14	0	9	2	0
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

One (1) Hispanic female, part-time UConn Health employee was selected. She was an 1199 union member with contractual bargaining rights to this position.

Req: 2016-1241

Date Started: 9/2/2016

JobTitle: Licensed Practical Nurse – Functional Unit #6 in the Department of CMHC-Bridgeport
JobGroup: 5G-LICENSED PRACTICAL NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	44	4	40	0	14	3	23	0	2	1	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	44	4	40	0	14	3	23	0	2	1	1
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

One (1) black female was selected. She was an 1199 union member at another state agency with contractual bargaining rights to this position.

Req: 2017-320

Date Started: 1/6/2017

JobTitle: Licensed Practical Nurse – Functional Unit #1 in CMHC - Osborn
JobGroup: 5G-LICENSED PRACTICAL NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	35	4	31	0	16	3	15	1	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	35	4	31	0	16	3	15	1	0	0	0
TOTAL INTERVIEWED	3	1	2	0	1	1	1	0	0	0	0
NOT OFFERED POSITION	2	1	1	0	0	1	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-361

Date Started: 10/28/2016

JobTitle: Licensed Practical Nurse – Functional Unit#4
in the Department of CMHC-MacDougall/Walker
JobGroup: 5G-LICENSED PRACTICAL NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	27	6	21	3	9	1	9	1	3	1	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	26	6	20	3	8	1	9	1	3	1	0
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

One (1) black female, part-time UConn Health employee was selected. She was an 1199 union member with contractual bargaining rights to this position.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Skilled Craft

6A Qualified Craft Workers

Goals

1 white female

2 black males

1 black female

1 Hispanic male

1 Hispanic female

1 AAIANHNPI male

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 22, 2017

Department: Electrical

Job Title: QCW-Electrician

Recruiter: Donna Seklecki

Search Code: 2017-212

Date Posted: 8/24/2016

Posting Deadline: 9/2/2016

Purpose of Class:

In a state agency this class is accountable for performing a full range of highly skilled duties in the electrical trades area. This position will work in Facilities Management - Electrical Services at UConn Health located in Farmington, CT. This position will provide services to multiple buildings on the UConn Health Campus including but not limited to; Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, UConn Health John Dempsey Hospital, University Tower and any other UCH facilities. There are two (2) positions available.

SUPERVISION RECEIVED: Works under the general supervision of a Maintenance Supervisor or other employee of higher grade.

SUPERVISION EXERCISED: May lead Qualified Craft Workers, Skilled Maintainers, Maintainers or other lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the particular trade; interpersonal skills; oral and written communication skills; basic computer skills; ability to prepare estimates and keep shop records.

EXPERIENCE AND TRAINING: General Experience: Four (4) years of experience in the electrical trade area.

SPECIAL EXPERIENCE: Two (2) years of the General Experience must have been performing skilled trade functions in the electrical trade area.

Note:

For state employees the Special Experience will be interpreted at the level of Skilled Maintainer or Department of Transportation Maintainer 2.

Substitution Allowed: Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.

SPECIAL REQUIREMENTS: Must have E1 or E2 license.

1. Incumbents in this class may be required to possess and retain an Unlimited Journeyman license in the trade area of Electrician.

2. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

PHYSICAL REQUIREMENT: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights and to use protective equipment such as respirators and safety goggles; and may be exposed to risk of injury from equipment, extreme weather conditions and/or environmental conditions. Incumbents in this class may be required to complete an asbestos removal program consistent with the Environmental Protection Agency's operational guidelines.

EXAMPLES OF DUTIES: Performs highly skilled maintenance and/or construction work requiring application of trade skills, codes and standard trade practices in the electrical trade area; makes estimates of time, personnel and determines and obtains required materials; keeps necessary records; may perform duties related to similar trade areas as required; may act as liaison with other operating units and outside contacts; may operate heavy equipment; may respond to fire and/or crash emergency situations at state owned airport; performs highly skilled tasks in accordance with national and local codes and standard trade practices; lays out and installs electrical conduit for power and lighting; makes repairs to electrical motors, controllers, switchboard panels, traffic lights, lights, power circuits, ventilating fans, electronic counting and traffic control devices, intercommunication systems and electrical generators; installs open and concealed wiring and lighting fixtures; maintains and repairs unit heaters, fans, buildings maintenance machines and equipment, gas pumps, refrigeration units, diesel electric generators, movable bridges, fire alarm systems, etc.; repairs relays and switches; rewinds motors; bends pipes; installs, repairs and maintains oil burners; performs necessary safety testing of electrical equipment and keeps required records; performs pole work; may diagnose failures and repair drilling and patching to facilitate installations; may assist in high voltage work. Performs related duties as required.

SCHEDULE: Full time, 37.5 hours per week, Monday - Friday, 7:30am - 3:30pm, weekends and holidays as required, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$50,326

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Req: 2017-212

Date Started: 1/6/2017

JobTitle: Qualified Craft Worker-Electrician in Electrical
JobGroup: 6A-QUALIFIED CRAFT WORKERS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	28	27	1	23	1	2	0	2	0	0	0
TOTAL REJECTED APPLICANT	2	2	0	1	0	1	0	0	0	0	0
TOTAL QUAL. APPLICANT	26	25	1	22	1	1	0	2	0	0	0
TOTAL INTERVIEWED	15	14	1	14	1	0	0	0	0	0	0
NOT OFFERED POSITION	13	12	1	12	1	0	0	0	0	0	0
OFFERED POSITION	2	2	0	2	0	0	0	0	0	0	0
REFUSED POSITION	1	1	0	1	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

CT – Connecticut

UCH – University of Connecticut Health

This position was posted on the UConn Health website.

The goal candidate, one (1) black male did not meet the minimum requirements of having a valid State of CT E1 or E2 license.

The goal candidates, one (1) black male and two (2) Hispanic males were not interviewed for the following reasons: One (1) black male did not provide detailed information on his application to determine if his skill set was a match for this position. One (1) Hispanic male's experience was primarily setting up logistics of work to be done with contractors and oversight of projects. He did not have hands on electrical work that was relevant to this position. One (1) Hispanic male's dates of employment and employers vary greatly on application and resume which demonstrates poor written communication skills.

The goal candidate, one (1) white female was interviewed and not selected because she scored 46 out of a possible 120 points on the electrical interview assessment. The assessment was based upon work experience with big projects, work experience with hospitals, troubleshooting, 3-pin plugs, grounded conductors, preventive maintenance, transition transfer switches, generators, National Electric Codes, symbols on electrical schematics, and circuits. She had residential work experience, only had apprenticeship commercial experience, and did not have hospital experience.

One (1) white male was selected. He scored 80 points out of a possible 120 points on the electrical interview assessment. He had eleven (11) years of commercial experience including UConn Storrs, Berlin High School, and experience at the Veterans Hospital with patient care exposure while working.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Service/Maintenance

7A Protective Services

Goals

1 white female

3 black males

3 black females

1 Hispanic male

1 Hispanic female

1 AAIANHNPI male

JOB OPPORTUNITY BULLETIN

As of Wednesday, August 23, 2017

Department: Public Safety Police

Job Title: Buildings & Grounds Patrol Officer

Recruiter: Noreen Logan

Search Code: 2016-877

Date Posted: 3/14/2016

Posting Deadline: 3/21/2016

Purpose of Class:

At UConn Health, this class is accountable for providing basic security services designed to insure the control and safety of clients, students, employees and the visiting public.

EXPERIENCE AND TRAINING:

General Experience:

Any experience or training which would provide the skills and abilities indicated above.

SPECIAL REQUIREMENTS:

Incumbents in this class will be required to possess and retain a valid Motor Vehicle Operator's license.

SUPERVISION RECEIVED:

Initially works under the close supervision of Buildings and Grounds Lead Patrol Officer or other employee of higher grade; works more independently with acquired experience.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Interpersonal skills; basic oral and written communication skills; ability to think and act quickly in an emergency with judgment and discretion.

CHARACTER REQUIREMENT:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

EXAMPLES OF DUTIES:

Enforces regulations relating to parking and traffic control as established by assigned agency; directs traffic on state property; issues tickets for violations; gives information and assistance to visitors; guards entrances and exits to prevent trespass, vandalism, theft and other violations; performs routine vehicle and foot patrol duty and monitors security and alarm systems to detect theft and other criminal acts; provides security escorts; provides first aid when necessary; performs dispatching and record keeping functions at a desk post; at a state hospital, assists in maintaining order among patients; assists in searching for missing patients; may assist in fire prevention and fire fighting activities; at an agency or institution, may oversee the activities of fellow officers as designated; at the State Regional Market, collects stall fees from vendors and prepares receipts of same; performs related duties as required.

PHYSICAL REQUIREMENTS:

Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class; applicants will be required to pass a physical examination

WORKING CONDITIONS:

Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effort of prolonged periods of walking and standing while on foot patrol and/or guard duty, and to some danger of injury in performing the duties of the class.

SCHEDULE: rotating schedule, 40 hour work week

FULL TIME EQUIVALENT SALARY: \$40,226

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2016-877

Date Started: 1/20/2017

JobTitle: Building & Grounds Patrol Officers in Public Safety Police

JobGroup: 7A-PROTECTIVE SERVICES

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	150	129	21	73	7	25	8	27	6	4	0
TOTAL REJECTED APPLICANT	52	41	11	21	4	6	5	11	2	3	0
TOTAL QUAL. APPLICANT	98	88	10	52	3	19	3	16	4	1	0
TOTAL INTERVIEWED	30	24	6	15	1	5	2	4	3	0	0
NOT OFFERED POSITION	23	18	5	11	1	3	2	4	2	0	0
OFFERED POSITION	7	6	1	4	0	2	0	0	1	0	0
REFUSED POSITION	1	1	0	1	0	0	0	0	0	0	0
TOTAL ACCESSIONS	6	5	1	3	0	2	0	0	1	0	0

These positions were posted on the UConn Health website.

The goal candidates, four (4) white females, six (6) black males, five (5) black females, eleven (11) Hispanic males, two (2) Hispanic females, and three (3) AAIANHNPI males did not meet the minimum requirements for the following reasons: Four (4) white females, five (5) black males, five (5) black females, eleven (11) Hispanic males, two (2) Hispanic females, and three (3) AAIANHNPI males did not have the experience providing basic security services designed to insure the control and safety of clients, students, employees and the visiting public. We were unable to determine one (1) black male's qualifications because his application was incomplete and no other documents were submitted.

The goal candidates, two (2) white females, fourteen (14) black males, one (1) black female, twelve (12) Hispanic males, one (1) Hispanic female, and one (1) AAIANHNPI male were not interviewed for the following reasons: One (1) white female, thirteen (13) black males, one (1) black female, eleven (11) Hispanic males, one (1) Hispanic female, and one (1) AAIANHNPI male did not have experience in dispatching emergency situations. We only interviewed individuals with experience in dispatching emergency situations. One (1) white female and one (1) Hispanic male withdrew prior to scheduling an interview. One (1) Hispanic male was dismissed from a city Police Officer position in December 2015. One (1) black male had a prior arrest record.

The goal candidates, one (1) white female, three (3) black males, two (2) black females, four (4) Hispanic males, and two (2) Hispanic females were interviewed and not selected for the following reasons: One (1) white female had experience dispatching emergency situations and scored an average of 17.33/25 on interview questions and evaluation. One (1) black male had experience dispatching emergency situations and scored an average of 20/25 on interview questions and evaluation. One (1) black male had experience dispatching emergency situations and scored an average of 23.66/25 on interview questions and evaluation. One (1) black male had experience dispatching emergency situations and scored an average of 16/25 on interview questions and evaluation. One (1) black female was second choice and she withdrew because she was being deployed to Kuwait.

Req: 2016-877 continued

One (1) black female had experience dispatching emergency situations and scored an average of 18/25 on interview questions and evaluation. One (1) Hispanic male had experience dispatching emergency situations and scored an average of 22.66/25 on interview questions and evaluation. One (1) Hispanic male had experience dispatching emergency situations and scored an average of 24/25 on interview questions and evaluation. One (1) Hispanic male had experience dispatching emergency situations and scored an average of 22.66/25 on interview questions and evaluation. One (1) Hispanic male had experience dispatching emergency situations and scored an average of 20.33/25 on interview questions and evaluation. One (1) Hispanic female had experience dispatching emergency situations and scored an average of 16/25 on interview questions and evaluation. One (1) Hispanic female had experience dispatching emergency situations and scored an average of 17/25 on interview questions and evaluation. The interview questions and evaluation were based upon communication skills, reasoning skills, knowledge of UConn Health Public Safety, duties and responsibilities of a Building and Grounds Patrol Officer, dispatching, team work, handling physical danger, dealing with conflict, and computer skills.

Three (3) white males, two (2) black males, and one (1) Hispanic female were selected. One (1) white male had experience dispatching emergency situations and scored an average of 24.33/25 on interview questions and evaluation. Two (2) white males, two (2) black males, and one (1) Hispanic female were selected from the State Employee Bargaining Agent Coalition (SEBAC) list.

Req: 2016-1013

Date Started: 9/2/2016

JobTitle: Police Officer – Unclassified in the Department of Public Safety Police

JobGroup: 7A-PROTECTIVE SERVICES

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	7	0	4	0	2	0	1	0	0	0
TOTAL REJECTED APPLICANT	2	2	0	1	0	1	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	5	0	3	0	1	0	1	0	0	0
TOTAL INTERVIEWED	4	4	0	3	0	1	0	0	0	0	0
NOT OFFERED POSITION	3	3	0	3	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	1	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	1	0	0	0	0	0

A goal candidate, one (1) black male was selected.

JOB OPPORTUNITY BULLETIN

As of Tuesday, April 4, 2017

Department: Public Safety Fire

Job Title: Firefighter or underfill Protective Services

Recruiter: Noreen Logan

Search Code: 2016-1195

Date Posted: 6/20/2016

Posting Deadline: 6/26/2016

Purpose of Class :

At the University of Connecticut Health Center, this class is accountable for the performance of fire fighting and fire prevention activities and provision of emergency medical services. This classification/position may be underfilled with a Protective Services Trainee (Fire).

EXPERIENCE AND TRAINING:

National certification by the National Board of Fire Service Professional Qualifications (NPQS) or the International Fire Services Accreditation Congress (IFACC) or State Certification by the Connecticut Fire Academy that meet the provisions of the National Fire Protection Association (NFPA) Firefighter 2.

Substitution Allowed:

Successful completion of prescribed training and probationary requirements set forth in the class of Protective Services Trainee.

SPECIAL REQUIREMENTS (required for the target classification of Firefighter and the underfill classification of Protective Services Trainee (Fire):

Is currently licensed as a State of Connecticut Paramedic (no substitutions permitted)

PREFERRED REQUIREMENTS:

Has successfully completed CPAT

Has successfully completed the Connecticut Fire Academy Recruit Firefighter Training Program

Possesses and retains a valid Connecticut Class II Motor Vehicle Operator license (Class D with a Q endorsement).

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of fire fighting, fire prevention and crash rescue techniques; knowledge of fire inspection and prevention techniques; knowledge of emergency medical techniques; interpersonal skills; oral and written communication skills; ability to evaluate emergency situations and develop effective courses of action; ability to work under pressure; ability to prepare reports.

PHYSICAL REQUIREMENT:

Candidates must possess general good health; incumbents must possess and retain sufficient strength, stamina, agility and visual and auditory acuity necessary to perform all the duties of the class. Candidates may be required to pass a physical examination.

WORKING CONDITIONS:

Incumbents in this class may be exposed to a moderate amount of lifting equipment; to danger of injury or loss of life during fire fighting and rescue operations, to the significant mental stress of responding to life and death emergencies and to strongly disagreeable conditions including exposure to weather, loud noises, chemicals and hazardous materials.

SCHEDULE: Rotating schedule (2) 10 hour shifts (8:00 am - 6:00 pm), and (2) 14 hour shifts (6:00 pm - 8:00 am).

FULL TIME EQUIVALENT MINIMUM SALARY FOR FIREFIGHTER: \$59,037

FULL TIME EQUIVALENT MINIMUM SALARY FOR PROTECTIVE SERVICES TRAINEE (FIRE): \$40,226

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Req: 2016-1195

Date Started: 9/30/2016

JobTitle: Firefighter – Department of Public Safety Fire

JobGroup: 7A-PROTECTIVE SERVICES

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	28	26	2	22	2	2	0	2	0	0	0
TOTAL REJECTED APPLICANT	18	16	2	13	2	2	0	1	0	0	0
TOTAL QUAL. APPLICANT	10	10	0	9	0	0	0	1	0	0	0
TOTAL INTERVIEWED	8	8	0	7	0	0	0	1	0	0	0
NOT OFFERED POSITION	7	7	0	6	0	0	0	1	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on the UConn Health website.

The goal candidates, two (2) white females, two (2) black males, and one (1) Hispanic male did not meet the minimum requirements for the following reasons: One (1) white female did not have the minimum requirement of a National certification by the NPQS or the IFACC or State Certification by the Connecticut (CT) Fire Academy that meet the provisions of the NFPA Firefighter 2. One (1) white female, two (2) black males, and one (1) Hispanic male did not have the special requirement of a CT license as a Paramedic.

The goal candidate, one (1) Hispanic male was interviewed and not selected because he scored an average of 16.25/50 on interview questions. The interview questions were based upon education, training, and experience.

One (1) white male was selected. He met the minimum qualifications, the special requirement of the position, and he scored an average of 38/40 on interview questions.

JOB OPPORTUNITY BULLETIN

As of Saturday, September 2, 2017

Department: Public Safety Police

Job Title: Police Officer (Unclassified)

Recruiter: Noreen Logan

Search Code: 2017-174

Date Posted: 8/2/2016

Posting Deadline: 8/8/2016

Purpose of Class:

Seeking a currently certified CT POSTC sworn police officer. Qualified candidates must indicate the POST expiration date on their online profile.

PURPOSE OF CLASS:

In a state agency, college or university, this class is accountable for independently performing a full range of tasks in the protection, safety and security of individuals and property with full police powers and responsibility for law enforcement.

SUPERVISION RECEIVED:

Works under the general supervision of a Police Lieutenant, Police Sergeant, or other employee of a higher grade.

SUPERVISION EXERCISED:

May have lead responsibility over support staff or assigned programs.

EXAMPLES OF DUTIES:

The Police Officer may perform a combination or concentration of the following functions on a fixed or rotating basis as directed by the agency:

Security: Provides crowd control at various events and activities; monitors designated areas to ensure physical security and authorized access in order to prevent theft, trespass, vandalism or violation of state statutes or regulations; gives directions and routine information to the public; participates in evacuation activities in event of fire, bomb threats or other potential disasters; operates fire fighting apparatus if needed; may conduct cruiser or foot patrols; may conduct bicycle patrols as weather permits.

Protection: Provides traffic and/or crowd control; assesses nature of further assistance needed and makes timely and appropriate arrangements; may gather background information and provide threat assessments regarding high risk locations, safety of persons or property, biological or physical threats; may respond to emergency situations and provide CPR or first aid to injured parties; may transport or escort couriers with currency and prisoners or Absent Without Leave (AWOL) persons; may assist in search for escaped patients or inmates; may assist State Police in investigation of major criminal acts; may be required to maintain building security and perform patrol duties at time of heightened alert level under Homeland Security procedures.

Enforcement: Directs traffic and enforces motor vehicle and parking regulations; may initiate and conduct criminal and other investigations of violations, suspicious activities or reports of incidents occurring within jurisdiction; may conduct on site investigations, question witnesses, arrest individuals at scene and issue summons.

Administration: Records information; applies for and serves arrest warrants; processes paperwork on arrests and activity reports; arranges surety and non-surety bond payments or Written Promise to Appear (WPA); provides court testimony; conducts special programs, projects and services as required; may process arrested individuals including determining charges, fingerprinting, photographing, initiating National Crime Information Computer (NCIC) check, searching, removing and inventorying personal belongings and transporting arrested persons to lock up; may conduct various safety training, certification and/or recertification courses; may perform minor equipment repairs; may make public presentations regarding crime prevention and safety; may serve as dispatcher; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of traffic and crowd control practices and procedures; knowledge of criminal law and court procedures; considerable interpersonal skills; oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; ability to utilize computer software.

EXPERIENCE AND TRAINING:

General Experience:

Certification as a law enforcement officer in the State of Connecticut pursuant to regulations promulgated by the Connecticut Police Officer Standards and Training Council.

Substitution Allowed:

Successful completion of prescribed training and probationary requirements set forth in the class of Protective Services Trainee.

SPECIAL REQUIREMENTS:

Applicants must be United States citizens.

Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council.

Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to "arrest and present before a competent authority any person for any offense committed within his precinct." (Connecticut General Statutes 29-18 and/or 10a-142)

Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.

Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.

Incumbents in this class must possess and maintain a valid Motor Vehicle operator's license.

Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.

Incumbents in this class must be eligible and qualified to bear arms.

Incumbents in this class may be required to travel.

CHARACTER REQUIREMENT:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS:

Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required, to perform the duties of the class. A physical fitness assessment will be required of all applicants.

A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

WORKING CONDITIONS:

Incumbents in this class may be exposed to unpleasant and/or dangerous situations which could cause injury or loss of life, to uncomfortable weather conditions and/or to confinement within a vehicle for prolonged periods.

SCHEDULE: 40 hour work week, Rotating work schedule.

FULL TIME EQUIVALENT MINIMUM SALARY: \$53,540

Req: 2017-174

Date Started: 6/9/2017

JobTitle: Police Officer – Unclassified in the Department of Public Safety Police
JobGroup: 7A-PROTECTIVE SERVICES

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	12	12	0	8	0	2	0	2	0	0	0
TOTAL REJECTED APPLICANT	5	5	0	1	0	2	0	2	0	0	0
TOTAL QUAL. APPLICANT	7	7	0	7	0	0	0	0	0	0	0
TOTAL INTERVIEWED	3	3	0	3	0	0	0	0	0	0	0
NOT OFFERED POSITION	2	2	0	2	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

CT POSTC – Connecticut Police Officer Standards and Training Council
CPR – Cardiopulmonary Resuscitation

This position was posted on the UConn Health website.

The goal candidates, two (2) black males and two (2) Hispanic males did not meet the minimum requirements because they did not have the required certification as a law enforcement officer in the State of Connecticut (CT) pursuant to regulations promulgated by the CT POSTC.

One (1) white male was selected. He had the required certification as a law enforcement officer in the State of Connecticut (CT) pursuant to regulations promulgated by the CT POSTC.

Req: 2017-429

Date Started: 2/3/2017

JobTitle: Firefighters in Public Safety Fire
JobGroup: 7A-PROTECTIVE SERVICES

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	114	104	10	96	9	2	0	3	0	3	1
TOTAL REJECTED APPLICANT	17	13	4	11	4	1	0	1	0	0	0
TOTAL QUAL. APPLICANT	97	91	6	85	5	1	0	2	0	3	1
TOTAL INTERVIEWED	29	25	4	22	4	1	0	1	0	1	0
NOT OFFERED POSITION	27	23	4	20	4	1	0	1	0	1	0
OFFERED POSITION	2	2	0	2	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	2	0	2	0	0	0	0	0	0	0

Abbreviations in Posting:

CT – Connecticut

This position was posted on the UConn Health website.

The goal candidates, four (4) white females, one (1) black male, and one (1) Hispanic male did not meet the minimum requirements for the following reasons: Four (4) white females and one (1) Hispanic male did not have the required NPQS or the IFACC or State Certification by the CT Fire Academy that met the provisions of the NFPA Firefighter 2. One (1) black male did not have the required CT license as a Paramedic or Emergency EMT.

The goal candidates, one (1) white female, one (1) Hispanic male, and two (2) AAIANHNPI males were not interviewed because they did not have the preferred requirement of successful completion of the CT Fire Academy Recruit Firefighter Training Program.

The goal candidates, four (4) white females, one (1) black male, one (1) Hispanic male, and one (1) AAIANHNPI male were interviewed and not selected for the following reasons: The first set of interview questions were based on education, firefighter training, firefighting experience, and ability to evaluate emergency situations and develop effective courses of action. One (1) white female scored 12.33/20 on the interview questions. One (1) white female scored 8/20 on the interview questions. One (1) white female scored 8.33/20 on the interview questions. One (1) white female scored 6.33/20 on the interview questions. One (1) Hispanic male scored 9.33/20 on the interview questions. One (1) AAIANHNPI male scored 7.33/20 on the interview questions.

Req: 2017-429 continued

The three (3) top scoring candidates were brought back in for second interviews with the Fire Chief and Captain. The 2nd set of interview questions were based upon their knowledge of UConn Health Fire Department, CT Fire Academy or equivalent Recruit Training Program, ability to work under pressure, and years of experience. One (1) black male was third choice because he had scored 14.33/20 on the interview questions and had three (3) years of Firefighter experience.

Two (2) white males were selected. One (1) white male scored an average of 20/20 on the interview questions and had eleven (11) years of Firefighter experience. One (1) white male scored 12.66/20 for interview questions and had twenty-one (21) years of experience.

JOB OPPORTUNITY BULLETIN

As of Thursday, August 31, 2017

Department: Public Safety Fire

Job Title: Firefighter

Recruiter: Noreen Logan

Search Code: 2017-429

Date Posted: 11/23/2016 **Posting Deadline:** 12/7/2016

Purpose of Class:

At UConn Health, this class is accountable for the performance of fire fighting and fire prevention activities and provision of emergency medical services. There is more than one vacancy.

PURPOSE OF CLASS: The uniqueness of the UConn Health campus offers challenges to our fire department that go beyond responding to "routine" alarms. The 268-acre campus in Farmington includes two hospital towers that combine for more than 230 beds, as well as medical, dental, and graduate schools, research labs, medical offices, outpatient clinics, and parking structures. We respond to more than 1,500 calls annually to provide emergency medical care for the campus at the paramedic and EMT level, respond to fire alarms, perform elevator rescues, provide post-discharge transport, and respond to vehicle fires and hazardous materials incidents. We also conduct weekly and monthly inspections of fire extinguishers, sprinkler valves, and other fire protection systems, and conduct fire drills for the facility. Our daytime population can reach 10,000 including patients, staff, faculty, students and visitors, giving the campus the feel of a small city.

Fire Suppression and Rescue:

Acts as a first responder to fire and hazardous materials incidents. Operates fire and other emergency apparatus. In the event of an alarm; evaluates the nature and severity of incidents; selects appropriate tools and techniques to mitigate situations to include appropriate types of water, chemical or foam applications. Receives on-the-job training in structural (including high rise) firefighting and various technical rescue procedures.

Emergency Medical Services:

As a first responder, up to and including at the paramedic level, to medical incidents; evaluates medical condition of patients; provides treatment and/or critical intervention for injuries and illness; communicates with area hospitals for guidance; transports patient to hospital if necessary; provides mutual aid rescue services within designated areas. Also including non-emergency transportation services. Provides written reports of patient care. Attends continuing education training to maintain medical certification.

Inspections / Fire Prevention:

Conducts routine inspections of facilities to check and/or maintain fire alarm systems, hydrants, smoke and heat detectors, fire extinguishers, sprinkler and foam systems; reports any dangerous or inadequate conditions; designs escape routes; conduct special investigations or present fire prevention training.

Equipment Inspection/maintenance

Performs daily maintenance and checking of personal equipment to ensure readiness for emergency situations; examines apparatus and equipment to ensure adequate levels of fluids; performs operational checks of apparatus and pumps; ensures ambulance and emergency rescue vehicles are stocked with necessary equipment and medical supplies; maintains all bio-hazard equipment.

Training:

Attends training as deemed relevant to the job assignment.

EXPERIENCE AND TRAINING:

National certification by the National Board of Fire Service Professional Qualifications (NPQS) or the International Fire Services Accreditation Congress (IFACC) or State Certification by the Connecticut Fire Academy that meet the provisions of the National Fire Protection Association (NFPA) Firefighter 2.

Substitution Allowed:

Successful completion of prescribed training and probationary requirements set forth in the class of Protective Services Trainee.

SPECIAL REQUIREMENTS (required for the target classification of Firefighter:

Is currently licensed as a CT Paramedic or CT Emergency Medical Technician (EMT).

Alternative pay plans apply if work schedules exceed 35 hours.

Incumbents in this class must possess and retain a valid Connecticut Class II Motor Vehicle Operator license (Class D).

PREFERRED REQUIREMENTS:

Has successfully completed CPAT

Has successfully completed the Connecticut Fire Academy Recruit Firefighter Training Program

Currently possesses a commercial driver's license (Class A or B) or equivalent military operator's license classification, or a Class D license with a Q endorsement

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of fire fighting, fire prevention and crash rescue techniques; knowledge of fire inspection and prevention techniques; knowledge of emergency medical techniques; interpersonal skills; oral and written communication skills; ability to evaluate emergency situations and develop effective courses of action; ability to work under pressure; ability to prepare reports.

PHYSICAL REQUIREMENT:

Candidates must possess general good health; incumbents must possess and retain sufficient strength, stamina, agility and visual and auditory acuity necessary to perform all the duties of the class. Candidates may be required to pass a physical examination.

WORKING CONDITIONS:

Incumbents in this class may be exposed to a moderate amount of lifting equipment; to danger of injury or loss of life during fire fighting and rescue operations, to the significant mental stress of responding to life and death emergencies and to strongly disagreeable conditions including exposure to weather, loud noises, chemicals and hazardous materials.

SCHEDULE: Rotating schedule (2) 10 hour shifts 8:00 am - 6:00 pm, and (2) 14 hour shifts (6:00 pm - 8:00 am).

FULL TIME EQUIVALENT MINIMUM SALARY: \$59,037

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Service/Maintenance

7B Custodian

Goals

8 white males

2 black males

2 Hispanic males

1 Hispanic female

1 AAIANHNPI male

Req: 2017-404

Date Started: 1/20/2017

JobTitle: Custodian in Building Services

JobGroup: 7B-CUSTODIAN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	100	72	28	32	9	20	8	20	10	0	1
TOTAL REJECTED APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	99	71	28	31	9	20	8	20	10	0	1
TOTAL INTERVIEWED	11	2	9	0	3	2	2	0	4	0	0
NOT OFFERED POSITION	10	2	8	0	3	2	2	0	3	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

A goal candidate, one (1) Hispanic female was selected.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 22, 2017

Department: Housekeeping

Job Title: Custodian

Recruiter: Donna Seklecki

Search Code: 2017-1028

Date Posted: 4/10/2017

Posting Deadline: 4/20/2017

Purpose of Class:

In a state agency this class is accountable for performing the full range of basic tasks in the cleaning and maintenance of buildings. This position will work in Housekeeping and the Regulated Medical Waste Storage Room at UConn Health located in Farmington, CT. This position will work 3rd shift and will be required to provide Housekeeping services at multiple buildings on the UConn Health Campus including but not limited to; Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, UConn Health John Dempsey Hospital and University Tower.

SUPERVISION RECEIVED: Initially works under the close supervision of a Lead Custodian, Supervising Custodian or an employee of higher grade; works more independently with acquired experience.

SUPERVISION EXERCISED: May oversee work of patients or students assigned to assist in custodial duties (this patient and/or student involvement includes physical safety aspects and providing some simple instruction; it does not include rehabilitation or responsibility for the quantity or quality of work).

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class may be required to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENT: Employees appointed to positions in this class must have adequate physical strength and stamina to lift, push and/or pull at least 50 lbs., must have visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

PREFERRED EXPERIENCE: Current or recent (within the last 2 years') custodial experience in a hospital/medical setting.

EXAMPLES OF DUTIES: Performs custodial tasks and maintenance of areas such as patient rooms, dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, clean carpets, vacuums, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; changes curtains, makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspection for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and dispose of trash and regulated medical waste; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may be required to work on a ladder; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or patients and/or clients.

SCHEDULE: Full time, 37.5 hours per week, 5 nights, Monday - Friday, midnight to 8:00 a.m., holidays are required. 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$31,367 during training; \$34,852 after successful completion of training period.

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-1028

Date Started: 6/9/2017

JobTitle: Custodian in Housekeeping

JobGroup: 7B-CUSTODIAN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	98	65	33	25	13	25	7	13	12	2	1
TOTAL REJECTED APPLICANT	2	1	1	1	0	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	96	64	32	24	13	25	7	13	11	2	1
TOTAL INTERVIEWED	11	6	5	0	4	3	0	3	1	0	0
NOT OFFERED POSITION	10	6	4	0	3	3	0	3	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

CT - Connecticut

This position was posted on the UConn Health website.

The Hispanic female goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, one (1) white male did not meet the minimum requirements of ability to operate, care for and perform minor maintenance on tools and equipment used in daily work.

The goal candidates, twenty-four (24) white males, twenty-two (22) black males, ten (10) Hispanic males, and two (2) AAIANHNPI males were not interviewed for the following reasons: One (1) white male had multiple short terms of employment, and only provided a few words on his application to describe his job duties which did not provide enough information to determine if his skill set was a match for this position. One (1) white male withdrew his application. One (1) white male was an Operation Manger who assisted custodians on an as needed basis. One (1) white male submitted an incomplete application. Five (5) white males, three (3) black males and two (2) Hispanic males did not have the preferred custodial experience in a hospital setting. Five (5) white males, six (6) black males and one (1) Hispanic male did not have the preferred custodial experience in a hospital/medical setting. Nine (9) white males, ten (10) black males, six (6) Hispanic males, and one (1) AAIANHNPI male did not have the preferred current or recent custodial experience in a hospital setting. One (1) white male did not have the preferred current or recent custodial experience in a hospital/medical setting. One (1) black male declined an interview. One (1) black male did not show up for a scheduled interview. One (1) black male was previously interviewed for another Custodian position where he received an average assessment score of 7.75. One (1) Hispanic male was currently a part-time UConn Health Custodian, in his working test period, in the Maintenance and Service Union. One (1) AAIANHNPI male indicated his custodial start date was 12/2020 which does not demonstrate written communication skills and the ability to perform simple record keeping.

Req: 2017-1028 continued

The goal candidates, three (3) black males and three (3) Hispanic males were interviewed and not selected for the following reasons: One (1) black male received a score of 7.5 on the Housekeeping Interview Assessment. He could not provide complete answers to cleaning patient room at discharge and handling stressful situations. One (1) black male received a score of 7.5 on the Housekeeping Interview Assessment. He could not provide complete answers to cleaning patient room at discharge, stripping and waxing a tile floor, and cleaning chemicals. One (1) black male received a score of 7.5 on the Housekeeping Interview Assessment. He could not provide complete answers to cleaning patient room at discharge, items on cart to clean patient room, cleaning chemicals, and multitasking. One (1) Hispanic male received a score of 7.5 on the Housekeeping Interview Assessment. One (1) Hispanic male received a score of 7 on the Housekeeping Interview Assessment. He left out pertinent information when responding to questions on floor care and patient discharge. One (1) Hispanic male received a score of 6 on the Housekeeping Interview Assessment because he had trouble answering questions regarding floor care, making patient bed, cleaning chemicals, multitasking, key tasks of a custodian, and handling of stressful situations. The Housekeeping Interview Assessment was based upon custodian experience, cleaning patient room at discharge, steps in making a patient bed, stripping and waxing a tile floor while keeping staff safe, cleaning chemicals, multitasking, key tasks of custodial work, and handling of stressful situations,

One (1) white female was selected. She scored an 8.75 on Housekeeping Interview Assessment. She had knowledge of all aspects of custodial work, and was able to provide complete answers to all questions.

GOALS ANALYSIS
(46a-68-48)

Hiring Goals

Service/Maintenance

7C Other Services/Maintenance

Goals

9 white females

3 black males

4 black females

Req: 2016-842

Date Started: 9/16/2016

JobTitle: Assistant Supervisor of Central Sterile Supply Services
JobGroup: 7C-OTHER SERVICE/MAINTNANCE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	18	10	8	6	2	2	2	1	4	1	0
TOTAL REJECTED APPLICANT	10	5	5	3	1	1	1	0	3	1	0
TOTAL QUAL. APPLICANT	8	5	3	3	1	1	1	1	1	0	0
TOTAL INTERVIEWED	6	4	2	3	1	0	1	1	0	0	0
NOT OFFERED POSITION	5	4	1	3	0	0	1	1	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 22, 2017

Department: HVAC/R

Job Title: Stationary Engineer

Recruiter: Donna Seklecki

Search Code: 2016-873

Date Posted: 3/16/2016

Posting Deadline: 5/6/2016

Purpose of Class:

At UConn Health this class is accountable for independently performing the full range of tasks involved in the operation of a moderate or large sized heating or power plant or for working as a technical maintenance or repair expert on powerhouse and allied facilities and equipment; may be in complete charge of a small heating plant. This position is located at UConn Health in Farmington, CT. This position will work in the main boiler plant and will be required to provide services at multiple buildings on the UConn Health Campus including but not limited to out buildings, water treatment, chemical control, Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, the Main building and other offsite locations in Farmington, CT.

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED: May lead Boiler Tenders, Maintainers or patient/client workers as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of and ability to operate, maintain and repair boilers, generators and related mechanical equipment; some interpersonal skills; some oral and written communication skills.

EXPERIENCE AND TRAINING: General Experience: Three (3) years' experience in the operation, maintenance, and repair of steam boilers or of significant auxiliary boiler room or power plant equipment.

SPECIAL REQUIREMENT: Must possess a current S-1, S-2 or OE-2 license.

PHYSICAL REQUIREMENT: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

PREFERRED: Current experience working with high pressure steam boilers including maintenance and repair.

WORKING CONDITIONS: Incumbents may be exposed to significant levels of dust, noise and heat; may be exposed to risk of injury from equipment. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class.

EXAMPLES OF DUTIES: Upon taking over a shift, receives operating instructions from outgoing shift supervisor; inspects boiler room gauges, indicators, charts and records of operation, and the actual operating of the boiler room mechanical equipment and boilers, and issues any necessary instructions to subordinate(s); acts similarly in regard to generating equipment if any; makes various periodic and special tests and checks of facilities and equipment, making necessary adjustments; maintains and repairs mechanical equipment, including tightening loose bearings, packing glands, and bolts, replacing wearing rings, replacing and repacking condenser tubes, renewing gaskets, renewing valves and stuffing boxes, and renewing valve parts; inspects operation of, maintains and repairs generating equipment, ice machinery, hot water heaters, laundry equipment, pumps, fans, compressors, electronic equipment, and other miscellaneous mechanical service equipment; makes or supervises the making of simple boiler water analyses and determines necessary treatment; calculates and records operating data; may assist in general building maintenance and repair; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may inspect and repair steam traps fed by main system at various locations; may remove pipe insulation materials associated with the repair of pipes and fittings using OSHA approved methods; performs related duties as required. As engineer in charge of a heating plant and related minor utilities, performs and supervises maintenance and repair of boiler and boiler room equipment including feed pumps and fuel injectors; supervises tending of boiler by others, issuing instructions, inspecting condition of equipment, and checking gauges and operation records; performs related duties as required.

SCHEDULE: Full time, 37.5 Hours per week, Monday - Friday, 7:30 a.m. to 3:30 p.m., weekends and holidays as required, in urgent/emergency situations must be able to work other mandated shifts including weekends, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,763

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Req: 2016-873

Date Started: 9/2/2016

JobTitle: Stationary Engineer in HVAC/R

JobGroup: 7C-OTHER SERVICE/MAINTNANCE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	9	0	9	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	4	4	0	4	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	5	0	5	0	0	0	0	0	0	0
TOTAL INTERVIEWED	3	3	0	3	0	0	0	0	0	0	0
NOT OFFERED POSITION	2	2	0	2	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

CT – Connecticut

EPA – Environmental Protection Agency

OSHA – Occupational Safety and Health Administration

This position was posted on the UConn Health website.

No goal candidates, applied for this position.

One (1) white male was selected. He had a current OE-2 license, and ten (10) years of experience in the operation, maintenance, and repair of steam boilers, and power plant equipment.

Req: 2017-289

Date Started: 11/28/2016

JobTitle: Storekeeper Assistant – Logistics Management Administration

JobGroup: 7C-OTHER SERVICE/MAINTNANCE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	60	45	15	22	5	11	3	12	6	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	59	45	14	22	5	11	2	12	6	0	1
TOTAL INTERVIEWED	9	8	1	5	0	1	1	2	0	0	0
NOT OFFERED POSITION	6	5	1	4	0	0	1	1	0	0	0
OFFERED POSITION	3	3	0	1	0	1	0	1	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	3	3	0	1	0	1	0	1	0	0	0

Abbreviations in Posting:

CT – Connecticut

PAR – program that provides routinely used supplies to units

This position was posted on the UConn Health website.

The goal candidate, one (1) black female did not meet the minimum requirement of having a valid driver's license.

The goal candidates, five (5) white females, ten (10) black males, and one (1) black female were not interviewed for the following reasons: Three (3) white females, and four (4) black males did not have the preferred qualifications of two (2) years of experience in Materials Management or a related field utilizing materials-handling system, using a computer and barcode equipment/scanners. One (1) white female and two (2) black males did not provide completed applications so we were unable to determine if they had experience utilizing materials-handling system, using a computer and barcode equipment/scanners; general knowledge of office equipment, copier, fax, etc. One (1) white female and one (1) black female did not have the preferred qualifications of two (2) years of experience in Materials Management or a related field utilizing materials-handling system, using a computer and barcode equipment/scanners; general knowledge of office equipment, copier, fax, etc., and computer and data entry experience. One (1) black male withdrew his application. One (1) black male did not have the preferred qualifications of two (2) year of experience in Materials Management. One (1) black male did not provide a completed application, so we were unable to determine if he had any history in the Materials Management field. One (1) black male's application and resume have conflicting dates of employment, which demonstrates a lack of attention to detail and poor written communication skills.

Req: 2017-289 continued

The goal candidate, one (1) black female was interviewed and not selected because she scored 247 on the skills assessment. The skills assessment was based upon the candidate's, interpersonal skills, communication skills, Materials Management experience, knowledge of office equipment, and computer and data entry experience.

One (1) white male; a goal candidate, one (1) black male; and one (1) Hispanic male were selected. The white male scored 305 on the skills assessment. The Hispanic male scored 301 on the skills assessment.

JOB OPPORTUNITY BULLETIN

As of Tuesday, April 4, 2017

Department: Logistics Management Admin

Job Title: Storekeeper Assistant

Recruiter: Donna Seklecki

Search Code: 2017-289

Date Posted: 9/19/2016

Posting Deadline: 9/28/2016

Purpose of Class :

This class is accountable for performing the full range of basic tasks in the receiving, storing and issuing of materials and supplies. There are 3 positions available. These positions require the ability to travel throughout the State of CT and other states and will provide services to the CT Correctional Facilities and UConn Health Facilities.

MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILL AND ABILITY: Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records; ability to work days, nights, weekends as well as holidays and during natural disasters.

EXPERIENCE AND TRAINING: Any experience and training which would provide the knowledge, skills and abilities listed above.

SPECIAL REQUIREMENT: Incumbents in this class must possess a current, valid driver's license and have a good driving record.

PREFERRED QUALIFICATIONS: Two years' experience in Materials Management or a related field utilizing materials-handling system, using a computer and barcode equipment/scanners; general knowledge of office equipment, copier fax etc. Must have good computer and data entry experience.

PHYSICAL REQUIREMENT: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination is required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights, 50 lbs. or more throughout the work day; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals; may be required to travel to other state agencies and off-site locations in Connecticut and other states. Ability to work days, nights and weekends as required. The department is part of the UConn Health Disaster Control System, may be required to work holidays, during blizzards or other natural disasters or "Code Yellow" emergencies.

SUPERVISION RECEIVED: Initially works under the close supervision of a Storekeeper or an employee of higher grade; works more independently with acquired experience.

EXAMPLES OF DUTIES: Incumbents in this class will work an automated mail apparatus and barcode scanner; drive a box truck, van, materials truck, and other related vehicles as assigned; move and or distribute equipment, furniture, chemicals, records, parcels, mail and various bulk items (50-100 pounds); sort and route parcels, mail packages and other related materials. General cleaning of work and storage areas to include snow removal from delivery areas. Having minor maintenance of vehicles done, taking Fleet vehicles for maintenance including: oil changes, minor tune-ups, washing and waxing, etc. Inventory control; physical inventory and PAR inventory. Shipping and receiving of furniture, chemicals, records, parcels, mail and other various materials. Metering, weighing and other related duties. Operation of material-handling equipment. Filing, typing, data entry and other related office duties and record keeping.

Materials Logistics:

Incumbent in the class will conduct inventories; data control, Par Inventory, stock maintenance, receiving, replenishment; records management; receive, short, route, meter, distribute and ship; scheduling, reservations, minor maintenance for Motor Pool and Transportation Services.

Inventory and Asset Management:

Conducting physical inventories; data control, moving equipment, parcels, packages and various related materials; stock maintenance; scheduling.

Central Warehouse:

Stock maintenance; receiving; replenishment; storage.

Materials Resource Management Operations:

Value analysis; data control; filing; record keeping; help/resource desk; communications; other related duties as assigned within the divisions of Logistics Management.

SCHEDULE: Full time, 37.5 hours per week, Monday - Friday, 7.5 hour shifts between the hours of 6:00 a.m. to 4:00 p.m., Must have flexibility to work days, nights, weekends and holidays as required, 30 minute unpaid meal break.

DURING TRAINING: Hours may vary during training.

FULL TIME EQUIVALENT MINIMUM SALARY:

WHILE IN TRAINING: \$31,367

AFTER SUCCESSFUL COMPLETION OF TRAINING: \$34,852

Req: 2017-390

Date Started: 1/20/2017

JobTitle: Duplicating Technician 2 in Information Technology

JobGroup: 7C-OTHER SERVICE/MAINTNANCE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	30	19	11	12	6	2	3	5	2	0	0
TOTAL REJECTED APPLICANT	28	18	10	11	6	2	2	5	2	0	0
TOTAL QUAL. APPLICANT	2	1	1	1	0	0	1	0	0	0	0
TOTAL INTERVIEWED	2	1	1	1	0	0	1	0	0	0	0
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

A goal candidate, one (1) black female was selected.

Req: 2017-444

Date Started: 2/3/2017

JobTitle: Central Sterile Processing & Distribution Aide
in Operating Room Central Sterile Supply
JobGroup: 7C-OTHER SERVICE/MAINTNANCE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	2	4	1	2	1	1	0	1	0	0
TOTAL REJECTED APPLICANT	4	1	3	1	1	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	2	1	1	0	1	1	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	0	0	1	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	1	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	1	0	0	0	0	0

One (1) black male, part-time UConn Health employee, was selected. He was a Maintenance and Service union member with contractual bargaining rights to the position.

Req: 2017-642

Date Started: 2/17/2017

JobTitle: Animal Care Washroom Technician in Center for Comparative Medicine
JobGroup: 7C-OTHER SERVICE/MAINTNANCE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	108	52	56	25	37	15	2	11	15	1	2
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	108	52	56	25	37	15	2	11	15	1	2
TOTAL INTERVIEWED	3	0	3	0	3	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was selected.

Req: 2017-914

Date Started: 3/31/2017

JobTitle: Storekeeper Assistants in Logistics Management Administration

JobGroup: 7C-OTHER SERVICE/MAINTNANCE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	63	52	11	22	1	15	1	13	7	2	2
TOTAL REJECTED APPLICANT	2	2	0	1	0	1	0	0	0	0	0
TOTAL QUAL. APPLICANT	61	50	11	21	1	14	1	13	7	2	2
TOTAL INTERVIEWED	2	0	2	0	0	0	0	0	2	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	0	0	0	0	2	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	0	0	0	0	2	0	0

Two (2) Hispanic females, part-time UConn Health employees were selected. They were Maintenance and Service union members with contractual bargaining rights to the positions.

Req: 2017-989

Date Started: 5/12/2017

JobTitle: Environmental Control Maintainer in Environmental Operations

JobGroup: 7C-OTHER SERVICE/MAINTNANCE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	10	10	0	8	0	1	0	1	0	0	0
TOTAL REJECTED APPLICANT	3	3	0	2	0	1	0	0	0	0	0
TOTAL QUAL. APPLICANT	7	7	0	6	0	0	0	1	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

One (1) white male, part-time UConn Health employee was selected. He was a Maintenance and Service union member with contractual bargaining rights to the position.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 22, 2017

Department: Center for Comparative Medicine

Job Title: Animal Care Tech

Recruiter: Marisa Leone

Search Code: 2017-1016

Date Posted: 4/17/2017

Posting Deadline: 4/27/2017

Purpose of Class:

This class is accountable for independently performing the full range of tasks involved in the care of various species of laboratory animals and their environment.

EXAMPLES OF DUTIES:

Feeds and waters animals; cleans and sanitizes cages, animal rooms and related environment as necessary; performs routine physical examinations and laboratory tests and special handling techniques for researchers as required; assesses the status of animal shipments including identity, number of individuals, weight, health, etc.; administers medications and gives injections under supervision; identifies animals as to sex, species or strain; provides support during surgical and experimental procedures; observes and collects animal facilities operation data for accurate reports and required records; reports findings to appropriate department staff; may breed and wean animals; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of animal care requirements, including animal facilities and husbandry regulations and basic animal disease problems and prevention techniques; some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to utilize computer software; manual dexterity and physical ability sufficient for handling animals, feeds, supplies and equipment.

EXPERIENCE AND TRAINING:

General Experience: A high school diploma or possession of a General Educational Development (GED) diploma and one (1) year of animal care experience directly related to the maintenance of the health and wellbeing of laboratory animals to include care, use, handling, and/or treatment of laboratory animals.

Substitutions Allowed:

1. Certification by the American Association of Laboratory Animal Science at the level of Assistant Laboratory Animal Technician may be substituted for the General Experience.
2. Two (2) years of animal care experience directly related to the maintenance of the health and wellbeing of laboratory animals to include care, use, handling and/or treatment of laboratory animals.
3. A college degree of two (2) or more years and one-half (1/2) year of animal care experience directly related to the maintenance of health and wellbeing of laboratory animals to include care, use, handling and/or treatment of laboratory animals.

PHYSICAL REQUIREMENTS:

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to communicable diseases, hazardous substances and to risk of injury from animals.

This replaces the existing specification for the class of Animal Care Technician in Salary Group TC 13 approved effective November 29, 2013. (Revised to modify the General Experience and Substitutions Allowed)

Schedule: 37.5 hour work week, Monday through Friday, 7:00 am to 3:00 pm, rotating weekends and holidays, overtime as needed.

FULL TIME MINIMUM EQUIVALENT SALARY: \$39,933

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-1016

Date Started: 6/23/2017

JobTitle: Animal Care Technician in Center for Comparative Medicine

JobGroup: 7C-OTHER SERVICE/MAINTNANCE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	35	15	20	9	12	2	0	4	7	0	1
TOTAL REJECTED APPLICANT	18	10	8	5	4	2	0	3	3	0	1
TOTAL QUAL. APPLICANT	17	5	12	4	8	0	0	1	4	0	0
TOTAL INTERVIEWED	5	1	4	1	3	0	0	0	1	0	0
NOT OFFERED POSITION	4	0	4	0	3	0	0	0	1	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on the UConn Health website.

The goal candidates, four (4) white females and two (2) black males did not meet the minimum requirements for the following reasons: One (1) white female was on a F1 Visa that expired on December 5, 2016 and we were unable to sponsor at this level. Three (3) white females and two (2) black males did not have the required one (1) year of animal care experience directly related to the maintenance of the health and wellbeing of laboratory animals to include care, use, handling, and/or treatment of laboratory animals. They also did not have the allowable substitutions.

The goal candidates, five (5) white females were not interviewed for the following reasons: Three (3) white females did not have experience working with laboratory animals in a research setting. We chose to interview candidates who have worked with laboratory animals in a research setting. One (1) white female was interviewed for a previous position where her only interest was to obtain an UConn Health position. One (1) white female accepted another position.

The goal candidates, three (3) white females were interviewed and not selected for the following reasons: One (1) white female had experience in a private industry laboratory research environment. She did not have experience in a higher education laboratory similar to UConn Health. One (1) white female's experience was only with shellfish. She did not have experience in a higher education laboratory similar to UConn Health. One (1) white female was a recent graduate who was interested in continuing her education and this is a full-time position.

One (1) white male was selected. He had a Bachelor's degree in Animal Science, and one (1) year of experience in a laboratory research setting at the University of Massachusetts which is similar to UConn Health.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Executive/Administrative

1A. Executive

Goals

No promotional goals were established for this job group.

Req: 2017-540

Date Started: 11/25/2016

JobTitle: University Director to Vice President, UConn Medical Group Administration

JobGroup: 1A-EXECUTIVE/ADMINISTRATIVE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	WF	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Our hiring goals are being utilized for this position because there were no promotional goals established for this job group.

A goal candidate, one (1) white female was promoted.

UConn HEALTH

Office of Health Affairs
Andrew Agwunobi, MD, MBA
Chief Executive Officer
Executive Vice President
for Health Affairs

DATE: July 15, 2016
TO: Robert Camilleri
Office of Diversity/Equity
FROM: Andrew Agwunobi, MD, MBA
CEO for UConn Health, EVP for Health Affairs
RE: Waive search process for VP of UMG Administrative Position

This is a request to waive the search process for filling the Vice President of UMG Administration position. Anne Horbatuck was appointed to this position on an interim basis in November, 2015.

Ms. Horbatuck has been at UConn Health since July of 1983 and has over the years served in leadership roles such as Nurse Manager, Director of Signature Program Administration, and University Director and Chief Operating Officer in the Department of Musculoskeletal Institute (MSI).

In the time that she has served as Interim Vice President of UMG Administration, she has been successful in increasing communication and collaboration between the hospital and ambulatory services, consolidating roles and descriptions in order to have more direct chain of command, better organizational structure, accountability and a cost effective model that will work with the physician empowerment concept that's been introduced. She has met with each of the Department Chairs, Center and Division heads to develop those relationships and advance ongoing collaborations.

She has increased management of the budget including contract management, eliminating redundant contracts that resulted in savings for UMG. In close collaboration with Finance, she developed all Ambulatory budget projections, educated Directors and faculty on productivity reports and worked to add more clinic sessions wherever appropriate to increase revenues.

Ms. Horbatuck has proven her ability to successfully accomplish the goals set forth when appointed to this role. The considerable work she has done and is managing in support of the UMG clinical strategy aimed at returning UMG to budget would be interrupted if we were to commence a new search at this time.

We have in place an effective individual and it may be unnecessarily costly to the organization to undertake a search for this position.

From: Camilleri, Robert J.
Sent: Monday, July 18, 2016 3:46 PM
To: Agwunobi, Andrew
Cc: Andrews, Carolle; Smith, Joyce
Subject: Waiver of Search Process for Vice President of UMG Administration
Attachments: SEARCH WAIVER.PDF

Dr. Agwunobi,

ODE has reviewed the request to waive the search process for filling the Vice President of UMG Administration position. Based on the justification in your request dated July 15, 2016, UCH would stand to benefit greatly by appointing Ms. Horbatuck. Aside from currently serving as Vice President of UMG Administration on an interim basis, she has served in leadership roles in key UCH areas and has a proven track record in accomplishing goals. In her many years of service to UCH Ms. Horbatuck has established and maintained relationships with key stakeholders. It is highly unlikely that a full search would yield a candidate as uniquely qualified as Ms. Horbatuck and would come at great expense. As a result ODE supports this waiver. Please let me know if you have any questions.

Thank you,

Bob Camilleri
Office of Diversity and Equity

UConn HEALTH

Office of Health Affairs
Andrew Agwunobi, M.D., MBA
Chief Executive Officer
Executive Vice President
for Health Affairs

November 10, 2016

Anne Horbatuck
UConn Health
263 Farmington Avenue
Farmington, CT 06030

Dear Ms. Horbatuck,

Given your almost one (1) year successful role as Interim Vice President UMG Administration, we are pleased to offer you the position of Vice President UMG Administration at UConn Health commencing on November 25, 2016, at a full-time annual equivalent salary of \$220,000. This represents a \$5000 raise on your current salary.

In accordance with UConn Health policy and procedures, all appointments for managerial and confidential employees shall serve a six (6) month probationary period. Continuation of this appointment is contingent upon successful performance, achievement of objectives, compliance with applicable regulations and policy, organizational need, and availability of funds.

In this position, you will report to the Chief Executive Officer of UMG with a dual reporting to the Hospital CEO for UConn hospital-based clinics only. Your duties and accountabilitys will be as described in the attached position description.

Please be advised that your responsibilities may be revised based upon the needs of UMG and UConn Health. It is our expectation that you will be fully successful in your role and that we will work with you to ensure your success.

Please acknowledge your agreement with this appointment with your signature below and return to my office no later than November 18, 2016.

Signature

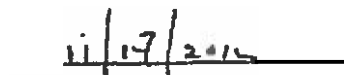
Andrew Agwunobi, M.D., MBA
Chief Executive Officer UConn Health
Executive Vice President for Health Affairs



Scott J. [unclear], Executive Vice President for
Administration and Chief Financial Officer



Anne Horbatuck



Date

2113 FARMINGTON AVENUE
FARMINGTON, CT 06030
PHONE 860 679 2594
TOLL FREE 860 679.1255
uconn.edu

UConn is an Equal Opportunity Employer

Vice President, UMG Administration

SCOPE OF POSITION:

The Vice President, UConn Medical Group (UMG) Administration is accountable for the administrative and programmatic management of ambulatory care services; while developing and implementing strategies to support organizational mission, vision and values. This position serves as a senior administrative leader for ambulatory services and provides leadership for the department heads of the ambulatory clinics. The VP is expected to develop and maintain a high performing cohesive team committed to operating an exemplary and profitable multi-specialty faculty practice that ensures prompt access and delivers superior, safe clinical care.

REPORTING RELATIONSHIP:

This position reports primarily to the CEO of UMG but it also has mixed operational reporting responsibility to the CEO of John Dempsey Hospital (JOH) in connection with achieving UMG Budget, Integrating UMG with Hospital as appropriate and managing clinics under the auspices of the Hospital.

SUPERVISION EXERCISED:

Provides direct supervision to a broad span of managers.

PRINCIPAL DUTIES AND ACCOUNTABILITIES:

- **Return UMG to Budget**
- Ensure the functional integration of ambulatory care services with JOH as appropriate to ensure efficiency and seamless functioning. JOH.
- Administer and coordinate organizational units, continuously strengthening programs and services.
- Foster a team-oriented, supportive work environment built on concepts of continuous learning and development.
- Work with physician, patient care and administrative leaders to create yearly budgets that reflect efficient patterns of care delivery.
- **Create** interfaces between inpatient care, ambulatory care and other community-based care that ensure safe and effective patient transitions between these venues.
- Build a culture of patient and family centered care in all ambulatory care clinics.
- Assess current ambulatory services system infrastructure, continually seeking ways to most efficiently and effectively manage the ambulatory care system.

- Work with other Institutional leaders to develop strategy and plans for new or changing clinical programs across the UCHC ambulatory care spectrum.
- Lead in creating an ambulatory care environment that strongly reflects a culture of safety.
- Participate as a leader in developing strategies for optimal transitions of care between the inpatient and outpatient settings.
- Mentor junior *staff* and administrators to facilitate their growth and excellence as well as understanding the business aspects of ambulatory medicine.

KNOWLEDGE & SKILLS:

- Demonstrated knowledge of the business aspects of clinical practice management and ambulatory clinical operations.
- A successful record of working with quality improvement and performance measures; balancing efficiency with effectiveness.
- Proven effectiveness in building and maintaining strong rapport with physicians, staff, and patients.
- Refined quantitative, financial and operational modeling skills and an ability to turn data into actionable information.
- Familiarity with information systems, regulatory compliance issues and business operations.
- Knowledge of national and local healthcare trends, policies and issues affecting the provision of ambulatory care.
- A high level of emotional intelligence, possessing a mature sensitivity to the values and expectations of others.
- Proficiency in legal and regulatory requirements (including The Joint Commission) related to patient care, revenue and expense forecasting, budget management and internal controls.
- An ability to schedule and set priorities for others, handle multiple concurrent activities, work within a budget, manage projects and people, meet deadlines and get positive results.
- A leadership style that encourages collegiality, teamwork, participation, communication and service orientation.
- A strong work ethic, abundant energy and good humor even in the face of predictable setbacks and criticism.
- A bias toward action, achievement of goals and the completion of initiatives.

EXPERIENCE & TRAINING

- Bachelor's degree In business, healthcare administration, medical management or other applicable field.
- An advanced degree In health science administration, public health, business administration, medical management or relevant fields preferred.
- Minimum ten years of healthcare experience, reflecting knowledge/understanding of inpatient and ambulatory care, physician relations, and clinical operations.
- Minimum five years administrative leadership experience In a large, complex setting, preferably In an academic environment.
- Demonstrated leadership experience In a complex ambulatory care organization delivering the highest levels of quality care.
- Experience In developing and managing operational budgets and ambulatory P&L responsibility.
- Experience In utilizing electronic medical records and Implementation and use of practice management systems.
- Familiarity/sensitivity to union culture.

JOB OPPORTUNITY BULLETIN

As of Monday, August 21, 2017

Department: Information Technology

Job Title: Assistant Vice President, IT Strategic

Recruiter: Joyce Smith

Search Code: 2017-1035

Date Posted:

Posting Deadline: 4/18/2017

Purpose of Class:

SCOPE OF POSITION:

This position is responsible for directing the business technology planning process for mission-critical systems within UCHC. Leads and influences the development of standards and decisions regarding add or changes to systems/applications and provides technical and business leadership and vision that support the Health Center's mission, clinical transformation, patient safety, education, research, efficiency and quality objectives.

REPORTING RELATIONSHIP: Reports to the Chief Information Officer, Hospital Director or employee of higher grade.

SUPERVISION EXERCISED: Directs assigned staff, manages and motivates managerial, professional, IT and clinical staff on a matrix basis to ensure project goals are met.

PRINCIPAL DUTIES AND ACCOUNTABILITIES:

Directs the planning for system implementation from detailed business analysis through production implementation and phased rollouts, ensuring that new systems development, enhancements and upgrades support clinical transformation, patient safety, efficiency and quality objectives. Develops project phases integrating plans for clinical staff, IT staff and vendor. Establishes and manages detailed project work plans, issues management and change control processes to ensure project plans are completed in a timely and high quality manner. Conducts periodic project status meetings, prepares status reports and reviews status monthly with Steering Committee. Manages/monitors vendor project staff to ensure resources provided are technically proficient and available to support UCHC staff in accordance with work plans timeframes. Recruits and hires a skilled workforce; coaches direct reports and implements programs that address staffing career movements and career development; forecast training needs ensuring adequate levels of people resources are available to meet business needs and financial parameters, balancing use of contractors and employees to meet skill and client requirements. Develops cost efficient project budgets, including planning and projecting cost for UCHC personnel, system vendor travel and expenses, and costs for other outside consultants or vendors whose services are required. Monitors results against budget and takes corrective actions necessary to ensure budget is not exceeded. Directs customization of systems to ensure systems will achieve performance objectives. Manages customer relationships to ensure that service objective expectations are developed and managed in the operations areas. Works closely with users to determine strategic clinical and service requirements and ensures system design will support UCHC's long-term strategic objectives for clinical transformation, cost reduction, patient safety, clinician efficiency and effective decision support. Directs systems testing to ensure all system components are working properly and all data is being effectively transmitted via system interfaces before go-live dates. Establishes training plans and ensures clinicians receive appropriate, comprehensive training on system functionality. Manages vendor and partners relationship to maximize value to the organization. Recommends and directs implementation of changes in workflow, procedures and job functions to maximize effectiveness and efficiency and transforms clinical operations in conjunction with systems implementation. Participates in the development of policies and procedures regarding the clinical systems. Performs other related duties as required.

KNOWLEDGE, SKILL & ABILITY:

Strong knowledge of and ability to apply management principles and techniques; demonstrated ability to coordinate a high level of activities under various conditions and constraints; excellent interpersonal, oral and written communications skills; high degree of business acumen; well developed presentation, organizational and time management skills; demonstrated leadership ability; ability to negotiate and persuade without overpowering; broad understanding of computer systems technology and its importance to the growth of the organization; demonstrated project management; innovative problem solving ability; ability to develop and motivate staff; proficient at optimizing organizational structure; demonstrated contact negotiations and vendor relations experience; knowledge of statutory or regulatory provisions relevant to higher education and healthcare; knowledge of Health Center's policies, procedures, practices and interrelationships; integrated knowledge of clinical information systems

EXPERIENCE AND TRAINING:

General Experience: Bachelor's degree and nine (9) years of experience in directing large-scale systems projects through all phases of the project life cycle, with at least five (5) years in an increasingly responsible management experience in a healthcare-related field.

Substitution: Master's degree may be substituted for one (1) year of the experience

Preferred Requirements: MBA a plus

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Req: 2017-1035

Date Started: 05/12/2017

JobTitle: University Director to Assistant Vice President,
Information Technology Strategic Projects
JobGroup: 1A-EXECUTIVE/ADMINISTRATIVE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	1	0	1	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

IT – Information Technology

MBA – Master of Business Administration

This position was posted on our website for our employees only.

Our hiring goals are being utilized for this position because there were no promotional goals established for this job group.

The white male hiring goal had been met with a hire and the white female hiring goal had been met with a promotion, they were no longer established goals.

No goal candidates applied for this position.

One (1) white male was promoted. He had a Bachelor’s degree and nine (9) years of experience in directing large-scale systems projects through all phases of the project life cycle, which included increasingly responsible management experience in healthcare.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Executive/Administrative

1B. University Director

Goals

No promotional goals were established for this job group.

Req: 2017-293

Date Started: 9/30/2016

JobTitle: Student Affairs/Administrative Officer II to University Director

JobGroup: 1B-UNIV DIRECTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	1	3	0	3	1	0	0	0	0	0
TOTAL REJECTED APPLICANT	3	1	2	0	2	1	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

AAMC – Association of American Medical Colleges

AMCAS – American Medical College Application Service

ERAS – Electronic Residency Application Service

This position was posted on our UConn Health website for our employees only.

The hiring goals were utilized for this position because we did not have established promotional goals.

The goal candidate, one (1) black male did not meet the minimum requirements because he was not an UConn Health employee.

One (1) white female was promoted. She had a Master’s degree in Higher Education, Research, Policy and Administration; fifteen (15) years of progressively responsible experience in Admissions and Student Affairs in higher education; and experience in School of Medicine.

JOB OPPORTUNITY BULLETIN

As of Friday, June 9, 2017

Department: Academic Affairs-Med

Job Title: Director Admissions and Student Affairs

Recruiter: Joyce Smith

Search Code: 2017-293

Date Posted:

Posting Deadline: 9/16/2016

Purpose of Class :

PURPOSE OF CLASS:

At UConn Health this position is responsible for directing and managing the daily operations of student admissions and student affairs for the Medical Student Affairs Office.

REPORTING RELATIONSHIP:

Reports to the Associate Dean for Student Affairs and Multicultural/Community Affairs.

SUPERVISION EXERCISED:

Supervises the administrative support staff of the Office of Student Affairs and Admissions.

ACCOUNTABILITIES/RESPONSIBILITIES:

Manages and directs staff and operations of the department.

Coordinates, plans and manages activities including the admissions process

Directs, plans and manages department activities; provides staff training and assistance, and conducts performance evaluations.

In conjunction with the Associate Dean, formulates program goals and objectives to address the needs of students from enrollment through graduation and beyond.

Works collaboratively with the Admissions Committee Chair on all admission functions, including recruitment, screening, interview and selection process and onboarding of new students.

Prepares or assists in the preparation of the budget and monitors expenditures of budgeted funds.

Maintains contacts with individuals both within and outside of the department and the institution who might impact on program activities.

Ensures compliance with all regulatory and compliance parameters from the AAMC and other agencies.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of and ability to apply management principles; considerable knowledge of admissions and student affairs principles and best practices; knowledge of federal, state, and higher education regulations, policies and procedures; considerable knowledge of office applications including AMCAS, ERAS and other educational technologies; considerable analytical and organizational skills; considerable oral and written communication skills; ability to effectively evaluate outcomes of admissions; ability to problem solve student issues as they arise; considerable ability to use office computer applications including database, spreadsheet, presentation and word processing; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Masters' Degree in a relevant discipline and five (5) years of progressively responsible experience in admissions and or student affairs.

Special Experience:

At least two (2) of the five (5) years; experience must have been in higher education.

Preferred Experience:

Experience in a School of Medicine

Experience in both Student Affairs and Admissions

JOB OPPORTUNITY BULLETIN

As of Tuesday, June 13, 2017

Department: Canton Urgent Care

Job Title: Director, Ambulatory Services/Urgent Care -

Recruiter: Marisa Leone

Search Code: 2017-722

Date Posted: 1/17/2017

Posting Deadline: 1/24/2017

Purpose of Class :

Scope of Position:

This position is responsible for providing operational oversight and leadership in the delivery of quality patient care within ambulatory practices (UConn Medical Group and John Dempsey Hospital). This position is for Canton, Storrs and the sites.

Supervision Received:

Reports to the Vice President of Ambulatory Care

Supervision Exercised:

Provides leadership and oversight to Practice Managers, Assistant Nursing Managers and or Clinical Coordinators

Accountabilities & Responsibilities:

Oversees the operations of assigned practices and service delivery focusing on safety, patient satisfaction, quality, and solid financial management and oversight. Ensure ongoing programmatic excellence, rigorous program evaluation and consistent quality outcomes, as well as recommend timelines and resources needed to achieve strategic goals. Develops an operational plan which incorporates goals and objectives to achieve the strategic direction of the organization. Develops, plans and implements policies and procedures in support patient care activities in the UMG practices. Collaborates with department chairs and heads of programs to maintain a high level of quality in the practices. Provides direction to supervisory/managerial staff in managing their respective sections and offers advice and guidance in handling special operations and administrative matters. Serves as a leader to all levels of administration, providers and outside organization in the coordination of the patient care functions. Determines appropriate staffing levels; provides training and assistance for staff. Ensures all staff are functioning to the highest level of their licensure or training and responsibilities. Conducts performance evaluations of direct staff and oversees performance evaluation for all staff. Conducts professional needs assessments. Directs human resource activities of departments including discipline, grievances, hiring and participates in all nursing recruitment and retention. Serve as a key strategic operations leader for labor management team and collective bargaining responsibilities. Prepares and monitors departments' budget; responsible for overseeing all aspects of revenue cycle within assigned clinics and ensuring appropriate clinical documentation for effective billing procedures. Works closely with physicians on clinic processes and procedures to ensure effective integration between all members of the clinical team. Manages patient concerns and issues, resolving them in a timely manner and reviewing all patient concerns to determine how to limit future recurrences. Develop, implement and manage operating and capital budgets of assigned services demonstrating effective stewardship of resources and achieving annual goals. Apply current knowledge and understanding of regulations, industry trends, current best practices, new developments, and applicable laws regarding assigned departments for operational and financial effectiveness. Ensures regulatory compliance for all areas of responsibility which may include Joint Commission, DPH and other regulatory agencies. Follow all local, state, federal law and hospital policies. Serve on various committees. Performs related duties as required.

Minimum Qualifications Required

Knowledge, Skills And Abilities:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of business/health care administration; considerable knowledge of relevant State and Federal laws, statues and regulations; understanding of managed care and group practice operations; considerable knowledge UCHC policies and procedures; considerable knowledge of effective workforce utilization and development; considerable knowledge of health care delivery systems, practitioners and/or providers; considerable interpersonal skills; considerable oral and written communication skills; organizational, analytical and presentation skills; computer, word processing and spreadsheet skills; administrative and people management abilities.

GENERAL Experience & Training Requirements:

A Master's degree in a related discipline (i.e., business administration, finance, health care management, and nursing), nursing preferred. Or, actively enrolled in a Master's program in a related discipline (i.e., business administration, finance, health care management, and nursing).

Six (6) years professional experience working in an ambulatory group practice or integrated health care system. At least two (2) years of the experience in a supervisory/management capacity is required.

Working Conditions:

May be required to travel within the State in the course of their daily works.

SCHEDULE: 40 hour work week, must be flexible for off sites, holidays and hours as needed for operations.

SALARY: TBD

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-722

Date Started: 3/17/2017

JobTitle: UHPC-4/Department Manager to University Director in Canton/Storrs Urgent Care

JobGroup: 1B-UNIV DIRECTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	3	5	3	4	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	6	3	3	3	3	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UMG – UConn Medical Group

DPH – Department of Public Health

UCHC – University of Connecticut Health Center

This position was posted on our UConn Health website.

The hiring goals were utilized for this position because we posted this position externally and we did not have established promotional goals.

The goal candidate, one (1) Hispanic female did not meet the minimum qualifications because she did not have the required Master’s degree and was not actively enrolled in a Master’s program.

One (1) white female was promoted. She had a Master’s in Public Health, seven (7) years professional experience working in ambulatory/urgent care, and four (4) years of the experience was in a management capacity.

JOB OPPORTUNITY BULLETIN

As of Tuesday, June 13, 2017

Department: Dermatology

Job Title: Director, Ambulatory Practices/Dermatology

Recruiter: Marisa Leone

Search Code: 2017-723

Date Posted: 1/17/2017

Posting Deadline: 1/24/2017

Purpose of Class :

Scope of Position:

This position is responsible for providing operational oversight and leadership in the delivery of quality patient care within ambulatory practices (UConn Medical Group and John Dempsey Hospital).

Supervision Received:

Reports to the Vice President of Ambulatory Care

Supervision Exercised:

Provides leadership and oversight to Practice Managers, Assistant Nursing Managers and or Clinical Coordinators

Accountabilities & Responsibilities:

Oversees the operations of assigned practices and service delivery focusing on safety, patient satisfaction, quality, and solid financial management and oversight. Ensure ongoing programmatic excellence, rigorous program evaluation and consistent quality outcomes, as well as recommend timelines and resources needed to achieve strategic goals. Develops an operational plan which incorporates goals and objectives to achieve the strategic direction of the organization. Develops, plans and implements policies and procedures in support patient care activities in the UMG practices. Collaborates with department chairs and heads of programs to maintain a high level of quality in the practices. Provides direction to supervisory/managerial staff in managing their respective sections and offers advice and guidance in handling special operations and administrative matters. Serves as a leader to all levels of administration, providers and outside organization in the coordination of the patient care functions. Determines appropriate staffing levels; provides training and assistance for staff. Ensures all staff are functioning to the highest level of their licensure or training and responsibilities. Conducts performance evaluations of direct staff and oversees performance evaluation for all staff. Conducts professional needs assessments. Directs human resource activities of departments including discipline, grievances, hiring and participates in all nursing recruitment and retention. Serve as a key strategic operations leader for labor management team and collective bargaining responsibilities. Prepares and monitors departments' budget; responsible for overseeing all aspects of revenue cycle within assigned clinics and ensuring appropriate clinical documentation for effective billing procedures. Works closely with physicians on clinic processes and procedures to ensure effective integration between all members of the clinical team. Manages patient concerns and issues, resolving them in a timely manner and reviewing all patient concerns to determine how to limit future recurrences. Develop, implement and manage operating and capital budgets of assigned services demonstrating effective stewardship of resources and achieving annual goals. Apply current knowledge and understanding of regulations, industry trends, current best practices, new developments, and applicable laws regarding assigned departments for operational and financial effectiveness. Ensures regulatory compliance for all areas of responsibility which may include Joint Commission, DPH and other regulatory agencies. Follow all local, state, federal law and hospital policies. Serve on various committees. Performs related duties as required.

Minimum Qualifications Required

Knowledge, Skills And Abilities:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of business/health care administration; considerable knowledge of relevant State and Federal laws, statues and regulations; understanding of managed care and group practice operations; considerable knowledge UCHC policies and procedures; considerable knowledge of effective workforce utilization and development; considerable knowledge of health care delivery systems, practitioners and/or providers; considerable interpersonal skills; considerable oral and written communication skills; organizational, analytical and presentation skills; computer, word processing and spreadsheet skills; administrative and people management abilities.

GENERAL Experience & Training Requirements:

A Master's degree in a related discipline (i.e., business administration, finance, health care management, and nursing), nursing preferred. Or, actively enrolled in a Master's program in a related discipline (i.e., business administration, finance, health care management, and nursing).

Six (6) years professional experience working in an ambulatory group practice or integrated health care system.

At least two (2) years of the experience in a supervisory/management capacity is required.

Working Conditions:

May be required to travel within the State in the course of their daily work

SCHEDULE: 40 hour work week; must be flexible for off sites, holidays and hours as needed for operations.

SALARY: TBD

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Req: 2017-723

Date Started: 3/17/2017

JobTitle: Nurse Manager to University Director in Dermatology

JobGroup: 1B-UNIV DIRECTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	2	6	2	5	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	3	2	1	2	0	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	5	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UMG – UConn Medical Group

DPH – Department of Public Health

UCHC – University of Connecticut Health Center

This position was posted on our UConn Health website.

The hiring goals were utilized for this position because we posted this position externally and we did not have established promotional goals.

The goal candidate, one (1) Hispanic female did not meet the minimum qualifications because she did not have the required Master’s degree and was not actively enrolled in a Master’s program.

One (1) white female was promoted. She had a Master’s degree in Nursing, twenty-eight (28) years of professional experience working in an ambulatory group and integrated health care system, which was at a management capacity.

JOB OPPORTUNITY BULLETIN

As of Tuesday, June 13, 2017

Department: Musculoskeletal Signature Program

Job Title: Director, Ambulatory

Recruiter: Marisa Leone

Search Code: 2017-724

Date Posted: 1/17/2017

Posting Deadline: 1/24/2017

Purpose of Class :

Scope of Position:

This position is responsible for providing operational oversight and leadership in the delivery of quality patient care within ambulatory practices (UConn Medical Group and John Dempsey Hospital).

Supervision Received:

Reports to the Vice President of Ambulatory Care

Supervision Exercised:

Provides leadership and oversight to Practice Managers, Assistant Nursing Managers and or Clinical Coordinators

Accountabilities & Responsibilities:

Oversees the operations of assigned practices and service delivery focusing on safety, patient satisfaction, quality, and solid financial management and oversight. Ensure ongoing programmatic excellence, rigorous program evaluation and consistent quality outcomes, as well as recommend timelines and resources needed to achieve strategic goals. Develops an operational plan which incorporates goals and objectives to achieve the strategic direction of the organization. Develops, plans and implements policies and procedures in support patient care activities in the UMG practices. Collaborates with department chairs and heads of programs to maintain a high level of quality in the practices. Provides direction to supervisory/managerial staff in managing their respective sections and offers advice and guidance in handling special operations and administrative matters. Serves as a leader to all levels of administration, providers and outside organization in the coordination of the patient care functions. Determines appropriate staffing levels; provides training and assistance for staff. Ensures all staff are functioning to the highest level of their licensure or training and responsibilities. Conducts performance evaluations of direct staff and oversees performance evaluation for all staff. Conducts professional needs assessments. Directs human resource activities of departments including discipline, grievances, hiring and participates in all nursing recruitment and retention. Serve as a key strategic operations leader for labor management team and collective bargaining responsibilities. Prepares and monitors departments' budget; responsible for overseeing all aspects of revenue cycle within assigned clinics and ensuring appropriate clinical documentation for effective billing procedures. Works closely with physicians on clinic processes and procedures to ensure effective integration between all members of the clinical team. Manages patient concerns and issues, resolving them in a timely manner and reviewing all patient concerns to determine how to limit future recurrences. Develop, implement and manage operating and capital budgets of assigned services demonstrating effective stewardship of resources and achieving annual goals. Apply current knowledge and understanding of regulations, industry trends, current best practices, new developments, and applicable laws regarding assigned departments for operational and financial effectiveness. Ensures regulatory compliance for all areas of responsibility which may include Joint Commission, DPH and other regulatory agencies. Follow all local, state, federal law and hospital policies. Serve on various committees. Performs related duties as required.

Minimum Qualifications Required

Knowledge, Skills And Abilities:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of business/health care administration; considerable knowledge of relevant State and Federal laws, statues and regulations; understanding of managed care and group practice operations; considerable knowledge UCHC policies and procedures; considerable knowledge of effective workforce utilization and development; considerable knowledge of health care delivery systems, practitioners and/or providers; considerable interpersonal skills; considerable oral and written communication skills; organizational, analytical and presentation skills; computer, word processing and spreadsheet skills; administrative and people management abilities.

GENERAL Experience & Training Requirements:

A Master's degree in a related discipline (i.e., business administration, finance, health care management, and nursing), nursing preferred. Or, actively enrolled in a Master's program in a related discipline (i.e., business administration, finance, health care management, and nursing).

Six (6) years professional experience working in an ambulatory group practice or integrated health care system.

At least two (2) years of the experience in a supervisory/management capacity is required.

Working Conditions:

May be required to travel within the State in the course of their daily work

SCHEDULE: 40 hour work week, flexible for off sites, holidays and hours as needed for operations

SALARY: TBD

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Req: 2017-724

Date Started: 3/17/2017

JobTitle: Nurse Manager to University Director in Musculoskeletal Signature Program

JobGroup: 1B-UNIV DIRECTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	5	6	4	5	1	0	0	1	0	0
TOTAL REJECTED APPLICANT	5	4	1	3	0	1	0	0	1	0	0
TOTAL QUAL. APPLICANT	6	1	5	1	5	0	0	0	0	0	0
TOTAL INTERVIEWED	2	1	1	1	1	0	0	0	0	0	0
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UMG – UConn Medical Group

DPH – Department of Public Health

UHC – University of Connecticut Health Center

This position was posted on our UConn Health website.

The hiring goals were utilized for this position because we posted this position externally and we did not have established promotional goals.

The goal candidates, one (1) black male and one (1) Hispanic female did not meet the minimum qualifications for the following reasons: One (1) black male did not have the required Master’s degree, was not actively enrolled in a Master’s program, did not have the required six (6) years professional experience working in an ambulatory group practice or integrated health care system, which included two (2) years of experience in a supervisory/management capacity. One (1) Hispanic female did not have the required Master’s degree and was not actively enrolled in a Master’s program.

One (1) white female was promoted. She had a Master’s degree in Public Health, fourteen (14) years of professional experience working in an ambulatory group and integrated health care system, which included seven (7) years at management capacity.

1B. (University Director) Promotions - Reclassifications

**Equal Employment Opportunity Complaint Specialist to Associate Director, Investigations
(Office of Institutional Equity)**

One (1) white male was performing all of the duties of the position and was promoted through a reclassification.

**Manager, Diagnostic Imaging to Associate Director, Radiology
(Radiology)**

One (1) white female was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Executive/Administrative

1C. Managers

Goals

1 AAIANHNPI female

JOB OPPORTUNITY BULLETIN

As of Tuesday, June 13, 2017

Department: Parking & Transportation Department

Job Title: Business Services Manager - Parking and

Recruiter: Joyce Smith

Search Code: 2017-364

Date Posted:

Posting Deadline: 10/6/2016

Purpose of Class :

This position is accountable for managing fiscal administrative functions for the Parking & Transportation Department, with key responsibility in the areas of fee collection, vendor management and reporting.

SUPERVISION RECEIVED:

Receives administrative direction from an employee of higher grade.

SUPERVISION EXERCISED:

Directs the office staff and other staff as assigned.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of office administration and management; knowledge of the principles and procedures of accounting, budgeting and purchasing; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant State and Federal laws, statutes and regulations; considerable ability in the preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to use computer systems for financial management, including cost recovery analysis.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years relevant experience in a financial/administrative position.

At least three (3) years of the general experience must have been in a related environment.

Three (3) years of the general experience must have been in a supervisory capacity.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in Public Administration, Business Administration or Accounting may be substituted for one (1) additional year of the general or specialized experience.

SPECIAL:

Strong written and oral communication skills and excellent interpersonal skills.

Proven ability to establish and maintain strong client relationships and a demonstrated commitment to providing excellent customer service.

PREFERRED:

An undergraduate four year college degree

Experience with transportation, parking or related field

EXAMPLES OF DUTIES:

Directs staff assigned to fiscal/administrative activities of the Department. Manages parking fee collection activities for all permit categories. Tracks and analyzes the budgets on an ongoing basis to ensure adequate support for parking areas including garages, surface lots and on-street parking; and make recommendations to respond to changing conditions. Coordinates purchasing and contract administration activities including reconciliation of vendor billing ensuring compliance with all contract provisions. Prepares Department budgets for review by Director. Maintains and updates fee schedules when required. Maintains the Parking & Transportation website. Produces reports needed for management reporting and decision making. Maintains department website. Performs related duties as needed.

SCHEDULE: This is a full time salaried position, 40 hours/week, Monday - Friday, 8:00 a.m. - 5:00 p.m., one hour unpaid meal break, minor holidays as needed.

FULL TIME EQUIVALENT SALARY MINIMUM: \$73,694

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Req: 2017-364

Date Started: 11/11/2016

JobTitle: Administrative Program Coordinator to Business Services Manager
in Parking and Transportation Department

JobGroup: 1C-MANAGERS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	24	5	19	4	16	1	2	0	1	0	0
TOTAL REJECTED APPLICANT	15	2	13	1	11	1	1	0	1	0	0
TOTAL QUAL. APPLICANT	9	3	6	3	5	0	1	0	0	0	0
TOTAL INTERVIEWED	6	2	4	2	4	0	0	0	0	0	0
NOT OFFERED POSITION	5	2	3	2	3	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on our UConn Health website for our employees only.

No goal candidates applied for this position.

One (1) white female was promoted. She met the minimum requirements of seven (7) years relevant experience in a financial/administrative position with three (3) years in a related environment and three (3) years in a supervisory capacity. She also had the preferred experience with two (2) years of experience working with transportation and parking.

Req: 2017-728

Date Started: 4/28/2017

JobTitle: Administrative Program Coordinator to Administrative Manager in Pediatrics

JobGroup: 1C-MANAGERS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	56	10	46	8	33	1	8	1	4	0	1
TOTAL REJECTED APPLICANT	35	7	28	5	20	1	4	1	3	0	1
TOTAL QUAL. APPLICANT	21	3	18	3	13	0	4	0	1	0	0
TOTAL INTERVIEWED	5	2	3	2	3	0	0	0	0	0	0
NOT OFFERED POSITION	4	2	2	2	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCH – UConn Health

CT – Connecticut

JAX – Jackson Laboratory

MS – Microsoft

This position was posted on our UConn Health website.

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The goal candidates, one (1) black male, one (1) Hispanic male, and one (1) AAIANHNPI female did not meet the minimum qualifications because they did not have the required Bachelor’s degree; four (4) years of experience with at least two (2) years of experience at a supervisory level; budget experience and submission with grant proposals; and they did not have the allowed substitution.

One (1) white female was promoted. She had a Bachelor’s degree; four (4) years of experience with three (3) years of experience at a supervisory level; budget experience and submission with grant proposals; and MS Office experience.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 1, 2017

Department: Pediatrics

Job Title: Administrative Manager

Recruiter: Marisa Leone

Search Code: 2017-728

Date Posted: 1/18/2017

Posting Deadline: 1/27/2017

Purpose of Class:

SCOPE OF POSITION:

Directs and manages the Department's administrative related activities (clinical/educational/research) including serving as the Department's Business Manager, developing and supervising programs for the maximum utilization of services.

Directs a variety of complex, professional fiscal and administrative functions, with a major emphasis on fiscal, contract and grant administration across multiple institutions.

Guidelines for use of Position

This position manages the administrative and financial activities of a department with academic clinical and/or research programs. The position has considerable latitude for the use of initiative and independent judgment in a wide variety of circumstances

REPORTING RELATIONSHIP:

Reports directly to the Department Chair

SUPERVISION EXERCISED:

Provides direct and on-going guidance and direction to subordinates assigned.

PRINCIPAL DUTIES AND ACCOUNTABILITIES:

Administrative Management: Assist the Department Chair in the establishment of goals and objectives by participation in strategic planning initiatives (short and long term). Oversees the planning and coordination of a variety of training and/or educational events/conferences.

Develops and administers policies and procedures consistent with pertinent laws and regulations and monitors compliance. Align the Department's processes and organizational structure with the academic, clinical research and business strategies of UCH and to ensure Department policies that reinforce these strategies and acceptable business practices. Assist in the promotion of the program through various medias. Serves as liaison and UCH representative for the development and implementation of business and research relationships.

Administrative:

Directs and manages the staff, workflow and operations of the fiscal/administrative office for the Department of Pediatrics

Directs and administers a variety of faculty and grant related purchasing contracts

Acts for and regularly makes decisions on behalf of the Chair within prescribed limits of authority

Represents the department leadership to other university offices, the public and/or outside agencies in matters of administrative consequence.

Works in collaboration with Directors at CT Children's to ensure efficient communication and collaboration regarding Department processes, grant submissions, growth and Strategic Planning for the Department

Attends joint meetings on and off-site relating to the Department of Pediatrics to effectively support collectively the Department of Pediatrics faculty and researchers at CT Children's and UConn Health

Develops departmental policies and procedures as needed and appropriate in the context of pertinent laws and institutional by-laws

Responsible for developing, scheduling and completing departmental reports and analyses as needed and appropriate

Facilitates quarterly meetings with Principal Investigators and Directors to review their research portfolio and forecast needs for continued support at both institutions

Provides consultation to faculty and researchers in the areas of grant proposal development, compliance and award management.

Educates and provides orientation to new faculty on UConn Health processes, forms, procedures, policies, etc.

Human Resources: Recruit, hire and train staff, develops goals and objectives for staff and evaluate staff. Responsible for hiring, firing, assignment of staff duties, staff counseling and evaluations. Serve as the primary contact for Human Resources issues and act as intermediary between faculty and staff, etc.)

Financial Management: Assists in the budget development and manages the Department's budgets (all accounts) in a cost efficient and fiscally responsible manner. Ensures compliance with UCH financial policies and procedures; prepares non-standard financial reports and analyzes data for decision making purposes.

Fiscal:

Analyze project resource requirements and develop budgets for proposals.

Coordinate and integrate sub-award recipient documentation into proposals. Ensure proposals meet all institutional and funding agency requirements.

Perform budgetary, administrative and compliance review of all proposals; Approve proposals for institutional signature, and coordinate internal review and approval process

Responsible for understanding and managing risks related to IRB submissions

Develop and maintain metrics to monitor office operations and institutional performance related to the Department

Oversee internal reporting of sponsored metrics; inform Chair of emerging trends and make recommendations to respond to challenges and opportunities.

Directs fiscal management functions including budget preparation and management, accounting and financial reporting and analysis

Directs the planning and implementation of financial aspects of computer systems; utilizes computer systems for financial records

Develop and perform internal audit processes for quality control and quality improvement purposes at UConn Health and across institutions

Leadership: Act as administrative leader for Department by supporting Chair in the accomplishment of Department goals through directing, evaluating, and modifying Department's administrative functions.

Provides a leadership role in an expanding office support as needed, implementation of a strategic plan to increase externally funded research and collaborations with JAX, CT Children's and other external Institutions.

Build, manage and strengthen relationships between CT Children's and UConn Health.

Develop and coordinate special projects as needed by the Chair.

Troubleshoot and resolve operational issues across institutions.

Initiates contacts and maintains liaisons with internal and external partners to support the functioning and continued growth of the Department.

Other:

Performs related duties as required

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practices of office management, information systems and project management; knowledge of research and design methodologies; comprehensive knowledge of statutory or regulatory provisions relevant to higher education, healthcare and sponsored programs; knowledge of Health Center's policies, procedures, practices and interrelationships; knowledge of the purposes, plans, objectives and programs of the University; accounting and budgetary skills; excellent communications (written and verbal) and interpersonal skills; supervisory ability; analytical capabilities required for complex problem-solving responsibilities.

Considerable knowledge of office administration and management; knowledge of the principles and procedures of accounting, budgeting and purchasing; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; proven leadership skills, strong oral and written communication skills; ability to understand and apply relevant State and Federal laws, statutes and regulations; experience in the preparation and analysis of financial and statistical reports; ability to analyze financial, operational, or administrative problems and develop solutions within level of authority; ability to use computer systems for financial management, including cost recovery analysis.

EXPERIENCE AND TRAINING

General Experience:

Bachelor's degree in healthcare management or finance/accounting, or closely related field and four (4) years experience with at least two (2) years of experience at a supervisory level; must have budget experience and submission with grant proposals; demonstrated MS Office experience.

Substitutions Allowed:

Four (4) additional years of related professional experience may be substituted for the Bachelor's degree

Special Requirement:

Travel required.

SCHEDULE: 40 hour work week, need to be flexible based on department needs.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 1, 2017

Department: Facilities Management

Job Title: Operations Manager-Facilities Services

Recruiter: Donna Seklecki

Search Code: 2017-871

Date Posted: 2/23/2017

Posting Deadline: 3/2/2017

Purpose of Class:

At UConn Health this class is accountable for managing campus maintenance and operations of all UConn Health on campus and off-campus facilities including but not limited to; Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, UConn Health John Dempsey Hospital, University Tower and other non-clinical campus buildings. This position will provide backup coverage for other Operations Managers when needed.

SUPERVISION RECEIVED: This position will report to the Associate Vice President of Facilities Management and Operations.

SUPERVISION EXERCISED: Supervises associated institutional service functions including Housekeeping and coordination of buildings and grounds repairs with Skilled Trades and outside contractors.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of housekeeping and skilled trade services both in a health care and commercial settings; considerable knowledge of infection control and quality improvement techniques, knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of customer service programs and work standards; considerable interpersonal skills; considerable oral and written communication skills; computer applications skills including computerized maintenance management systems (CMMS); supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Seven (7) years' experience in building maintenance, facility management, commercial, or institutional maintenance.

Special Experience: At least two (2) of the seven (7) years must have been in a supervisory capacity.

Substitutions Allowed: College training in Facilities/Business Management, Hospitality, Hospital and/or Medical Administration may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (½) year to a maximum of four (4) years.

PREFERRED QUALIFICATIONS - Experience directly supervising or managing maintenance and housekeeping staff in a healthcare or institutional environment and/or facilities management certification from a recognized organization such as the International Facilities Management Association (IFMA) Facilities Management Professionals (FMP), Certified Facility Manager (CFM), or similar industry recognized certifications (e.g. ISSA, BOMA).

EXAMPLES OF DUTIES: Assists in the planning, coordinating and managing of operations, reviews and studies methods, procedures and operations; recommends and implements changes necessary to determine the most efficient, economical and feasible course of action; ensures that buildings are kept clean and meeting or exceeding industry benchmarks for quality, continuously identifies building repair needs in order to keep the facilities in excellent operating and aesthetic condition, identifies environmental and energy conservation opportunities for evaluation and implementation by others, provides input into methods of work measurement and setting standards for employee performance and manpower utilization; conducts performance evaluations; assists in the development of standards and procedures for quality, Inventory and cost control of supplies and products; assess, test and evaluate requests for new equipment and supplies; maintains liaison with customers to ensure efficient operations and services; schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Monday - Friday, 8:00 a.m. to 5:00 p.m., weekends and holidays as needed, 60 minute unpaid meal break.

FULL TIME EQUIVALENT SALARY MINIMUM: \$73,694

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-871

Date Started: 4/28/2017

JobTitle: Qualified Craft Worker – Carpenter to Operations Manager-Facilities Services in Facilities Management

JobGroup: 1C-MANAGERS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	53	48	5	38	4	6	0	3	1	1	0
TOTAL REJECTED APPLICANT	20	15	5	11	4	3	0	1	1	0	0
TOTAL QUAL. APPLICANT	33	33	0	27	0	3	0	2	0	1	0
TOTAL INTERVIEWED	7	7	0	7	0	0	0	0	0	0	0
NOT OFFERED POSITION	6	6	0	6	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on our UConn Health website.

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The goal candidates, three (3) black males and one (1) Hispanic male did not meet the minimum requirements for the following reasons: As requested on the application, one (1) black male did not provide a narrative of his experience. Two (2) black males and one (1) Hispanic male did not have the required seven (7) years of experience in building maintenance, facility management, commercial, or institutional maintenance and two (2) years in a supervisory capacity.

The goal candidates, three (3) black males, two (2) Hispanic males, and one (1) AAIANHNPI male were not interviewed because they were not UConn Health employees. We only interviewed UConn Health employees.

One (1) white male was promoted. He had eighteen (18) years of experience in facilities management in which fourteen (14) years were in a supervisory capacity; and had experience directly supervising maintenance staff in a healthcare environment. He scored 16.4 on skills assessment. The skills assessment was based upon maintaining and leading an effective team; reducing healthcare associated infections; handling highly contagious infection/bug infestation requiring isolation; cost saving initiatives; scheduling requirements; enhancing services; and knowledge in the field of construction;

JOB OPPORTUNITY BULLETIN

As of Wednesday, August 2, 2017

Department: Orthopaedic Surgery

Job Title: Business Services Manager

Recruiter: Marisa Leone

Search Code: 2017-897

Date Posted:

Posting Deadline: 3/8/2017

Purpose of Class:

In a Division with multiple units, this class is accountable for directing a variety of complex, professional fiscal and administrative functions, with a major emphasis on fiscal administration.

SUPERVISION RECEIVED:

Receives administrative direction from an employee of higher grade.

SUPERVISION EXERCISED:

Directs the office staff and other staff as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of office administration and management; knowledge of the principles and procedures of accounting, budgeting and purchasing; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant State and Federal laws, statutes and regulations; considerable ability in the preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to use computer systems for financial management, including cost recovery analysis.

EXPERIENCE AND TRAINING

General Experience:

Seven (7) years relevant experience in a financial/administrative position.

Special Experience:

At least three (3) years of the general experience must have been in a related environment.

Three (3) years of the general experience must have been in a supervisory capacity.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in Public Administration, Business Administration or Accounting may be substituted for one (1) additional year of the general or specialized experience.

PREFERRED QUALIFICATIONS: Orthopaedics experience; faculty recruiting and contracts with strong knowledge of AAMC and MGMA guidelines for various specialties; knowledge of ABP FMB.

EXAMPLES OF DUTIES:

Directs the staff and operations of the fiscal/administrative office; coordinates, plans and manages activities; develops or assists in the development of related policy; interprets and administers pertinent laws; maintains and handles all personnel, budget and related matters; evaluates staff; maintains contacts both within and outside of the unit who might impact on program activities; coordinates fiscal management functions including budget preparation and management, accounting and financial reporting and analysis; assists in the planning and implementation of financial aspects of computer systems; utilizes computer systems for financial records, reports and analyses; directs and coordinates a variety of purchasing and contract administration; may coordinate maintenance and project planning business related activities; manages the material storage function; performs related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday,

FULL TIME EQUIVALENT MINIMUM SALARY: \$73,694

UCConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UCConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UCConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-897

Date Started: 5/26/2017

JobTitle: Administrative Officer to Business Services Manager in Orthopaedic Surgery

JobGroup: 1C-MANAGERS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	1	5	1	5	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	1	3	1	3	0	0	0	0	0	0
TOTAL INTERVIEWED	4	1	3	1	3	0	0	0	0	0	0
NOT OFFERED POSITION	3	1	2	1	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

AAMC – Association of American Medical Colleges
MGMA – Medical Group Management Association
ABP – Alternative Bonus Plan
FMP – Faculty Merit Plan

This position was posted on our UConn Health website for our employees only.

Our promotional goals are being utilized for this position because it was posted internally.

No goal candidates applied for this position.

One (1) white female was promoted. She had seven (7) years of experience in a financial administrative position with five (5) of those years in a related environment along with supervisory experience. She also had the preferred qualifications of Orthopaedics experience, faculty recruiting and contracts with knowledge of AAMC and MGMA guidelines for various specialties; knowledge of ABP FMP.

1C. (Managers) Promotions - Reclassifications

Executive Staff Assistant to Administrative Manager (Deans Office Medical)

One (1) white female was performing all of the duties of the position and was promoted through a reclassification.

Assistant Nursing Manager to Nurse Manager (Medical/Surgical/Oncology Unit)

One (1) white female was performing all of the duties of the position and was promoted through a reclassification.

Assistant Nursing Manager to Nurse Manager (Cardiac Unit)

One (1) white female was performing all of the duties of the position and was promoted through a reclassification.

Assistant Nursing Manager to Nurse Manager (Post-Anesthesia Care Unit)

One (1) white female was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Faculty

2A. Head of Department

Goals

1 AAIANHNPI male

2A. (Head of Department) Promotions - Reclassifications

Professor/Basic Clinical to Head of Department Clinical (Medicine Administration)

One (1) white female was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Faculty

2B. Professor

Goals

8 white females

2 black males

3 Hispanic males

2 Hispanic females

8 AAIANHNPI males

4 AAIANHNPI females

2B. (Professor) Promotions - Reclassifications

Associate Professor/Basic Science to Professor/Basic Science (Genetics and Genome Sciences)

A goal candidate, one (1) AAIAHNPI male was performing all of the duties of the position and was promoted through a reclassification.

Associate Professor/Basic Science to Professor/Basic Science (Center on Aging)

A goal candidate, one (1) white female was performing all of the duties of the position and was promoted through a reclassification.

Associate Professor/Basic Science to Professor/Basic Science (Center for Vascular Biology)

A goal candidate, one (1) white female was performing all of the duties of the position and was promoted through a reclassification.

Associate Professor/Basic Science to Professor/Basic Science (Behavioral Sciences Community Health)

A goal candidate, one (1) white female was performing all of the duties of the position and was promoted through a reclassification.

Associate Professor/Basic Science to Professor/Basic Science (Neuroscience)

A goal candidate, one (1) AAIAHNPI male was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Faculty

2C. Associate Professor

Goals

3 black females

2 Hispanic males

2 Hispanic females

6 AAIANHNPI females

2C. (Associate Professor) Promotions - Reclassifications

Assistant Professor/Clinical to Associate Professor/Clinical (Neag Cancer Center)

A goal candidate, one (1) black female was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Clinical to Associate Professor/Clinical (Diag. Imaging and Therapeutics)

One (1) white male was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Science to Associate Professor/Science (Institute for Regenerative Engineering)

A goal candidate, one (1) AAIANHNPI female was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Science to Associate Professor/Science (Institute for Regenerative Engineering)

One (1) AAIANHNPI male was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Science to Associate Professor/Science (Cell Biology)

One (1) white female was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Clinical to Associate Professor/Clinical (Psychiatry)

A goal candidate, one (1) AAIANHNPI female was performing all of the duties of the position and was promoted through a reclassification.

Assistant Professor/Clinical to Associate Professor/Clinical (General Surgery)

One (1) AAIANHNPI male was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Faculty

2D. Assistant Professor

Goals

1 white male

2 white females

2D. (Assistant Professor) Promotions - Reclassifications

Instructor/Clinical to Assistant Professor/Clinical (General Surgery)

One (1) white female was performing all of the duties of the position and was promoted through a reclassification.

Instructor/Clinical to Assistant Professor/Clinical (General Dentistry)

One (1) AAIANHNPI female was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Faculty

2E. Instructor

Goals

No promotional goals were established for this job group.

2E. Instructor

No promotional activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3A. Registered Nurse

Goals

No promotional goals were established for this job group.

Req: 2017-067

Date Started: 9/30/2016

JobTitle: Licensed Practical Nurse to Nurse Correction – Functional Unit #4
in the Department of CMHC – MacDougall/Walker

JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	0	1	0	0	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

One (1) black female, UConn Health Licensed Practical Nurse and 1199 union member, was promoted. She had contractual bargaining rights to this position.

Req: 2017-362

Date Started: 12/9/2016

JobTitle: Licensed Practical Nurse to Nurse Correction – Functional Unit #9
in the Department of CMHC - Manson
JobGroup: 3A-REGISTERED NURSE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	3	8	0	4	1	1	2	1	0	2
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	10	3	7	0	4	1	1	2	0	0	2
TOTAL INTERVIEWED	3	2	1	0	1	0	0	2	0	0	0
NOT OFFERED POSITION	2	1	1	0	1	0	0	1	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	1	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	1	0	0	0

One (1) Hispanic male, UConn Health Licensed Practical Nurse and 1199 union member, was promoted. He had contractual bargaining rights to this position.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3B. Nursing Supervisor

Goals

8 white females

2 black males

3 Hispanic females

2 AAIANHNPI females

Req: 2016-852

Date Started: 8/19/2016

JobTitle: Nurse Clinician to Head Nurse-Correctional – Functional Unit #6
in the Department of CMHC-Bridgeport
JobGroup: 3B-NURSING SUPERVISOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	20	4	16	3	11	1	3	0	2	0	0
TOTAL REJECTED APPLICANT	4	0	4	0	3	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	16	4	12	3	8	1	2	0	2	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Our hiring and promotional goals are being utilized for this position because it was posted externally.

One (1) white female was promoted. She was an 1199 union member with contractual bargaining rights to this vacancy.

Req: 2017-400

Date Started: 12/23/2016

JobTitle: Staff Nurse CN3 to Assistant Nursing Manager in Intermediate Unit

JobGroup: 3B-NURSING SUPERVISOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	5	0	5	0	3	0	0	0	1	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	3	0	0	0	1	0	1
TOTAL INTERVIEWED	5	0	5	0	3	0	0	0	1	0	1
NOT OFFERED POSITION	4	0	4	0	2	0	0	0	1	0	1
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on our UConn Health website for our employees only.

A goal candidate, one (1) white female was promoted.

Req: 2017-456

Date Started: 3/17/2017

JobTitle: Nurse Correction to Head Nurse-Correctional – Functional Unit #5 in CMHC - York
JobGroup: 3B-NURSING SUPERVISOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	3	6	2	5	0	0	1	1	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	8	3	5	2	5	0	0	1	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female was promoted. She was an 1199 union member with bargaining contractual rights to the position.

Req: 2017-610

Date Started: 3/31/2017

JobTitle: Nurse Correction to Head Nurse-Correctional – Functional Unit #9 in CMHC - Cheshire
JobGroup: 3B-NURSING SUPERVISOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	WF	BM	<i>BF</i>	<i>HM</i>	HF	<i>AM</i>	AF
TOTAL APPLICANTS	21	7	14	5	8	1	4	1	2	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	21	7	14	5	8	1	4	1	2	0	0
TOTAL INTERVIEWED	3	1	2	1	2	0	0	0	0	0	0
NOT OFFERED POSITION	2	1	1	1	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) white female was promoted. She was an 1199 union member with bargaining contractual rights to the position.

Req: 2017-658

Date Started: 3/31/2017

JobTitle: Nurse Correction to Supervising Nurse-Correctional
Functional Unit #4 in CMHC – MacDougall/Walker
JobGroup: 3B-NURSING SUPERVISOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	WF	BM	<i>BF</i>	<i>HM</i>	HF	<i>AM</i>	AF
TOTAL APPLICANTS	10	3	7	2	3	1	3	0	1	0	0
TOTAL REJECTED APPLICANT	5	2	3	2	1	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	5	1	4	0	2	1	2	0	0	0	0
TOTAL INTERVIEWED	4	1	3	0	2	1	1	0	0	0	0
NOT OFFERED POSITION	3	1	2	0	1	1	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on our UConn Health website for our employees only.

A goal candidate, one (1) white female was promoted.

Req: 2017-804

Date Started: 3/31/2017

JobTitle: Nurse Correction to Supervising Nurse-Correctional
Functional Unit #3 in CMHC – Corrigan/Radgowski
JobGroup: 3B-NURSING SUPERVISOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	13	4	9	3	7	0	2	0	0	1	0
TOTAL REJECTED APPLICANT	2	1	1	1	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	11	3	8	2	6	0	2	0	0	1	0
TOTAL INTERVIEWED	8	3	5	2	5	0	0	0	0	1	0
NOT OFFERED POSITION	7	3	4	2	4	0	0	0	0	1	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on our UConn Health website for our employees only.

A goal candidate, one (1) white female was promoted.

Req: 2017-861

Date Started: 4/14/2017

JobTitle: Nurse Correction to Head Nurse-Correctional – Functional Unit #1 in CMHC - Osborn
JobGroup: 3B-NURSING SUPERVISOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	3	6	2	5	0	0	1	1	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	7	3	4	2	3	0	0	1	1	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

One (1) white male was promoted. He was an 1199 union member with contractual bargaining rights to the position.

Req: 2017-909

Date Started: 5/12/2017

JobTitle: Nurse Correction to Head Nurse-Correctional – Functional Unit#6
in CMHC - Bridgeport
JobGroup: 3B-NURSING SUPERVISOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	4	7	2	4	0	1	1	2	1	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	10	4	6	2	3	0	1	1	2	1	0
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

One (1) Hispanic female was promoted. She was an 1199 union member with contractual bargaining rights to the position.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3C. Specialized Nurses

Goals

1 white female

Req: 2016-701

Date Started: 8/5/2016

JobTitle: Staff Nurse CN4 to Clinical Case Manager in the Department of Case Management
JobGroup: 3C-SPECIALIZED NURSES

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	49	6	43	3	31	1	7	2	2	0	3
TOTAL REJECTED APPLICANT	22	4	18	2	11	0	4	2	2	0	1
TOTAL QUAL. APPLICANT	27	2	25	1	20	1	3	0	0	0	2
TOTAL INTERVIEWED	10	1	9	0	9	1	0	0	0	0	0
NOT OFFERED POSITION	9	1	8	0	8	1	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Our hiring and promotional goals are being utilized for this position because it was posted externally.

A goal candidate, one (1) white female was promoted, and she met a promotional goal.

JOB OPPORTUNITY BULLETIN

As of Friday, August 4, 2017

Department: Neag Comp Cancer Center

Job Title: Clinical Case Manager - GYN Nurse

Recruiter: Lynn zz-Stockwell

Search Code: 2017-771

Date Posted: 1/27/2017

Posting Deadline: 2/23/2017

Purpose of Class:

Accountable for independently providing and facilitating clinical, financial and resource management support for patients and their families in the Neag Comprehensive Care Center. Ensures proper delivery of appropriate medical, nursing, educational, psychosocial and other services in accordance with regulations and policies. Serves as a role model for case management efforts for other staff. A significant portion of time will be spent taking care of patients on designated GYN clinical trials. This will include medication administration, clinical and research data tracking.

SUPERVISION RECEIVED:

Work under general supervision of employee of higher grade.

SUPERVISION EXERCISED:

May lead clerical staff as assigned.

MINIMUM KNOWLEDGE, SKILLS, & QUALIFICATIONS REQUIRED:

Considerable knowledge of: principles and practices of case management. Strong skills in: interpersonal communication, interviewing, and oral and written communication; supervisory ability. Ability to: elicit relevant information and cooperation of patients and staff, and to adapt teaching methods to individual needs. Knowledge of: various disease modalities and expected and adverse outcomes of therapeutic interventions. Knowledge of standards of practice for interdisciplinary delivery of patient care; patient's bill of rights; managed care and insurer issues; and community resources. Problem solving skills and the ability to establish priorities and manage effectively.

EXPERIENCE AND TRAINING:

General Experience: Master's degree in Nursing, Oncology experience required..

Substitution Allowed: Bachelor's degree in Nursing with three (3) years of experience in Oncology.

SPECIAL REQUIREMENTS:

Incumbents in this class must maintain a current and active RN license for the State of Connecticut.

Preferred Qualification: BSN, OCN certification, gynecologic oncology experience, oncology/hematology experience, oncology navigation experience, outpatient clinic experience

EXAMPLES OF DUTIES:

Clinical

Prepare agenda for weekly Tumor Board Conference; List all patients who are new referrals or have new information to review which arrived after initial presentation; Ensure all patients have been spoken to prior to presentation and obtain; Current issue and history of any treatment/biopsies done so far; Past Medical history; Past Surgical history; Family history; Radiology requested and reports obtained; Pathology requested and reports obtained; Identify if patients need further imaging/biopsies done prior to being evaluated and schedule these; Follow-up on results and coordinate notification of patient; Meet with all new patients at their first visit; Answer questions about treatment; Provide resources for education; Provide access to support/informational materials; Follow-up with patients by phone ~2 days after their initial appointment to answer any additional questions; Meet patients the day of surgery or at their first visit to UCHC (in radiology for a biopsy or imaging, etc.); Follow-up on what materials are outstanding and need to be reviewed prior to scheduled surgery/intervention; Follow-up on imaging results and notify physician when tests done so patients can be contacted; Coordinate appointments Maintain communication with referring providers to keep them apprised of treatment plan of care; Oversee support services.

Research

Introduce Screening consent to new cancer patients and get signature; Introduce the concept of clinical and investigator initiated studies that all patients will be asked to participate in including biorepository; Coordinate surgical clearance or preoperative visits with signing of research consents; Connect to Clinical Research staff in CTO to ensure awareness of OR times and collections needed; Collect data required for research data collection forms and keep-up active patient database for visits and other interventions; Administer research vaccine for ovarian cancer

Outreach

Visit offices of potential referring providers to increase awareness of our navigator program; Visit offices of current referring providers to maintain open communication and solicit concerns; Participate in community outreach activities to interact with our local community and provide information on breast health (staff screening events, etc.)

WORK SCHEDULE: Full-time, Monday - Friday, 8:00 a.m. - 4:30 p.m., with some occasional off shift and weekend work as needed; 30 minute unpaid meal break.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$77,438.

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Req: 2017-771

Date Started: 4/28/2017

JobTitle: Staff Nurse CN2 to Clinical Case Manager – GYN Nurse Navigator
in Neag Comprehensive Cancer Center
JobGroup: 3C-SPECIALIZED NURSES

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	0	6	0	4	0	1	0	1	0	0
TOTAL REJECTED APPLICANT	4	0	4	0	2	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

GYN - Gynecology

RN – Registered Nurse

BSN – Bachelor’s Degree in Nursing

OCN – Oncology Certified Nurse

UCHC – University of Connecticut Health Center

CTO – Clinical Trials Office

OR – Operating Room

This position was posted on our UConn Health website.

Only our hiring goals are being utilized for this position because it was posted externally and our promotional goal, white female, had been met with a previous promotion and was no longer an established promotional goal.

Our white female hiring goal had been met with a previous hire and was no longer an established hiring goal.

The goal candidate, one (1) black female did not meet the minimum requirements because she did not have the required BSN.

One (1) white female was promoted. She had a BSN in Nursing; nine (9) years of experience in Oncology; possessed a current RN license to practice nursing in the State of Connecticut; and had the preferred gynecologic oncology and outpatient clinic experience.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3D. Clinical Supervisors

Goals

2 white females

Req: 2017-324

Date Started: 10/14/2016

JobTitle: Psychologist Clinical to Supervising Psychologist 1 CL – Functional Unit#5
in the Department of CMHC-York
JobGroup: 3D-CLINICAL SUPERVISORS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	1	3	1	2	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	1	2	1	1	0	1	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Our hiring and promotional goals are being utilized for this position because it was posted externally.

One (1) white female was promoted. She was an 1199 union member with contractual bargaining rights to the position.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 5, 2017

Department: CMHC-Corrigan/Radgowski

Job Title: Supervising Psychologist 1 (Clinical) -

Recruiter: Noreen Logan

Search Code: 2017-736

Date Posted: 1/19/2017

Posting Deadline: 5/1/2017

Purpose of Class:

In the Correctional Managed Health Care Program, this class is accountable for supervising a major program component with administrative responsibility over the psychological program.

EXPERIENCE AND TRAINING: A doctorate degree in clinical or counseling psychology and two (2) years' postdoctoral experience as a licensed clinical psychologist.

SPECIAL REQUIREMENTS: Must possess and retain a license to practice psychology in Connecticut (any person employed by the State of Connecticut prior to July 1, 1985 with a title in the psychology series of the classified services shall be exempt from the above licensure requirements pursuant to Public Act 613, Section 119(c.); may be required to be fluent in a foreign language or proficient in the use of the American Sign Language.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Incumbents in this class must possess considerable knowledge of psychological research design, data analysis and application of results; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to develop and direct training programs; teaching ability, supervisory ability; must possess considerable knowledge of abnormal and clinical psychology and other psychological disciplines; considerable knowledge of sources, uses, administration and interpretation of a wide variety of psychological tests; considerable ability to make diagnoses, develop treatment plans and conduct psychotherapy; considerable ability to interface clinical programs with multidiscipline approaches.

EXAMPLES OF DUTIES: Incumbents in this class schedule, assign, oversee and review the work of staff; provide staff training and assistance; conduct performance evaluations; determine priorities and plan program work; establish and maintain program procedures; develop or make recommendations on development of policies and standards; act as liaison with other operating units, agencies and outside officials regarding program policies and procedures; select and administer a variety of objective and projective psychodiagnostic tests; evaluate inmates level of function and supervise staff in development of individualized treatment plans; provide consultation on complex cases; address professional and lay groups; supervise a major independent clinical psychological program; plan, develop, implement and coordinate new service programs; may design, implement and direct psychological research programs; perform related duties as required.

PHYSICAL REQUIREMENTS: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents are required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be required to lift/restrain inmates; may have some exposure to communicable/infectious diseases and risk of injury from assaultive/abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

SCHEDULE: 8:00 am - 3:00 pm, Mon. - Fri.; 70 hour pay period.

FULL TIME EQUIVALENT SALARY MINIMUM: \$83,900

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Req: 2017-736

Date Started: 5/26/2017

JobTitle: Psychologist Clinical to Supervising Psychologist 1 Clinical – Functional Unit #3
in CMHC – Corrigan/Radgowski
JobGroup: 3D-CLINICAL SUPERVISORS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	2	0	2	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	2	0	2	0	0	0	0	0	0	0
TOTAL INTERVIEWED	2	2	0	2	0	0	0	0	0	0	0
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on our UConn Health website.

Only our hiring goals are being utilized for this position because it was posted externally, and the promotional goals were met with previous promotions and were no longer established promotional goals.

No goal candidates applied for this position.

One (1) white male was promoted. He has been an UConn Health Psychologist for the past nine (9) years.

JOB OPPORTUNITY BULLETIN

As of Saturday, August 5, 2017

Department: Pathology And Laboratory Medicine

Job Title: Clinical Lab Supervisor

Recruiter: Donna Seklecki

Search Code: 2017-759

Date Posted: 2/2/2017

Posting Deadline: 2/8/2017

Purpose of Class: At UConn Health, this class is accountable for acting as a working supervisor for Medical Technologists, Technicians, and Laboratory Assistants, assuring the reporting of test results to provide diagnostic information to the hospital and community primarily in the area of hematology, coagulation, chemistry including blood gases, urinalysis, point of care testing, maternal screening, microbiology, blood bank and immunology.

SUPERVISION RECEIVED: Receives direction from the Chief Technologist, Laboratory Director or Manager, Core Lab Division Director, or Medical Director.

SUPERVISION EXERCISED: May exercise technical and functional supervision over technical and administrative support staff.

MINIMUM KNOWLEDGE, SKILL AND ABILITY REQUIRED:

Considerable knowledge of clinical core lab including automated instrumentation, clinical chemistry, blood gas, hematology, immunoassay, urinalysis, routine coagulation, manual differentials and other manual procedures and relevant agency policies and procedures; considerable knowledge of State and Federal laws, statutes and regulations; considerable knowledge of standard clinical core laboratory procedures including safety practices, precautions and handling of infectious specimens, remember principles involved in biochemical reactions; considerable interpersonal skills; considerable oral and written communication skills; mathematical computation skills, considerable technical and theoretical ability in the core and POCT laboratory; supervisory ability; ability to work independently.

EXPERIENCE AND TRAINING REQUIRED:

Bachelor degree from an accredited College or University with major coursework in medical technology or related science field, such as, microbiology, chemistry, biology and three years of progressively responsible experience.

SUBSTITUTION ALLOWED: Accreditation as a Technologist from the Board of Registry (ASCP) in the related specialty may be substituted for the Bachelor's degree.

SPECIAL REQUIREMENTS:

Two (2) years' experience in a progressive clinical core laboratory. Possession of Knowledge, skills and abilities as stated above.

Possession of current certification as a Medical Technologist or Specialist certification by ASCP or the ability to obtain certification (ASCP) within six (6) months of hire.

Incumbents in this class must not be color blind.

PREFERRED:

Bachelor degree in medical technology. Knowledge of Soft Computer Systems, IDX, and Siemens Invision. Knowledge of Cystic Fibrosis Testing and special chemistry analysis. Two (2) years supervisory experience. Must work as a team member with other supervisory staff in the Department.

WORKING CONDITIONS:

Incumbents in this class are exposed to disagreeable odors, infectious materials, radioactive, toxic and other hazardous substances. Work requires visual strain due to protracted, close examination of specimens and use of a microscope (light or fluorescent). Prolonged standing and walking. Must be able to lift 50 pounds and have the ability to bend and reach in order to operate instrumentation.

EXAMPLES OF DUTIES:

Plans unit workflow and determines priorities; schedules, assigns, oversee and reviews work; provides training and assistance to staff medical students and residents; conducts or assists in conducting performance evaluations; acts as liaison with operating units agencies, and outside officials regarding unit policies and procedures may make recommendations on policies or standards; coordinates the performance of daily and monthly quality control procedures; assures compliance with all regulatory requirements, coordinates the routine and preventative maintenance on all instrumentation and takes appropriate corrective action; assists in the clinical evaluation and implementation of new and existing test procedures as they relate to the Core Lab, responsible for ordering, controlling and maintain supplies necessary for the efficient performance of the Clinical Lab; may be assigned special projects; operates independently on the development of new techniques; performs the duties of medical technologists in response to work load and staff coverage; independently performs complex testing procedures; acts as a resource person in the Core Lab; Review and follow current literature to maintain state of the art methodology and technologies in the field of chemistry, POCT, blood gas, hematology, immunology and coagulation. May utilize automated systems, e.g. Abbott Architect and Automation Systems, Nova 8, Sysmex hematology analyzers, TOP coagulation analyzers, Sebia Hydrasys, Wallec Fluorometer Siemens Blood Gas Analyzers, AVOX, Hemochron Elite and ISTAT to perform patient testing. Use of the LIS, IDX, Siemens, and other computer based systems to charge, process, and report patient results. Must have the ability to trouble shoot patient demographic and order entry in these systems. Performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Monday - Friday, 7:00 a.m. to 3:30 p.m., rotating holidays. 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$69,784

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Req: 2017-759

Date Started: 4/14/2017

JobTitle: Medical Technologist 2 to Clinical Lab Supervisor
in Pathology and Laboratory Medicine
JobGroup: 3D-CLINICAL SUPERVISORS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	3	5	1	3	1	0	1	1	0	1
TOTAL REJECTED APPLICANT	3	2	1	1	1	0	0	1	0	0	0
TOTAL QUAL. APPLICANT	5	1	4	0	2	1	0	0	1	0	1
TOTAL INTERVIEWED	2	1	1	0	1	1	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	1	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	1	0	0	0	0	0

Abbreviations in Posting:

POCT – Point of Care Testing

ASCP – American Society for Clinical Pathology

AVOX – system to measure blood oxygen

ISTAT – hand held blood gas analyzer

This position was posted on our UConn Health website.

Only our hiring goals are being utilized for this position because it was posted externally, and the promotional goals were met with previous promotions and were no longer established promotional goals.

The goal candidate, one (1) white female did not meet the minimum requirement because she did not have the special requirements of two (2) years of experience in a progressive clinical core laboratory.

The goal candidate, one (1) white female was not interviewed because she was not a University Health Professional (UHP) union member with contractual rights to be interviewed. We only interviewed UHP union members with contractual rights to be interviewed.

The goal candidate, one (1) white female was interviewed and not selected because she scored 126 on interview and skills assessment. The interview and skills assessment were based upon supervisory skills, teamwork skills, and laboratory testing skills

One (1) black male was promoted. He scored 195 on the interview and skills assessment.

3D. (Clinical Supervisors) Promotions - Reclassifications

Lead Radiologic Technologist to Clinical Radiologic Supervisor (Radiology)

A goal candidate, one (1) white female was performing all of the duties of the position and was promoted through a reclassification.

Lead Computed Tomography to Clinical Radiologic Supervisor (Radiology)

A goal candidate, one (1) white female was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3E. Clinical Group

Goals

- 1 white female
- 2 black females

3E. Clinical Group

No promotional activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3F. Research

Goals

No promotional goals were established for this job group.

3F. (Research) Promotions - Reclassifications

Clinical Research Technician to Clinical Research Assistant 2 (Orthopaedic Surgery)

One (1) white male was performing all of the duties of the position and was promoted through a reclassification.

Family Planning Program Educator to Research Associate 1 (Occupational and Environmental Medicine)

One (1) white female was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3G. Clinical Technologist

Goals

No promotional goals were established for this job group.

3G. Clinical Technologist

No promotional activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3H. Finance Group

Goals

1 white male

1 black female

1 Hispanic female

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 12, 2017

Department: Clinical Business Services

Job Title: Reimbursement Analyst I

Recruiter: Marisa Leone

Search Code: 2016-1149

Date Posted: 6/14/2016

Posting Deadline: 6/21/2016

Purpose of Class :

At UCHC this position is responsible for independently performing a full range of tasks in reimbursement analysis, including development of procedures to ensure recovery of all inpatient and outpatient charges, contract management, external financial reporting, revenue capture, accounts receivables analysis and regulatory compliance monitoring.

MINIMUM QUALIFICATION REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of the principles and practices of financial management; knowledge of the healthcare reimbursement; considerable ability in the interpretation and analysis of complex financial, statistical and technical data; considerable interpersonal skills, oral and written communication skills; considerable knowledge of insurance billings and collection procedures including CPT 4 and ICD-10 coding; advanced spreadsheet and computer skills; advanced analytical skills; supervisory ability; knowledge and ability to apply relevant Federal and State laws, statutes and regulations; knowledge of statistical methodologies

EDUCATION AND TRAINING:

General Experience: Six (6) years experience in healthcare environment related to revenue captures, healthcare reimbursement procedures, including working knowledge of CPT and ICD-9 codes.

Substitution Allowed:

Bachelor's degree in financial management, accounting, healthcare administration or closely related field may be substituted for four (4) years of the experience.

SPECIAL REQUIREMENTS: Extensive practical knowledge and application of CPT, ICD10, and clinical data review required. Advanced spreadsheet and presentation skills necessary to quantify findings and data.

PREFERRED QUALIFICATIONS: Coding certification designation such as CPC, RHIA, RHIT or like certification preferred.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead staff as assigned.

EXAMPLES OF DUTIES: Meet with management or physician leadership to discuss reimbursement issues specifically related to Oncology, Infusion and Cancer related services. Prepare and present data to physician management. Deal directly with payors to resolve transactional issues if necessary. Resource to Physicians, Clinicians, and Auditors regarding reimbursement issues. Develop techniques for effective analyses of reimbursement trends. Reviews, analyze and interpret insurance payments and denials to ensure proper payment specifically related to Cancer diagnosis and patient revenue related to infusions, injections and medications. Research coding specific questions and issues as it relates to revenue capture and provide necessary education. Oversee management of fee schedules and voucher creation. Provide reimbursement patterns and trends to staff, physicians, and senior management. Prepare financial reports and analyses setting forth progress, adverse trends and appropriate recommendations and conclusions specific to high dollar drugs, claims, and chemotherapy agents. Monitor and evaluate current reimbursements rules and changes. Provide in-service training for finance and clinical personnel. Develop and recommend policies and procedures. Act as liaison with other operating units, agencies and outside officials regarding third party reimbursements. Troubleshoot system deficiencies, revenue leakage and assist in the development of IDX software programs as they relate to revenue integrity. Special projects as assigned. Other related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 4:30pm

FULL TIME MINIMUM EQUIVALENT SALARY:\$61,734

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Req: 2016-1149

Date Started: 8/5/2016

JobTitle: Patient Services Representative to Reimbursement Analyst 1
in Clinical Business Services
JobGroup: 3H-FINANCE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	BF	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	20	3	17	1	9	1	7	0	0	1	1
TOTAL REJECTED APPLICANT	18	3	15	1	7	1	7	0	0	1	1
TOTAL QUAL. APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – UConn Health Center

CPT4 – Current Procedural Terminology

ICD-10 – International Classification of Diseases

CPC – Certified Professional Coder

RHIA – Registered Health Information Administrator

RHIT – Registered Health Information Technician

IDX – billing and accounts receivable software

This position was posted on our UConn Health website.

The goal candidates, one (1) white male and seven (7) black females did not meet the minimum requirements because they did not have the six (6) years of experience in healthcare environment related to revenue captures, healthcare reimbursement procedures, including working knowledge of CPT and ICD-9 codes or the allowable substitutions. They also did not have the special requirements of knowledge and application of CPT, ICD-10, clinical data review required and advanced spreadsheet and presentation skills necessary to quantify findings and data.

One (1) white female was promoted. She had a Bachelor’s degree and four (4) years of experience in healthcare environment related to revenue captures, healthcare reimbursement procedures, including working knowledge of CPTY and ICD-codes; knowledge and application of CPT, ICD-10, clinical data review required and advanced spreadsheet and presentation skills necessary to quantify findings and data; and the preferred qualification of coding certification.

3H. (Finance Group) Promotions - Reclassifications

Administrative Fiscal Assistant to Facilities Management Administrator (Human Resources)

One (1) white female was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3I. Administrative Group

Goals

4 white males

1 black male

JOB OPPORTUNITY BULLETIN

As of Monday, August 7, 2017

Department: Sponsored Program Services

Job Title: Sponsored Programs Specialist

Recruiter: Marisa Leone

Search Code: 2017-213

Date Posted: 8/15/2016

Posting Deadline: 9/2/2016

Purpose of Class :

Responsible for providing financial and/or administrative management for the University's research and other sponsored program (grants and contracts) activities in the Pre-award phase.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITY:

In-depth knowledge of relevant Federal and state regulations to administer research programs; strong knowledge of the University's policies regarding research; strong knowledge of accounting principles and practices and multiple government accounting systems; considerable knowledge of grants, contracts and primary funding sources; ability to write and interpret technical contract language and understand its implications; considerable interpersonal skills; ability to communicate effectively (written and oral); knowledge of relevant OMB circulars; proficient in applicable word processing (Word) and spreadsheet (Excel) applications; working knowledge of applicable database application (Access); ability to interpret complex regulations.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years experience in grants management, accounting and contract administration performing duties involved in monitoring and maintaining complex and diverse agreements and financial records.

Substitution:

Bachelor's degree in related field may be substituted for four (4) years of the general experience.

Special Experience:

* One (1) year of the general experience should have included working with Federal grants and contracts

* Demonstrated familiarity with applicable circulars (OMB Circular A-21, A110, A133, etc.)

* Demonstrated familiarity and experience with NIH 398 and 2590 applications processes, as well as those of other federal agencies and voluntary health organizations such as American Cancer Society, American Heart Association, etc.

PREFERRED QUALIFICATIONS: Experience with electronic proposal submission and research database systems, such as Grants.gov, ASSIST, Fastlane, NIH Commons, My NCBI, etc.; Flexibility to accommodate grant deadlines and ever-changing priorities; experience with InfoEd and Banner systems; CRA certification or the willingness to obtain CRA certification.

SUPERVISION RECEIVED:

Works under limited supervision of designated employee of higher grade.

SUPERVISION EXERCISED:

May lead lower level staff as assigned.

EXAMPLES OF DUTIES:

Manages and safeguards sponsored program funds by conducting pre-award proposal reviews, negotiating and processing of applications contracts and sub-contracts, ensuring accuracy and compliance with University policies and agency regulations; resource for investigators and departmental administrators with proposal submissions, interpretation of complex laws, policies and regulations, contract negotiations, contract interpretations; authorizes post-award changes to include redistribution of grant funds; extension of grant periods, carryover of un-obligated balances, authorization of re-award cost and the coordination of "just-in-time" filings; obtains approvals necessary for sponsored grants, contracts and other agreements; analyzes and resolves grant and contract problems including funding, cost sharing, budgets, allowable expenses and coordinates account distribution and management; liaison representing UCHC in negotiations and discussions with outside funding sources and governing bodies, analyzes and resolves legal and technical problems of contract interpretation covering such issues as intellectual property rights, material transfers, governing laws and fiscal and procedural constraints; monitors activities of proposals; prepares and reconciles monthly reports of grants and contracts prepares ad hoc reports; prepares written award summary providing complete information to set up, administer and maintain an awarded contract in compliance with University policies and contracted statutes, regulations and procedures; reviews and authorizes transactions; serves as liaison between administration, faculty and granting agencies; advises management on policy issues associated with management of extramural grants and contracts; advises and guides investigators and department administrators and staff in grant administration including interpretation of policies and regulations, assignment and distribution of grant funds; monitors and reviews grant reports and activities; serves as liaison between administration, faculty and granting agencies; works collaboratively to develop institutional policies and standard operational procedures; maintains technical and professional knowledge and keep up-to-date with relevant regulations; performs related duties as required.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 5pm, 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$81,037

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Req: 2017-213

Date Started: 11/11/2016

JobTitle: Administrative Program Coordinator to Sponsored Program Specialist
in Sponsored Program Services

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	24	7	17	4	11	2	3	0	1	1	2
TOTAL REJECTED APPLICANT	14	5	9	2	5	2	2	0	1	1	1
TOTAL QUAL. APPLICANT	10	2	8	2	6	0	1	0	0	0	1
TOTAL INTERVIEWED	5	1	4	1	3	0	0	0	0	0	1
NOT OFFERED POSITION	4	1	3	1	2	0	0	0	0	0	1
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

OMB – Office of Management and Budget

NIH – National Institute of Health

InfoEd – web-based application designed to manage all activities related to the management and execution of the research project cycle

Banner – integrated human resources, information management, and accounting systems

CRA – Clinical Research Associate

UCHC – University of Connecticut Health

This position was posted on our UConn Health website.

The goal candidates, two (2) white males and two (2) black males did not meet the minimum requirements for the following reasons: One (1) white male did not have the required eight (8) years of experience in grants management, accounting and contract administration performing duties involved in monitoring and maintaining complex and diverse agreements and financial records, the allowable substitution, or the special experiences. One (1) white male and two (2) black males did not have the special experience of one (1) year of the general experience including working with Federal grants and contracts; familiarity with applicable circulars (OMB Circular A-21, A110, A133, etc.); and experience with NIH 398 and 2590 applications processes.

The goal candidate, one (1) white male was not interviewed because he was not a University Health Professional (UHP) union member with contractual bargaining rights to be interviewed. We only interviewed UHP union members with contractual bargaining rights to be interviewed.

Req: 2017-213 continued

The goal candidate, one (1) white male, UHP union member, was interviewed and not selected because he did not have the required special experience with circulars, or the preferred experience with our electronic proposal submission and research database systems; and experience with InfoEd and Banner systems.

One (1) white female, UHP union member, was promoted. She had twelve (12) years of experience in grants management, accounting and contract administration performing duties involved in monitoring and maintaining complex and diverse agreements and financial records with two (2) years of the general experience working with Federal grants and contracts; familiarity with applicable circulars (OMB Circular A-21, A110, A133, etc.); and experience with NIH 398 and 2590 applications processes. She also had the preferred experience with our electronic proposal submission and research database systems; and experience with InfoEd and Banner systems.

JOB OPPORTUNITY BULLETIN

As of Monday, August 7, 2017

Department: CMHC-Central Office

Job Title: Administrative Officer

Recruiter: Noreen Logan

Search Code: 2017-450

Date Posted: 10/27/2016

Posting Deadline: 11/2/2016

Purpose of Class:

In the Correctional Managed Health Care Program at UConn Health, this class is accountable for independently performing a full range of administrative, financial office management and supervisory functions in the coordination of diverse office activities.

EXPERIENCE AND TRAINING: Incumbents in this class must have seven (7) years experience in an academic administrative position which included financial management responsibilities and grants management.

PREFERRED REQUIREMENT: Experience with correctional managed health care.

Substitution Allowed: Bachelors Degree and three (3) years experience in an academic administrative position which included financial management responsibilities and grants management.

SUPERVISION RECEIVED: Receives administrative direction from an employee of higher grade.

SUPERVISION EXERCISED: Directs the office staff and other staff as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS AND ABILITY: Incumbents in this class must possess considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; accounting/budgeting skills; considerable interpersonal skills; oral and written communication skills; considerable ability to read, interpret and apply complex materials; ability to operate office equipment which may include work processors, computer terminals or other automated equipment; ability to schedule and prioritize work flow; supervisory ability.

EXAMPLES OF DUTIES: Incumbents in this class coordinate and oversee general office business functions; develop or assist in the development of related policy; interpret and administer pertinent laws; evaluate staff; provide staff training and assistance; handle counseling or disciplinary problems; prepare or assist in the preparation of the department/division budget; authorize purchases, payments, time reports, assignment authorizations within prescribed limits of authority; act for the manager by interpreting established policies and procedures; troubleshoot by relieving the manager of administrative details; act for and regularly make decisions in the managers absence within prescribed limits of authority; maintain financial records; arrange/coordinate meetings; research, assemble and coordinate meeting materials; compose complex letters/memoranda, etc. for own or managers signature; research and assemble information from a variety of sources and prepare various administrative, statistical, financial and/or narrative reports; analyze information and make recommendations; conduct/attend department/division meetings; may serve on committees; participate in professional development activities; perform related duties as required.

PHYSICAL REQUIREMENT: Incumbents in this class must possess general good health and retain sufficient stamina, agility, and visual and auditory acuity necessary to perform all duties of the class. Incumbents in this class are required to pass a physical examination.

WORKING CONDITIONS: Incumbents may be required to travel.

SCHEDULE: 8:00 am - 4:30 pm, Mon. - Fri., 30 minute unpaid meal break. 80 hour pay period.

FULL TIME EQUIVALENT MINIMUM SALARY: \$65,811

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Req: 2017-450

Date Started: 11/25/2016

JobTitle: Executive Assistant to Administrative Officer in CMHC-Central Office

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	49	7	42	4	32	3	6	0	4	0	0
TOTAL REJECTED APPLICANT	39	6	33	3	23	3	6	0	4	0	0
TOTAL QUAL. APPLICANT	10	1	9	1	9	0	0	0	0	0	0
TOTAL INTERVIEWED	4	0	4	0	4	0	0	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on our UConn Health website.

The goal candidates, three (3) white males and three (3) black males did not meet the minimum requirements because they did not have the required seven (7) years of experience in an academic administrative position which included financial management responsibilities and grants management or the allowable substitution.

The goal candidate, one (1) white male was not interviewed because he was not a University Health Professional (UHP) union member with contractual bargaining rights to be interviewed. We only interviewed UHP union members with contractual bargaining rights to be interviewed.

One (1) white female, UHP union member, was promoted. She had twelve (12) years of experience in an academic administrative position (seven at UConn Health) which included financial management responsibilities and grants management experience.

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 8, 2017

Department: Office of Audit, Compliance & Ethics

Job Title: Administrative Officer

Recruiter: Marisa Leone

Search Code: 2017-655

Date Posted:

Posting Deadline: 12/28/2016

Purpose of Class

This position independently performs a full range of administrative, financial and supervisory functions for the efficient management of the business of the OACE. This position coordinates and manages specific projects as assigned; acts as liaison with other UConn Health departments as appropriate; supervises and evaluates the APC; coordinates hiring of all staff; develops or assists in the development of related policy; interprets and administers pertinent laws; troubleshoots by relieving the manager of administrative details; acts for and can make decisions in the manager's absence within defined limits of authority; prepares the OACE budget and oversees all purchases and payments; prepares administrative, statistical and/or financial reports; analyzes information and may make recommendations.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; accounting/budgeting skills; considerable interpersonal skills; oral and written communication skills; considerable ability to read, interpret and apply complex materials; ability to operate office equipment which may include work processors, computer terminals or other automated equipment; ability to schedule and prioritize work flow; supervisory ability.

EXPERIENCE AND TRAINING

General Experience: Seven (7) years experience in an academic administrative position which included financial management responsibilities and grants management.

Substitution Allowed: Bachelors Degree and three (3) years experience in an academic administrative position which included financial management responsibilities and grants management.

Special Requirements:

Must have experience with report writing from Access databases, ability to manage large volumes of data in excel spreadsheets. Must have experience organizing the work for executive level committees and minute taking. Must have a basic understanding of the HIPAA Privacy Rule.

Preferred Qualifications:

At least one year experience in office support activities for legal/regulatory or compliance-based office(s).

SUPERVISION RECEIVED: Receives administrative direction from an employee of higher grade.

SUPERVISION EXERCISED:This position supervises and evaluates the OACE APC and reports to the Compliance Integrity and Privacy Officer (CIPO).

EXAMPLES OF DUTIES: Budget: maintains fiscal responsibility for all FOPAL accounts: signature authorization, prepare and submit annual budget into TM1Cognos, maintains accurate budget/expense data and financial records, prepares ongoing budget projections, budget modifications, budget reports and various financial reports; authorizes purchases and payments within defined limits of authority. Prepares Quarterly Status Report of investigations and HITECH Breach activities to CIPO. Prepares report for ERMCC of same. Weekly Access Log investigation reports for Associate Compliance Officers. Coordinates incoming HIPAA breach reports from UConn Health staff or others. Triage all HIPAA breach contacts to the office. Reviews all breach reports and prepares HITECH Breach management notifications. Tracks and trends HITECH Breach investigations for quarterly report preparation. Manages all outside Legal Counsel RFPs/invoice payments and budgets for same. Committees: schedule meeting/location, record minutes/notes, organize and maintain documents/files/binders. Prepares reports for same. Executive Risk Management & Compliance Workgroup. Executive Risk Management & Compliance Planning Workgroup. Investigative committees as needed. Covers in absence of the APC, the Executive Policy Committee and Bi-Monthly Staff meetings. Independently manages the administrative functions of UConn Health's Exclusion Checking Program, reporting to the CIPO monthly on program function and progress. Prepares reports on the program's monthly progress to the CIPO, coordinating with various operational departments any exclusion hits obtained. Coordinates communications with UConn Health management about potential hits. Communicates hit clearances and questions back to the vendor. Coordinates additions of persons to the affidavit lists. Acts as liaison to the vendor for any logistical concerns with the program. Creates and maintains the Compliance Log access database; creates reports as required from the database. Inputs compliance laws and reports into the Compliance Tracking Database (Dashboard); Coordinates all RFP Proposals for OACE. Works directly with OACE staff as liaison with Procurement Dept. for all OACE vendors. Maintains/updates ReportLine cases for office (which documents and tracks all ReportLine calls to the OACE). Coordinates government requests to OACE. Prepares and monitors all OACE Assignment Authorizations. Maintains personnel files as required. Trains all new OACE staff on office procedures as necessary. Assembles and coordinates training reports for all mandatory compliance training, including tabulation of statistics and notification to UConn Health leadership under the direction of the Associate Compliance Officer.

SCHEDULE: 40 hour work week, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$65,811

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Req: 2017-655

Date Started: 2/17/2017

JobTitle: Administrative Program Coordinator to Administrative Officer
in Office of Audit, Compliance and Ethics

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	2	5	1	5	1	0	0	0	0	0
TOTAL REJECTED APPLICANT	2	2	0	1	0	1	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	5	0	0	0	0	0	0
TOTAL INTERVIEWED	5	0	5	0	5	0	0	0	0	0	0
NOT OFFERED POSITION	4	0	4	0	4	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

OACE – Office of Audit, Compliance and Ethics

APC – Administrative Program Coordinator

FOPAL – Fund, Organization, Account, Program, Activity, and Location

TM1Cognos – software used to implement collaborative planning, budgeting and forecasting solutions

HITECH – Health Information Technology for Economic and Clinical Health

ERMCC – Executive Risk Management and Compliance Committee

HIPAA – Health Insurance Portability and Accountability Act

RFPs – Request for Proposals

This position was posted on our website for our employees only.

The goal candidates, one (1) white male and one (1) black male did not meet the minimum requirements for the following reasons: One (1) white male did not have the required financial management and grants management experience. One (1) black male did not have the required seven (7) years of experience in an academic administrative position which included financial management responsibilities and grants management or the allowable substitution, or the special requirements.

One (1) white female was promoted. She had a Bachelor’s Degree; six (6) years of experience in an academic administrative position which included financial management responsibilities and grants management; experience with report writing from Access databases, ability to manage large volumes of data in Excel spreadsheets; experience organizing the work for executive level committees and minute taking; and an understanding of the HIPAA Privacy Rule.

3I. (Administrative Group) Promotions - Reclassifications

Executive Assistant to Labor Relations Coordinator (Human Resources)

One (1) Hispanic female was performing all of the duties of the position and was promoted through a reclassification.

Executive Assistant to Operations Associate, Risk Management (Clinical Effectiveness Administrator)

One (1) black female was performing all of the duties of the position and was promoted through a reclassification.

Administrator Program Coordinator to Healthcare/Project Analyst (Performance Improvement and Operation Integration)

A goal candidate, one (1) white male was performing all of the duties of the position and was promoted through a reclassification.

Administrator Program Coordinator to Procurement Financial Officer (Procurement)

A goal candidate, one (1) white male was performing all of the duties of the position and was promoted through a reclassification.

Administrative Officer to Administrative Program Coordinator (Academic Affairs and Education)

One (1) white female was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3J. Administrative Program Coordinator

Goals

2 white males

1 black male

1 black female

1 Hispanic male

1 Hispanic female

2 AAIANHNPI females

JOB OPPORTUNITY BULLETIN

As of Friday, August 11, 2017

Department: Academic Affairs-Med

Job Title: Administrative Program Coordinator

Recruiter: Marisa Leone

Search Code: 2016-1035

Date Posted:

Posting Deadline: 5/23/2016

Purpose of Class:

At the UCHC, this class is accountable for independently providing administrative management and/or advanced technical program support for an academic/clinical/administrative department or program. This position is needed for the School of Medicine's GME office to maintain substantial compliance with the Institutional Requirements set forth by the ACGME and for the educational quality of our sponsored programs.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; detail oriented; highly organized; data management skills; ability to schedule and prioritize work; some supervisory ability; ability to work independently.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant administrative experience. Advanced proficiency in Microsoft Office Suite and database management. Advanced proficiency in Microsoft Office Suite and data base management; working knowledge of GME including policies and procedures.

PREFERRED QUALIFICATIONS: MyEvaluations, Amion, ERAS, NRMP, familiarity with ECFMG and ACGME requirements including milestones, ability to submit scholarly manuscripts/posters medical simulation coordination; experience in coordination of international travel and other away electives

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of a higher rank.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES: -Reviewing UConn GME's National Resident Match Program (NRMP) submission to validate accuracy as well as report on results.

-Oversee and assist in downloading and reviewing submissions in the Electronic Residency Application Service (ERAS) for incoming residents.

-Utilize NRMP and ERAS data in managing a resident database.

-Assist programs with MyEvaluations and Amion issues.

-Maintain and organize GME shared network drives systematically for past and current data.

-Support and guide faculty with scholarly submissions across GME office and training programs.

-Maintain current GME (house staff and program director's) policy manuals.

-Develop and Oversee resident "professional numbers" database and be the Institution's point person for validation.

-Assist with program material and organization of new resident/fellow orientation.

-Assist with process of residents/fellow maintaining valid training visa status and become fluent with Educational Commission for Foreign Medical Graduates' (ECFMG) requirements.

-Administratively support UConn GME's new global health track.

-Administratively support UConn GME's new simulation program and orientation boot-camp.

-Assist in content development for regularly scheduled program director meetings.

-Assist in content development for regularly scheduled program coordinator meetings

-Become a liaison for ACGME- International programs

-Assist in tracking UConn resident's away electives.

Related duties as required.

SCHEDULE: 40 hour work week; Monday - Friday 8:00am - 4:30pm with a 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$61,734

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Req: 2016-1035

Date Started: 7/22/2016

JobTitle: Executive Assistant to Administrative Program Coordinator
in Academic Affairs - Medical
JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	1	10	0	6	1	1	0	3	0	0
TOTAL REJECTED APPLICANT	6	1	5	0	3	1	0	0	2	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	3	0	1	0	1	0	0
TOTAL INTERVIEWED	5	0	5	0	3	0	1	0	1	0	0
NOT OFFERED POSITION	4	0	4	0	2	0	1	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UHC – University of Connecticut Health Center

GME – Graduate Medical Education

ACGME – Accreditation Council for Graduate Medical Education

This position was posted on our UConn Health website for our employees only.

The goal candidates, one (1) black male and two (2) Hispanic females did not meet the minimum requirements because they did not have the required six (6) years relevant administrative experience which included advanced proficiency in Microsoft Office Suite and database management; working knowledge of GME including policies and procedures.

The goal candidates, one (1) black female and one (1) Hispanic female were interviewed and not selected for the following reasons: One (1) black female only had months of GME experience and she did not have the preferred qualifications of experience with Amion, familiarity with ACGME requirements including milestones, and ability to submit scholarly manuscripts/posters medical simulation coordination. One (1) Hispanic female had three (3) years of Executive Assistant experience working in GME and she did not have the preferred qualification of experience with Amion and experience in coordination of international travel and other away electives.

One (1) white female was promoted. She had six (6) years of Executive Assistant experience working within the GME for the current Designated Institutional Official, and she had the preferred qualifications of experience with MyEvaluations, Amion, and ERAS; familiarity with ACGME requirements including milestones, experience with submitting scholarly manuscripts/posters medical simulation coordination; and experience in coordination of international travel and other away electives.

JOB OPPORTUNITY BULLETIN

As of Friday, September 1, 2017

Department: Pediatrics

Job Title: Administrative Program Coordinator

Recruiter: Marisa Leone

Search Code: 2017-403

Date Posted:

Posting Deadline: 10/24/2016

Purpose of Class:

At the UCHC, this class is accountable for independently providing administrative management and/or advanced technical program support for an academic/clinical/administrative department or program. This position is responsible for many aspects of the clinical administrative care in the Neonatal Office.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant administrative experience and demonstrate computer programs experience to include Banner and MS Office.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant administrative experience may be substituted to the general experience.

PREFERRED QUALIFICATIONS: Experience in higher education working with Medical Students and Residents; Experience with LCR, Citrix.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of a higher rank.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES: Manage Fellowship CME Program - weekly schedule of speakers and CME paperwork; Maintain On Call Schedules for Faculty and NNP/PA's for CCMC; Assist Medical Students and Pediatric Residents and set up IT Accounts (LCR, Citrix and NIS-5 access) as they rotate through the NICU. Assist with Advanced Practitioner's paperwork for CCMC. Continuing Education, Departmental courses, conferences, events, and grants for UCH faculty; Coordinate Fellowship interviews and conferences, assist current fellows needs at UCHC; Manage Petty Cash Fund; Purchasing for Departmental and Foundation Accounts; Reconcile Banner accounts; Distribute PGP List to Attendings on Service; Support for the medical student NICU course, communications with students and SOM, conference room reservations, preparations of course materials; Arrangements for shadowing experiences in the NICU for medical students; Support local conferences by invited speakers, travel arrangements and reimbursements for speakers, conference room/auditorium reservation, announcements, arranging CME credit, supporting video conferencing setup; Webinar support to faculty for regional and national collaborative meetings; perform related duties as required.

SCHEDULE: 32 hour work week, Monday through Friday, work between the hours of 7am - 4pm; 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$61,734

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Req: 2017-403

Date Started: 12/9/2016

JobTitle:

Administrative Fiscal Assistant to Administrative Program Coordinator
in Pediatrics

JobGroup:

3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	31	1	30	1	20	0	5	0	4	0	1
TOTAL REJECTED APPLICANT	21	1	20	1	11	0	5	0	3	0	1
TOTAL QUAL. APPLICANT	10	0	10	0	9	0	0	0	1	0	0
TOTAL INTERVIEWED	7	0	7	0	6	0	0	0	1	0	0
NOT OFFERED POSITION	6	0	6	0	5	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

MS – Microsoft

LCR – Life Time Clinical Record

CME – Continuing Medical Education

NNP/PA’s – Neonatal Nurse Practitioner/Physician Assistant

CCMC – Connecticut Children’s Medical Center

IT – Information Technology

PGP – Perinatal Group Practice

NICU – Neonatal Intensive Care Unit

SOM – School of Medicine

This position was posted on our UConn Health website for our employees only.

The black female promotional goal was met with a previous promotion and was no longer an established promotional goal.

The goal candidates, one (1) white male, three (3) Hispanic females, and one (1) AAIANHNPI female did not meet the minimum requirements for the following reasons: One (1) white male and three (3) Hispanic females did not have the required six (6) years administrative support or the allowable substitution. One (1) AAIANHNPI female had a Bachelor’s degree, but she did not have the required two (2) years administrative support experience.

Req: 2017-403 continued

The goal candidate, one (1) Hispanic female was interviewed and not selected because she scored an average of 86 on interview questions. The interview questions were based on business communication writing, punctuation, spelling, interpersonal/communication skills, office procedures, supervisory experience, computer programs, setting up IT accounts, CME program experience, experiences with MS Office, foundation accounts, experience with conferences, and experience working with medical students and residents.

One (1) white female was promoted. She had eighteen (18) years of administrative support experience; experience with Banner and MS Office; the preferred experience with Citrix; and scored 113 on the interview questions; has worked for the past seven (7) years in our Pediatrics Department and knows the processes very well.

JOB OPPORTUNITY BULLETIN

As of Friday, August 11, 2017

Department: Parking & Transportation Department

Job Title: Administrative Program Coordinator

Recruiter: Joyce Smith

Search Code: 2017-528

Date Posted:

Posting Deadline: 12/5/2016

Purpose of Class:

PURPOSE OF CLASS:

At the UCHC, this class is accountable for independently providing administrative management and/or advanced technical program support in the Parking and Transportation and Event Services area.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of a higher rank.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant administrative experience.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.

EXAMPLES OF DUTIES:

- 1) **OFFICE MANAGEMENT:** Manages parking registration activities including the distribution of permits. Assists with room scheduling and the coordination of event services. Tracks and analyzes the use of parking areas including garages, surface lot and on street parking and makes recommendations to respond to changing conditions. Attends meetings related to parking, transportation and events as needed. Serves on committees and represents the interest of the department. Maintains parking and transportation rules and procedures. Prepares routine internal communications related to parking, Transportation and event activities and issues.
- 2) **INTERPERSONAL:** Resolves conflicts relating to events/parking. Reconcile and facilitate customer conflicts in a professional manner; acts for and regularly makes decisions in the managers absence within prescribed limits of authority; represents the department head to other university offices, the public or outside agencies in matters of administrative consequence.
- 3) **FISCAL:** Works with the Director and Business Services Manager to develop budgets and produce reports needs for management reporting and decision making. Performs related duties as required.

SCHEDULE: Monday through Friday, 8:00 am to 4:30 pm

FULLTIME EQUIVALENT MINIMUM SALARY: \$61,734

SPECIAL REQUIREMENT

Applicants must provide a narrative explaining how their background, skills and abilities will enable them to be successful in the position. Key focus points should include experiences with: Microsoft Office and other business programs; the coordination of multiple business practices such as parking, transportation, room scheduling and event services; point of sale transactions and cash handling; interpersonal communications with patients, visitors, and all levels of staff; and the ability to identify improvement opportunities and implement enhancements.

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Req: 2017-528

Date Started: 1/20/2017

JobTitle: Executive Assistant to Administrative Program Coordinator
in Parking and Transportation
JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	32	7	25	4	16	2	5	1	3	0	1
TOTAL REJECTED APPLICANT	25	6	19	3	12	2	4	1	2	0	1
TOTAL QUAL. APPLICANT	7	1	6	1	4	0	1	0	1	0	0
TOTAL INTERVIEWED	5	1	4	1	2	0	1	0	1	0	0
NOT OFFERED POSITION	4	1	3	1	1	0	1	0	1	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

This position was posted on our UConn Health website for our employees only.

The black female promotional goal was met with a previous promotion and was no longer an established promotional goal.

The goal candidates, three (3) white male, two (2) black males, one (1) Hispanic male, two (2) Hispanic females, and one (1) AAIANHNPI female did not meet the minimum requirements for the following reasons: Three (3) white male, two (2) black males, one (1) Hispanic male, one (1) Hispanic female, and one (1) AAIANHNPI female did not have the required six (6) years of relevant administrative experience or the allowable substitution. One (1) Hispanic female did not submit the required narrative.

The goal candidates, one (1) white male and one (1) Hispanic female were interviewed and not selected for the following reasons: One (1) white male scored twenty-one (21) out of thirty (30) on the interview rating. One (1) Hispanic female scored twenty-four (24) out of thirty (30) on the interview rating. The interview was based upon the following: applicant’s overview of how they participated in the coordination of a major event on campus; applicant’s description of a time in their career when things didn’t go as planned, and how they learned from it; and a time when applicants were successful as the result of team work.

One (1) white female was promoted. She scored twenty-eight (28) out of thirty (30) on the interview rating.

JOB OPPORTUNITY BULLETIN

As of Friday, August 11, 2017

Department: Sponsored Program Services

Job Title: Administrative Program Coordinator

Recruiter: Marisa Leone

Search Code: 2017-585

Date Posted:

Posting Deadline: 12/19/2016

Purpose of Class:

In the Office of Sponsored Program Services (SPS), this position is responsible and accountable for independently providing administrative management and advanced technical program support for the SPS department.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of applicable program rules and regulations; knowledge of business math; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of medical/technical terminology; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years relevant administrative experience. Demonstrated Microsoft Office Suite computer skills, with strong Excel and Word skills. Proficiency with the InfoEd research management system. Web site development/maintenance.

Substitutions Allowed:

Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.

SPECIAL REQUIREMENTS: Data management experience. Experience with electronic Research Administration (eRA) including NIH Commons and Reporter and NSF Fastlane.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of a higher rank.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES: Provides advanced program support for the Sponsored Program Services Preaward Department with a strong emphasis on the development and maintenance of award portfolios and databases. Conducts initial review of routed proposals to ensure accuracy and communicates with investigators/department administrators regarding missing, required information and documents. Provides in depth review and checking for accuracy in preparing fund backup documentation for awards and ensures the appropriate institutional compliance approvals are obtained; prepares and executes project subaward agreements to UConn Storrs and assists with preparing and monitoring FDP and other subaward agreements with other agencies. Performs special projects as assigned by the Director or Project Officers including development of the department website. Prepares and analyzes monthly, quarterly and annual reports for the OVPR and UCH with a heavy emphasis on data extraction from InfoEd and Banner and analysis using advanced Excel skills and spreadsheets. Develops and maintains application and award portfolios, databases and shared files; including updating data regarding application and award statuses; archive files, etc. Logs applications in database. Conducts initial review of JIT information. Prepares fund setup forms and backup documents; notifies investigators and departmental administrators of outstanding requirements. Serves as a liaison with UCH institutional review offices (IRB, ACC, IBC, SCRO, and FCOI) and investigators and departmental administrators regarding compliance issues. Prepares monthly reports of applications and awards processed; reports for award follow up (progress, renewal and closeout requirements). Sends reminder notices regarding progress, renewal and final reports to investigators and departmental administrators. Conducts initial review of No-Cost Extension Requests. Maintains NIH eRA Commons user accounts. Responsible for maintaining SPS website. Responsible for identifying, disseminating and maintaining FOA's, including the events calendar. Coordinates SPS workshops, seminars and e-clinics. Monitors, maintains and disseminates correspondence coming into our general mailboxes. Directs inquiries (which may come to SPS via phone, email or in person) to the appropriate office and appropriate person in SPS. Performs other duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, 8am - 5pm, 60 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$61,734

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Req: 2017-585

Date Started: 1/6/2017

JobTitle: Financial Clerk to Administrative Program Coordinator
in Sponsored Program Services
JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	3	5	2	4	1	0	0	1	0	0
TOTAL REJECTED APPLICANT	7	3	4	2	3	1	0	0	1	0	0
TOTAL QUAL. APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

NIH – National Institute of Health

NSF – National Science Foundation

OVPR – Office of the Vice President for Research

UCH – UConn Health

JIT – Just-in-Time

FOA’s – Funding Opportunity Announcements

This position was posted on our UConn Health website for our employees only.

The black female promotional goal was met with a previous promotion and was no longer an established promotional goal.

The goal candidates, two (2) white males, one (1) black male, and one (1) Hispanic female did not meet the minimum requirements for the following reasons: One (1) white male did not have the required experience with InfoEd research management system. One (1) white male, one (1) black male and one (1) Hispanic female did not meet the required six (6) years administrative experience or the allowable substitution.

One (1) white female was promoted. She had ten (10) years of administrative experience which included experience with Microsoft Office Suite with strong Excel and Word skills; proficiency with InfoEd research management system; web site development/maintenance; data management experience; experience with electronic Research Administration including NIH Commons and Reporter and NSF Fastlane.

Req: 2017-591

Date Started: 2/17/2017

JobTitle: Administrative Program Assistant 2 to Administrative Program Coordinator
in Psychiatry

JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	3	11	2	8	1	0	0	2	0	1
TOTAL REJECTED APPLICANT	10	1	9	0	6	1	0	0	2	0	1
TOTAL QUAL. APPLICANT	4	2	2	2	2	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

A goal candidate, one (1) white male was promoted.

JOB OPPORTUNITY BULLETIN

As of Friday, August 11, 2017

Department: Emergency Medicine

Job Title: Administrative Program Coordinator

Recruiter: Donna Seklecki

Search Code: 2017-876

Date Posted: 2/24/2017

Posting Deadline: 3/2/2017

Purpose of Class:

At UConn Health this class is accountable for independently providing administrative management and/or advanced program support for the Emergency Medicine Residency Program. This position requires frequent travel to Hartford Hospital, the Program's main teaching site, and ability to attend out of state conferences and meetings outside of normal business hours.

SUPERVISION RECEIVED:

Works under the limited supervision of the Chairperson and reports to the Department Administrator in the Department of Emergency Medicine.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILL AND ABILITY: Knowledge of UConn Health's policies and procedures and Residency Program's rules and regulations; effective communication and interpersonal skills; ability to maintain confidentiality; ability to demonstrate good judgement and ability to follow through; ability to work both independently and with others and able to prioritize work; flexibility with work schedule to accommodate the program's needs; excellent organizational skills, data management and business math skills.

EXPERIENCE AND TRAINING: General Experience: Six (6) years administrative support experience including two (2) years administrative support experience with residency or fellowship programs.

Substitutions Allowed:

Bachelor's degree in Business Management or closely related field and two (2) years administrative support experience with residency or fellowship programs may substitute for the general experience.

SPECIAL REQUIREMENTS: Must have current appointment as a Notary Public and maintain this appointment. If not current at time of hire; must obtain appointment as a Notary Public within six (6) months of the date of hire.

Proficient in Microsoft applications.

Extensive knowledge of Accreditation Council for Graduate Medical Education (ACGME) residency or fellowship processes and regulations.

PREFERRED QUALIFICATIONS: Certification in Training Administrators of Graduate Medical Education (TAGME). Ability to use ERAS (Electronic Residency Application Service), New Innovations and Blackboard.

EXAMPLES OF DUTIES:

Works closely with the Emergency Medicine Residency Program's Coordinator at Hartford Hospital, the Program's main teaching site, and with the Residency Program's Administrative Program Assistant at UConn Health Department of Emergency Medicine. Acts as liaison to GME Office regarding all aspects of resident employment, policies and compliance documentation. Maintains confidential resident personnel records and other Program records. Prepares Program's yearly proposed budget and monitors monthly financial reports to ensure budget parameters are met. Monitors education allowance for each resident and prepares reimbursements. Prepares travel authorizations for residents' attendance at conferences and reimbursement requests. Coordinates ACGME-conducted accreditation site visits. Uses ERAS to review applicants, uses Interview Broker Program for interview invites and assists with Match list to National Resident Matching Program. Coordinates resident recruitment and attends interview days held at Hartford Hospital two or three days per week during interview season. Coordinates and attends all Program events including the welcome picnic for new residents, resident/faculty retreat and residency graduation. Organizes course attendance for incoming residents including computer training, ATLS/ACLS/PALS and Medical Risk Management Courses. Review and tracks yearly rotation block schedules and confirms changes with sites. Tracks and records residents' sick time, leave of absence, vacation and other time away. Completes all annual surveys from various residency organizations with program updates and resident demographics. Ensures resident compliance with established policies and procedures and monitors residents' compliance for required courses on SABA and Medical Risk Management. Assists with the coordination of the monthly didactic schedule, Journal Club and Grand Rounds lectures. Provides assistance with maintaining Program information on Blackboard and Program website. Maintains updates to Department Program Manual and policies, along with residents' and Program's membership to various organizations. Processes annual residents' assignment authorization forms for UConn Health, Hartford Hospital and St Francis Hospital and Medical Center. Attends annual Emergency Medicine Coordinator Forum (EMARC/CORD) meeting, the UConn Health Coordinator/GME annual retreat and Department and Institutional meetings including Residency Program Evaluation Committee (PEC) and leadership meetings. Advises Department Administrator of issues and recommends solutions. Makes decisions in the Program Director's absence within prescribed limits of authority. Serves as Notary Public for the Program. Provides administrative support to Department faculty and staff as needed. Performs related duties as assigned.

SCHEDULE: Full time, primarily Monday - Friday between the hours of 8:00 a.m. to 4:30 p.m., flexibility is required to work outside of regular business hours to attend conferences and meetings and to travel, this position also works at the Hartford Hospital Emergency Medicine Residency Office, 30-minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$61,734

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Req: 2017-876 Date Started: 4/14/2017 JobTitle: Administrative Program Assistant 2 to Administrative Program Coordinator in Emergency Medicine
 JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	39	8	31	5	24	1	4	1	3	1	0
TOTAL REJECTED APPLICANT	32	8	24	5	17	1	4	1	3	1	0
TOTAL QUAL. APPLICANT	7	0	7	0	7	0	0	0	0	0	0
TOTAL INTERVIEWED	3	0	3	0	3	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

- GME – Graduate Medical Education
- ATLS – Advanced Trauma Life Support
- ACLS – Advanced Cardiovascular Life Support
- PALS – Pediatric Advanced Life Support
- SABA – learning management system

This position was posted on our UConn Health website.

The black female promotional goal was met with a previous promotion and was no longer an established promotional goal.

The goal candidates, five (5) white males, one (1) black male, one (1) Hispanic male, and three (3) Hispanic females did not meet the minimum requirements for the following reasons: Two (2) white males, one (1) black male, and two (2) Hispanic females did not have the required six (6) years administrative support experience including two (2) years administrative support experience with residency or fellowship programs or the allowable substitution. Three (3) white males, one (1) Hispanic male, and one (1) Hispanic female did not have the required two (2) years administrative support experience with residency or fellowship programs.

One (1) white female was promoted. She had eight (8) years of administrative support experience which included four (4) years administrative support experience with residency and fellowship programs; proficient in Microsoft applications; extensive knowledge of ACGME residency and fellowship processes and regulations; and experience with ERAS.

3J. (Administrative Program Coordinator) Promotions - Reclassifications

Administrative Program Assistant 2 to Administrative Program Coordinator (Family Medicine)

A goal candidate, one (1) black female was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3K. Social Worker

Goals

No promotional goals were established for this job group.

3K. Social Worker

No promotional activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3L. Technical Professional

Goals

4 black males

1 Hispanic female

1 AAIANHNPI male

JOB OPPORTUNITY BULLETIN

As of Monday, August 14, 2017

Department: Patient Access

Job Title: Administrative & Clinical Systems

Recruiter: Noreen Logan

Search Code: 2016-1167

Date Posted: 6/7/2016

Posting Deadline: 6/13/2016

Purpose of Class:

At UConn Health, this class is accountable for overseeing/coordinating clinical information systems including development, installation, analysis, design, programming and support of the systems.

SUPERVISION RECEIVED: Receives general direction from an employee of higher grade.

SUPERVISION EXERCISED: May lead/supervise Systems Coordinators, programmers and other information systems staff.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Considerable knowledge of principles and techniques of systems analysis, design and development; considerable knowledge of the principles of information systems; knowledge of computer operating systems; considerable knowledge of principles and theories of business and planning functions; knowledge of the principles and techniques of business information systems re-engineering; considerable knowledge of the capabilities of computer technology; knowledge of project management principles and techniques; considerable oral and written communication skills; considerable problem solving skills; project coordination skills; considerable interpersonal skills; considerable ability to prepare reports, documentation and other written materials; considerable ability to identify, analyze and resolve complex business and technical problems; some supervisory ability.

PREFERRED: Experience with health information systems.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years' relevant experience in clinical operations, including business, medical administration, clinical information systems planning, project management, installation and support.

SUBSTITUTIONS ALLOWED:

College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.

EXAMPLES OF DUTIES:

Oversees and coordinates the development and installation of clinical information systems; analyzes business needs ensuring that applications are integrated with other systems; plans, coordinates and schedules projects; defines software parameter definitions, back up operations, statistical compiles; audit trail monitoring and systems purges; assists in the re-engineering of clinical systems; evaluates system hardware/software problems; provides for the preparation and maintenance of documentation at the user levels; coordinates training of staff in use of computer systems and software packages; prepares progress reports; plans, coordinates and conducts project briefings with staff; may provide input to performance evaluations related to systems function; defines management policies, procedures and support for operationalizing software products; may act for director in his/her absence; performs related duties as assigned.

SCHEDULE: 8:00 am - 4:30 pm, Monday through Friday, 40 hour work week, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$65,811.

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Req: 2016-1167

Date Started: 7/8/2016

JobTitle: Systems Coordinator to Administrative & Clinical Systems Coordinator
in Patient Access

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	27	2	25	2	13	0	6	0	4	0	2
TOTAL REJECTED APPLICANT	25	2	23	2	11	0	6	0	4	0	2
TOTAL QUAL. APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

This position was posted on our UConn Health website.

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The goal candidates, four (4) Hispanic females did not meet the minimum requirements because they did not have the required eight (8) years of experience in clinical operations, including business, medical administration, clinical information systems planning, project management, installation and support or the allowable substitution.

One (1) white female was promoted. She had thirty-one (31) years of experience in clinical operations, including business, medical administration, clinical information systems planning, project management, installation and support. She also had the preferred experience with health information systems.

JOB OPPORTUNITY BULLETIN

As of Monday, August 14, 2017

Department: Pharmacy

Job Title: Administrative & Clinical Systems

Recruiter: Donna Seklecki

Search Code: 2016-1250

Date Posted:

Posting Deadline: 7/6/2016

Purpose of Class:

At UConn Health this class is accountable for oversight/coordinating information systems including development, installation, analysis, design, programming and support of the systems. This position will work in the UConn John Dempsey Hospital Pharmacy located in Farmington, CT.

SUPERVISION RECEIVED:

Receives general direction from an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise Systems Coordinators, programmers and other information systems staff.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and techniques of systems analysis, design and development; considerable knowledge of the principles of information systems; knowledge of computer operating systems; considerable knowledge of principles and theories of business and planning functions; knowledge of the principles and techniques of business information systems re-engineering; considerable knowledge of the capabilities of computer technology; knowledge of project management principles and techniques; considerable oral and written communication skills; considerable problem solving skills; project coordination skills; considerable interpersonal skills; considerable ability to prepare reports, documentation and other written materials; considerable ability to identify, analyze and resolve complex business and technical problems; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years pharmacy operations experience, which may include clinical information systems planning, project management, installation and support; Two (2) years of the general experience must be in a hospital pharmacy.

SUBSTITUTIONS ALLOWED:

Bachelor degree in Health Science/Science including course work in Clinical Informatics, Consumer Informatics and/or Public Informatics; may substitute for 4 years of the general experience which includes 2 years hospital pharmacy experience.

EXAMPLES OF DUTIES:

Oversees and coordinates the development and installation of clinical and/or administrative information systems; analyzes business needs ensuring that applications are integrated with other systems; plans, coordinates and schedules projects; defines software parameter definitions, back up operations, statistical compiles; audit trail monitoring and systems purges; assists in the re-engineering of clinical systems; evaluates system hardware/software problems; provides for the preparation and maintenance of documentation at the user levels; coordinates training of staff in use of computer systems and software packages; prepares progress reports; plans, coordinates and conducts project briefings with staff; may provide input to performance evaluations related to systems function; defines management policies, procedures and support for operationalizing software products; may act for director in his/her absence; performs related duties as assigned.

SCHEDULE: Full time, 40 hours per week, 8:00 a.m. to 4:30 p.m., Monday - Friday, this position requires on-call responsibilities, 30 minute unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: TBD

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2016-1250

Date Started: 7/22/2016

JobTitle: Pharmacy Technician to Administrative & Clinical Systems Coordinator in Pharmacy
JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	2	0	2	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	2	0	2	0	0	0	0	0	0	0
TOTAL INTERVIEWED	2	2	0	2	0	0	0	0	0	0	0
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on our UConn Health website for our employees only.

Only our promotional goals are being utilized for this position because it was posted internally.

No goal candidates applied for this position.

One (1) white male was promoted. He had a Bachelor's degree in Molecular and Cell Biology with nine (9) years of pharmacy operations experience which included clinical information systems planning, project management, installation, and support in which two (2) years of the experience were in hospital pharmacy. He also scored the highest on the interview assessment at 3.6 and 100% on the skills assessment. The interview questions were based upon clinical information systems planning, project management, and installation and support. The skills assessment was based upon clinical information systems.

JOB OPPORTUNITY BULLETIN

As of Monday, August 14, 2017

Department: Information Technology

Job Title: Information Technology Project Manager:

Recruiter: Pamela Rucker

Search Code: 2017-238

Date Posted:

Posting Deadline: 8/29/2016

Purpose of Class:

UConn Health is seeking an experienced, dynamic project manager to independently manage the analysis, planning, and implementation of the IT Infrastructure portion of projects for UConn Health, including projects supporting the implementation of our new systems, new or renovated buildings or spaces, and new off-site locations. This position will be responsible for planning, coordinating and leading all aspects of these projects in order to meet the operational needs of UConn Health's goals and time frames. The ideal candidate would have extensive large scale program and project management experience, very strong communication, planning and problem solving skills, and be a self-motivated, dedicated leader able to quickly adapt to new concepts and directions. Projects may include new IT Infrastructure systems, enhancements or upgrades to existing IT systems, and may involve changes in resources (equipment, staff and organization) and re-engineering of workflow and procedures.

Primary Skills and Training required:

Demonstrated project leadership skills, including:

Extensive knowledge of project management principles and practices.

Strong project management and planning skills, including ability to set direction and goals that are consistently achieved.

Proven ability to lead, manage and motivate cross functional teams challenged with multiple priorities.

Excellent leadership and management ability to manage and motivate a diverse group within a matrix reporting relationship through lengthy, complex development effort.

Demonstrated ability to manage and creatively solve problems impacting project progress.

Ability to communicate project progress and issues at all levels, including presenting key highlights to senior executives.

Demonstrates clear accountability for team performance and ownership of project results.

Preferred Skills and Training:

ITIL Certification(s)

PMP Certification

Demonstrated Healthcare and Clinical Infrastructure systems knowledge.

Experience with the following subject areas required:

Eight (8) years of experience managing multiple large scale Clinical and non-Clinical infrastructure system implementations.

Extensive knowledge of Enterprise hardware/software technologies.

Demonstrated knowledge and understanding of system infrastructure requirements, with experience managing large scale system infrastructure projects working with multiple customers and vendors.

Strong experience managing complex projects with large integration, data migration, reporting, data warehousing and IT equipment requirements.

Demonstrated experience managing multiple systems implementations simultaneously.

Demonstrated experience with vendor management, including RFP, negotiation of contracts, financial monitoring and resource management.

The ideal candidate should also have an extensive project experience with connected care systems implementation, Data Networking, Requirements for VOIP and SIP Integration, and VDI installation and deployment.

Primary Responsibilities of the position include:

Develop and manage detailed project work plans in collaboration with a variety of senior IT, Clinical, and Administrative Leadership, Purchasing and Vendors. Establish direction and detailed plans for each project initiative (interfaces, data migration, specialized applications, equipment requirements, etc.) associated with new infrastructure systems or upgrades/implementations to existing systems.

Establish, manage and motivate cross-functional teams assigned to each initiative to meet expected deliverables and timelines.

Develop and manage end to end issue resolution processes.

Communicate project progress, risks and issues to project teams, IT Senior Leadership, and UConn Health Management, and steering committees where applicable.

This position provides technical coordination of project teams, but no direct administrative supervision.

Schedule: 40 hours per week, Monday - Friday, 7:30am - 4:00pm with a 30 minute unpaid mealbreak

Full Time Equivalent Minimum Salary: \$94,765.00

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Req: 2017-238

Date Started: 10/14/2016

JobTitle: Information Technology Project/Inventory Supply Coordinator to
Information Technology Project Manager

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	1	0	1	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

IT – Information Technology

ITIL – Information Technology Infrastructure Library

PMP – Project Management Professional

RFP – Request for Proposal

VOIP – Voice-over Internet Protocol

SIP – Session Initiation Protocol

VDI – Virtual Desktop Infrastructure

This position was posted on our UConn Health website for our employees only.

Only our promotional goals are being utilized for this position because it was posted internally.

No goal candidates applied for this position.

One (1) white male was promoted. He had thirteen (13) years of experience managing multiple large scale Clinical and non-Clinical infrastructure system implementations; knowledge of Enterprise hardware/software technologies; knowledge and understanding of system infrastructure requirements, with experience managing large scale system infrastructure projects working with multiple customers and vendors; experience managing complex projects with large integration, data migration, reporting, data warehousing and IT equipment requirements; experience managing multiple systems implementations simultaneously; experience with vendor management, including RFP, negotiation of contracts, financial monitoring and resource management; project experience with connected care systems implementation, Data Networking, requirements for VOIP and SIP integration, and VDI installation and deployment. He also had all of the preferred skills and training.

JOB OPPORTUNITY BULLETIN

As of Monday, August 14, 2017

Department: Pharmacy

Job Title: Administrative & Clinical Systems

Recruiter: Donna Seklecki

Search Code: 2017-966

Date Posted: 3/20/2017

Posting Deadline: 3/26/2017

Purpose of Class:

At UConn Health this class is accountable for oversight/coordinating information systems including development, installation, analysis, design, programming and support of the systems. This position will work in the UConn Health John Dempsey Hospital Pharmacy located in Farmington, CT.

SUPERVISION RECEIVED:

Receives general direction from an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise Systems Coordinators, programmers and other information systems staff.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and techniques of systems analysis, design and development; considerable knowledge of the principles of information systems; knowledge of computer operating systems; considerable knowledge of principles and theories of business and planning functions; knowledge of the principles and techniques of business information systems re-engineering; considerable knowledge of the capabilities of computer technology; knowledge of project management principles and techniques; considerable oral and written communication skills; considerable problem solving skills; project coordination skills; considerable interpersonal skills; considerable ability to prepare reports, documentation and other written materials; considerable ability to identify, analyze and resolve complex business and technical problems; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years pharmacy operations experience, which may include clinical information systems planning, project management, installation and support; Two (2) years of the general experience must be in a hospital pharmacy.

SUBSTITUTIONS ALLOWED:

Bachelor degree in Health Science/Science including course work in Clinical Informatics, Consumer Informatics and/or Public Informatics; may substitute for 4 years of the general experience which includes 2 years hospital pharmacy experience.

EXAMPLES OF DUTIES:

Oversees and coordinates the development and installation of clinical and/or administrative information systems; analyzes business needs ensuring that applications are integrated with other systems; plans, coordinates and schedules projects; defines software parameter definitions, back up operations, statistical compiles; audit trail monitoring and systems purges; assists in the re-engineering of clinical systems; evaluates system hardware/software problems; provides for the preparation and maintenance of documentation at the user levels; coordinates training of staff in use of computer systems and software packages; prepares progress reports; plans, coordinates and conducts project briefings with staff; may provide input to performance evaluations related to systems function; defines management policies, procedures and support for operationalizing software products; may act for director in his/her absence; performs related duties as assigned.

SCHEUDULE: Full time, 40 hours per week, 8:00 a.m. to 4:30 p.m., Monday - Friday, this position requires on-call responsibilities, 30 minute unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: TBD

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Req: 2017-966

Date Started: 4/14/2017

JobTitle: Pharmacy Technician Coordinator to Admin & Clinical Systems Coordinator
in Pharmacy

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	2	2	1	1	1	1	0	0	0	0
TOTAL REJECTED APPLICANT	2	1	1	0	0	1	1	0	0	0	0
TOTAL QUAL. APPLICANT	2	1	1	1	1	0	0	0	0	0	0
TOTAL INTERVIEWED	2	1	1	1	1	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on our UConn Health website.

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The goal candidate, one (1) black male did not meet the minimum requirements because he did not have the required eight (8) years of pharmacy operations experience which included two (2) years of the general experience in hospital pharmacy or the allowable substitutions.

One (1) white male was promoted. He had seventeen (17) years of pharmacy operations experience, which included clinical information systems planning, project management, installation and support which included nine (9) years hospital pharmacy experience. He also scored ninety-eight percent (98%) on the skills assessment which was based upon clinical information systems.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Professional/Non-Faculty

3M. Nurse Practitioner

Goals

3 white males

3M. Nurse Practitioner

No promotional activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Secretarial/Clerical

4A. Office Assistant

Goals

6 white females

4A. (Office Assistant) Promotions - Reclassifications

Clerk Typists to Office Assistants (CMHC - Osborn)

Goal candidates, two (2) white females were performing all of the duties of the position and were promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Secretarial/Clerical

4B. Patient Service Representative

Goals

2 black males

4 black females

1 Hispanic male

2 Hispanic females

1 AAIANHNPI female

Req: 2016-1108

Date Started: 7/22/2016

JobTitle: Clinic Office Assistant to Patient Services Representative
in the Department of Orthopedics Module

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	13	1	12	0	7	0	1	0	3	1	1
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	11	1	10	0	6	0	1	0	2	1	1
TOTAL INTERVIEWED	3	0	3	0	1	0	0	0	1	0	1
NOT OFFERED POSITION	2	0	2	0	1	0	0	0	0	0	1
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Only our promotional goals are being utilized for this position because it was posted for our employees only.

A goal candidate, one (1) Hispanic female was promoted.

JOB OPPORTUNITY BULLETIN

As of Thursday, July 20, 2017

Department: Patient Access

Job Title: Patient Access Representative

Recruiter: Noreen Logan

Search Code: 2016-1194

Date Posted: 6/20/2016

Posting Deadline: 6/26/2016

Purpose of Class:

At UConn Health, this class is accountable for performing a full range of tasks in obtaining insurance referrals from physician's offices and insurance companies, and initiating follow-up on required pre-certifications for scheduled admissions and procedures in coordination with those offices.

EXPERIENCE AND TRAINING: Three (3) years of experience processing medical pre-authorization, insurance verification and medical claims for healthcare services.

SUBSTITUTIONS ALLOWED: Associates degree or higher may be substituted for two (2) years of the general experience.

PREFERRED REQUIREMENT: Thorough knowledge of insurance benefits, workers compensation, coordination of benefits, and third party liability; knowledge of medical terminology, and experience with ICD-9 & ICD-10 and CPT coding.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Working knowledge of a managed care environment, third party reimbursement, hospital and community services and hospital and health care policies; basic knowledge of medical coding and medical terminology; skill in articulating information in a clear and informative manner to patients, family members, insurers, staff and other relevant parties; organizational skills; computer skills; ability to gather and record all appropriate information that provides for the accurate billing and collection for provided services; ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EXAMPLES OF DUTIES: Identifies visits/procedures requiring prior approval; utilizing knowledge of ICD-9 & ICD-10, CPT coding and medical terminology, obtains required referral/prior authorization from insurance companies prior to date of service; communicates with physician and medical providers regarding clinical clarifications to facilitate requests; interviews patient via visits or phone to determine payment sources and payment arrangements; verifies patient's benefits with insurance companies as needed; refers uninsured and underinsured patients to financial counselors as identified; assists in the appeals process for denied claims; documents daily activities in the computer system; communicates with departments regarding authorization status; researches requests for patient information and prepares reports and correspondence; maintains records and files may perform receptionist/triage duties; performs related duties as required.

SCHEDULE: 8:00 am - 4:30 pm, 30 minute unpaid meal break, 40 hour work week.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2016-1194

Date Started: 9/2/2016

JobTitle: Clerk Typist to Patient Access Representative in Patient Access

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	162	16	146	9	73	2	36	2	27	3	10
TOTAL REJECTED APPLICANT	105	12	93	7	44	2	27	1	15	2	7
TOTAL QUAL. APPLICANT	57	4	53	2	29	0	9	1	12	1	3
TOTAL INTERVIEWED	32	2	30	2	14	0	5	0	9	0	2
NOT OFFERED POSITION	29	2	27	2	12	0	5	0	8	0	2
OFFERED POSITION	3	0	3	0	2	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*3	0	3	0	2	0	0	0	1	0	0

Abbreviations in Posting:

ICD-9 – International Classification of Diseases 9th Edition

ICD-10 – International Classification of Diseases 10th Edition

CPT – Current Procedural Terminology

This position was posted on our UConn Health website.

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The goal candidates, seven (7) white males, two (2) black males, twenty-seven (27) black females, one (1) Hispanic male, fifteen (15) Hispanic female, and seven (7) AAIANHNPI females did not meet the minimum requirements for the following reasons: Seven (7) white males, two (2) black males, twenty-seven (27) black females, one (1) Hispanic male, fourteen (14) Hispanic female, and seven (7) AAIANHNPI females did not have the required three (3) years of experience processing medical pre-authorization, insurance verification and medical claims for healthcare services or the allowable substitutions. All of the candidates were required to answer specific questions on their applications related to the minimum requirements. All of these candidate responded no to the questions regarding the minimum requirements. One (1) Hispanic female did not complete application to determine her qualifications and she did not submit a resume.

The goal candidates, four (4) black females, one (1) Hispanic male, three (3) Hispanic females, and one (1) AAIANHNPI female were not interviewed for the following reasons: Two (2) black females did not have the preferred requirement of knowledge of insurance benefits, workers compensation, coordination of benefits, and third party liability. One (1) black female only had pre-authorization experience, she did not have registration experience; and she did not have experience with UConn Health electronic systems such as IDX (scheduling, billing, accounts receivable

Req: 2016-1194 continued

software), NextGen (electronic medical record), and LCR (Life Time Clinical Record). One (1) black female and one (1) Hispanic female did not have experience with UConn Health electronic systems such as IDX, NextGen, and LCR, or any medical records experience. One (1) Hispanic male did not have the preferred requirement of knowledge of medical terminology and experience with ICD-9 and ICD-10 and CPT coding. Two (2) Hispanic females withdrew their applications. One (1) AAIANHNPI female's experience was only with mental health, and this position is responsible for our hospital and medical group.

The goal candidates, two (2) white males, five (5) black females, eight (8) Hispanic females, and two (2) AAIANHNPI females were interviewed and not selected for the following reasons: The first round of interviews were conducted on the telephone. One (1) white male had completed Pharmacy authorizations only for two (2) years and did not have experience with medical authorizations. One (1) white male did not obtain authorizations, he only verified if needed and requests the authorizations from other staff. One (1) black female did not request or obtain prior authorizations, she entered authorization data from a provider's office. One (1) black female only verified prior authorizations were on file, and other staff she worked with actually obtained the prior authorization. One (1) black female only verified if prior authorizations were on file, and did not actually obtain the pre-authorization. One (1) Hispanic female had only called the provider's office to get the authorization that they obtained, and she did not actually obtain authorizations. One (1) Hispanic female did not complete authorizations, only verified authorizations were on file. One (1) AAIANHNPI female did not have experience obtaining prior authorizations.

The second round of interviews were conducted in person which included interview samplings that were based upon the job description for Patient Access Representative with questions surrounding pre-authorization, registration, and use of electronic systems. One (1) black female, University Health Professional (UHP) union member with contractual rights to be interviewed, answered 6.75/15 interview samplings correctly; did not have experience with pre-authorization, and registration was not a major function of her job; she had experience with UConn Health electronic systems. One (1) black female answered 5.25/15 interview samplings correctly; had experience obtaining prior authorizations, and registration was not a major function of her job; has experience with UConn Health electronic systems; during the interview it was determined that she did not have the preferred requirement of thorough knowledge of insurance benefits, workers compensation, coordinator of benefits and third party liability. One (1) Hispanic female, UHP union member with contractual rights to be interviewed, answered 7.5/15 interview samplings correctly; the major function of her job was with registration and scheduling with pre-authorizations being a small part of it; she had experience with current UConn Health electronic systems. One (1) Hispanic female answered 7.75/15 interview samplings correctly; obtaining medical pre-authorization and registration were not a major function of her job; she did not have experience with UConn Health electronic systems; she did have EPIC experience. One (1) Hispanic female answered 6/15 interview samplings correctly; the major function of her position was registration and not pre-authorization; she had only had IDX experience. One (1) Hispanic female, UHP union member, answered 8/15 interview samplings correctly; she did not have experience with

Req: 2016-1194 continued

medical pre-authorization and registration was not a major function of her position; she had experience with UConn Health electronic systems. One (1) Hispanic female answered 7/15 interview samplings correctly; the major function of her position was pre-authorization with medical services, consisting mostly with speech therapy; she did not have experience with UConn Health electronic systems. One (1) Hispanic female answered 9/15 interview samplings correctly; the major function of her position was pre-authorization, and registration was not a major function of her job; she only had IDX experience. One (1) AAIAHNPI female, UHP union member with contractual rights to be interviewed, answered 9.25/15 interview samplings correctly; obtaining medical pre-authorization and registration were not major functions of her job; she only had IDX experience.

A goal candidate, one (1) Hispanic female was promoted. *One (1) white female and one (1) white female, part-time UConn Health employee, were selected and reported in the Goals Analysis hires section.

JOB OPPORTUNITY BULLETIN

As of Monday, September 11, 2017

Department: Rehab Services - Outpatient

Job Title: Patient Services Representative

Recruiter: Donna Seklecki

Search Code: 2017-179

Date Posted:

Posting Deadline: 8/21/2016

Purpose of Class:

At the UConn Health this class is accountable for performing a full range of tasks in medical billing, insurance claims and/or duties related to financial counseling. There are two positions available. These positions will work in the UConn Musculoskeletal Institute and Outpatient Pavilion in Farmington, CT.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of a higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of, and ability to interpret health center/Medicare/insurance billing procedures; knowledge of Federal, State and other patient financial assistive health programs; knowledge of the principles and techniques of interviewing; some knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; oral and written communication skills; organizational skills; computer skills; basic negotiation skills; record keeping ability; ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EDUCATION AND TRAINING:

GENERAL EXPERIENCE:

Three (3) years of hospital/medical billing/insurance claims experience.

SUBSTITUTION ALLOWED:

Associates degree may be substituted for two (2) years of the general experience.

PREFERRED: Experience with Rehab specific precertification and authorizations, working knowledge of therapy cap and exemption processes for Rehab, experience in billing Rehab claims and ICD10 coding experience.

EXAMPLES OF DUTIES:

Produces accurate and timely billing of patients in accordance with pre-established schedules; completes insurance, disability and compensation forms; interviews patients; counsel patients on billing procedures, compensation claims/disability claims; requests prior authorization for hospital care/payment; makes payments to insurance brokers for student insurance; answers patient and insurance inquiries; researches requests for patient information and prepares reports and correspondence; maintains records and files; reviews vouchers and monitors fees; collects fees for services and may make deposits; keeps records/files; performs financial counseling duties such as, but not limited to, interviewing patient via visits or phone to determine payment sources and payment arrangements; initiates charitable (title 19) and other payment sources application process, if appropriate; provides relevant insurance/financial information to Social Services and home care institutions; acts as liaison between the patient/family and government agencies; may perform receptionist/triage duties; performs related duties as required.

SCHEDULE: 40 Hours per week, 7:30 a.m. to 4:00 p.m., 8:00 a.m. to 4:30 p.m. and 10:30 a.m. to 7:00 p.m., Monday - Friday and alternating weekends and holidays as assigned, 30 minute unpaid meal break.

MINIMUM EQUIVALENT FULL TIME SALARY: 45,531

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-179

Date Started: 9/30/2016

JobTitle: Clerk Typist to Patient Services Representative in Rehabilitation Services - Outpatient

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	17	1	16	0	10	0	1	0	4	1	1
TOTAL REJECTED APPLICANT	10	0	10	0	6	0	0	0	3	0	1
TOTAL QUAL. APPLICANT	7	1	6	0	4	0	1	0	1	1	0
TOTAL INTERVIEWED	6	1	5	0	4	0	0	0	1	1	0
NOT OFFERED POSITION	4	1	3	0	3	0	0	0	0	1	0
OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	0	2	0	1	0	0	0	1	0	0

Abbreviations in Posting:

CT - Connecticut

ICD10 – International Classification of Diseases 10th Edition

This position was posted on our website for our employees only.

Our promotional goals are being utilized for this position because it was posted for our employees only.

The goal candidates, three (3) Hispanic females and one (1) AAIANHNPI female did not meet the minimum requirements of three (3) years of hospital/medical billing/insurance claims experience or the allowable substitution.

The goal candidate, one (1) black female was not interviewed because she did not return messages to schedule an interview.

One (1) white female was promoted and *one (1) Hispanic female was a lateral transfer. The white female had four and a half (4.5) years of Rehabilitation specific experience in pre-certifications and Rehabilitation specific billing. She also had working knowledge of therapy caps and Medicare G code requirements along with coding Rehabilitation specific diagnoses. The Hispanic female, UConn Health Patient Services Representative had six (6) months of Rehabilitation specific experience which included precertification experience, working knowledge of Medicare G code requirements, Medicare therapy caps, and experience in coding Rehabilitation specific diagnoses.

JOB OPPORTUNITY BULLETIN

As of Monday, September 11, 2017

Department: Patient Access

Job Title: Patient Access Representative

Recruiter: Noreen Logan

Search Code: 2017-586

Date Posted: 12/5/2016

Posting Deadline: 12/11/2016

Purpose of Class:

At UConn Health, this class is accountable for performing a full range of tasks in obtaining insurance referrals from physician's offices and insurance companies, and initiating follow-up on required pre-certifications for scheduled admissions and procedures in coordination with those offices.

EXPERIENCE AND TRAINING: Three (3) years of experience processing medical pre-authorizations and insurance verifications for healthcare services.

SUBSTITUTIONS ALLOWED: Associates degree or higher may be substituted for two (2) years of the general experience.

PREFERRED REQUIREMENT: Thorough knowledge of insurance benefits, workers compensation, coordination of benefits, and third party liability; knowledge of medical terminology, and experience with ICD-9 & ICD-10 and CPT coding; previous experience in a medical clinic or a hospital; experience with IDX, and LCR/Nextgen electronic medical records

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Working knowledge of a managed care environment, third party reimbursement, hospital and community services and hospital and health care policies; basic knowledge of medical coding and medical terminology; skill in articulating information in a clear and informative manner to patients, family members, insurers, staff and other relevant parties; organizational skills; computer skills; ability to gather and record all appropriate information that provides for the accurate billing and collection for provided services; ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

EXAMPLES OF DUTIES: Identifies visits/procedures requiring prior approval; utilizing knowledge of ICD-9 & ICD-10, CPT coding and medical terminology, obtains required referral/prior authorization from insurance companies prior to date of service; communicates with physician and medical providers regarding clinical clarifications to facilitate requests; interviews patient via visits or phone to determine payment sources and payment arrangements; verifies patient's benefits with insurance companies as needed; refers uninsured and underinsured patients to financial counselors as identified; assists in the appeals process for denied claims; documents daily activities in the computer system; communicates with departments regarding authorization status; researches requests for patient information and prepares reports and correspondence; maintains records and files may perform receptionist/triage duties; performs related duties as required.

SCHEDULE: 8:00 am - 4:30 pm, 30 minute unpaid meal break, 40 hour work week.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2017-586

Date Started: 1/20/2017

JobTitle: Clinic office Assistant to Patient Access Representative in Patient Access

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	HM	HF	<i>AM</i>	AF
TOTAL APPLICANTS	92	7	85	4	42	1	24	2	16	0	3
TOTAL REJECTED APPLICANT	80	7	73	4	33	1	23	2	14	0	3
TOTAL QUAL. APPLICANT	12	0	12	0	9	0	1	0	2	0	0
TOTAL INTERVIEWED	10	0	10	0	7	0	1	0	2	0	0
NOT OFFERED POSITION	9	0	9	0	6	0	1	0	2	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

- ICD-9 – International Classification of Diseases 9th Edition
- ICD-10 – International Classification of Diseases 10th Edition
- CPT – Current Procedural Terminology
- IDX – scheduling, billing, and accounts receivable software
- LCR/NextGen – electronic medical records

This position was posted on our UConn Health website.

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The goal candidates, four (4) white males, one (1) black male, twenty-three (23) black females, two (2) Hispanic males, fourteen (14) Hispanic females, and three (3) AAIANHNPI females did not meet the minimum requirements because they did not have the required three (3) years of experience processing medical pre-authorizations and insurance verifications for healthcare services or the allowable substitution.

The goal candidates, one (1) black female and two (2) Hispanic females were interviewed and not selected for the following reasons: One (1) black female had six (6) years of experience in a medical office with prior authorization and insurance verification experience. She answered 8.5 out of 17 interview samplings correctly, and had experience in IDX, LCR/NextGen electronic medical records. One (1) Hispanic female had six (6) years of experience in a medical office where prior authorization and insurance verification experience were not the main function of the position. She

Req: 2017-586 continued

answered 5.5 out of 17 interview samplings correctly, and had experience in IDX and LCR electronic medical records. One (1) Hispanic female had six (6) years of experience in a medical office where prior authorization and insurance verification experience were not the main function of the position. She answered 5.75 out of 17 interview samplings correctly, and had experience in IDX and LCR electronic medical records. The interview samplings were based upon pre-authorizations, coding, insurance benefits, referrals, estimates for patient procedures, copays, deductibles, coinsurance, out of pocket, and Medicare.

One (1) white female was promoted. She had fourteen (14) years of experience in medical pre-authorizations and insurance verifications. She answered 12.5 out of 17 interview samplings correctly, and had experience in IDX, LCR/NextGen electronic medical records.

Req: 2017-613

Date Started: 1/20/2017

JobTitle: Clinic Office Assistant to Patient Services Representative in Clinical Neurophysiology

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	1	7	0	2	0	3	1	2	0	0
TOTAL REJECTED APPLICANT	6	1	5	0	1	0	2	1	2	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	1	0	1	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Our promotional goals are being utilized for this position because it was posted for our employees only.

A goal candidate, one (1) black female was promoted.

JOB OPPORTUNITY BULLETIN

As of Monday, September 11, 2017

Department: UMG-IMA Canton

Job Title: Patient Svcs Representative

Recruiter: Marisa Leone

Search Code: 2017-848

Date Posted: 2/24/2017

Posting Deadline: 3/21/2017

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of tasks in the billing and insurance claims of patients in a clinic module. This position will process billing for our Canton office which will cover IMA and Urgent Care.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of and ability to interpret health center/medicare/insurance billing procedures; knowledge of managed care precertification procedures and referrals; knowledge of medical/dental terminology; knowledge of general office procedures; considerable interpersonal skills; excellent telephone technique; organizational skills; computer skills; ability to encourage cooperation of patients; record keeping ability.

EXPERIENCE AND TRAINING: Three (3) years experience in a hospital billing/insurance setting and JDH billing. Substitution allowed: Associates degree and one (1) year experience in a hospital billing/insurance setting. Possession of knowledge, skills, abilities as stated above.

SPECIAL REQUIREMENTS: Extensive demonstrated knowledge of ICD/CPT coding. May be required to work in other areas of UMG and travel to satellite offices.

PREFERRED QUALIFICATIONS: IDXweb; billing/coding experience in an outpatient clinical office setting. NextGen superbill processing; experience with voucher tracking, TES edits and Physician templates.

EXAMPLES OF DUTIES: Produce accurate and timely billing of patients in accordance with pre-established schedules; completes insurance, disability and compensation forms; interview/counsel patients regarding insurance; may request prior authorizations for hospital care/payment; answer patient and insurance inquiries; research requests for patient information and prepare reports and correspondence; obtain insurance referrals; monitor list to keep referrals current; contact medical reviewers regarding patient medical information; triage duties; keep records/files; keep current on any insurance changes; perform related duties as required.

SCHEDULE: 40 hour work week, Monday through Friday, 8am - 5pm, 1 hour unpaid meal break, must be flexible based on needs of the department.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2017-848

Date Started: 4/14/2017

JobTitle: Administrative Program Assistant 1 to Patient Services Representative
In UConn Medical Group Internal Medicine Associates Canton
JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	62	6	56	4	28	1	12	0	13	1	3
TOTAL REJECTED APPLICANT	54	5	49	4	23	1	12	0	11	0	3
TOTAL QUAL. APPLICANT	8	1	7	0	5	0	0	0	2	1	0
TOTAL INTERVIEWED	2	1	1	0	1	0	0	0	0	1	0
NOT OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

IMA – Internal Medicine Associates

JDH – John Dempsey Hospital

ICD/CPT – International Classification of Diseases/Current Procedural Terminology

UMG – UConn Medical Group

IDX – scheduling, billing, and accounts receivable software

NextGen – electronic medical records

TES – Transaction Editing System

This position was posted on our UConn Health website.

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The goal candidates, four (4) white males, one (1) black male, twelve (12) black females, eleven (11) Hispanic females, and three (3) AAIANHNPI females did not meet the minimum requirements for the following reasons: One (1) white male did not have the required coding experience. One (1) white male, four (4) black females, four (4) Hispanic females, and two (2) AAIANHNPI females did not have the required three (3) years of experience in a hospital billing/insurance setting and JDH billing, the special requirements of extensive coding, and they did not have the allowable substitution. Two (2) white males, one (1) black male, eight (8) black females, seven (7) Hispanic females, and one (1) AAIANHNPI female had the allowable substitution, but they did not have the one (1) year of experience in a hospital billing/insurance setting, JDH billing, and the special requirements of extensive coding. All of the candidates were required to answer on their applications if they had the minimum and special requirements and all of these candidates responded no to the question.

Req: 2017-848 continued

The goal candidates, two (2) Hispanic females were not interviewed because they applied after a hiring decision had been made.

One (1) white female was promoted. She had an Associate's degree and one and a half (1.5) years of experience in a hospital billing/insurance setting and JDH billing, extensive knowledge of ICD/CPT coding, and the preferred NextGen superbill processing experience, voucher tracking, TES edits, and Physician templates.

Req: 2017-915

Date Started: 4/28/2017

JobTitle: Clinic Office Assistant to Patient Services Representative in Rehabilitation Services

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	BF	HM	HF	<i>AM</i>	AF
TOTAL APPLICANTS	60	6	54	1	25	2	17	2	11	1	1
TOTAL REJECTED APPLICANT	50	4	46	0	21	2	14	1	10	1	1
TOTAL QUAL. APPLICANT	10	2	8	1	4	0	3	1	1	0	0
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Our hiring and promotional goals are being utilized for this position because it was posted externally.

A goal candidate, one (1) Hispanic female was promoted.

4B. (Patient Service Representative) Promotions - Reclassifications

**Clinic Office Assistant to Patient Services Representative
(Rehab Services Outpatient)**

One (1) white female was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Secretarial/Clerical

4C. Clerk

Goals

No promotional goals were established for this job group.

4C. Clerk

No promotional activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Secretarial/Clerical

4D. Secretarial/Clerical

Goals

2 white males

5 AAIANHNPI males

Req: 2016-688

Date Started: 3/31/2017

JobTitle: Clerk to Medical Records Clerk – Functional Unit #4 in CMHC-MacDougall/Walker
JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	97	17	80	4	41	10	19	1	17	2	3
TOTAL REJECTED APPLICANT	96	16	80	4	41	10	19	0	17	2	3
TOTAL QUAL. APPLICANT	1	1	0	0	0	0	0	1	0	0	0
TOTAL INTERVIEWED	1	1	0	0	0	0	0	1	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	1	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	1	0	0	0

Our hiring and promotional goals are being utilized for this position because it was posted externally.

A goal candidate, one (1) Hispanic male was promoted.

4D. (Secretarial/Clerical) Promotions - Reclassifications

Clinic Office Assistant to Administrative Fiscal Assistant (Clinical Research Center)

One (1) black male was performing all of the duties of the position and was promoted through a reclassification.

Administrative Program Assistant 2 to Administrative Fiscal Assistant (Center for Molecular Medicine)

One (1) black male was performing all of the duties of the position and was promoted through a reclassification.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Secretarial/Clerical

4E Administrative Program Assistant 1

Goals

1 white female

4E. Administrative Program Assistant 1

No promotional activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Secretarial/Clerical

4F Admin Program Asst 2

Goals

1 white male

2 black females

1 Hispanic female

JOB OPPORTUNITY BULLETIN

As of Friday, September 8, 2017

Department: Surgery

Job Title: Adm Program Assistant II

Recruiter: Marisa Leone

Search Code: 2016-946

Date Posted:

Posting Deadline: 5/6/2016

Purpose of Class:

At the UCHC, this class is accountable for independently providing responsible administrative support, and/or significant program support for an academic/clinical/administrative department or program.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communication; knowledge of the unit's policies and procedures; knowledge of business math; oral and written communication skills; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment to include word processors, computer terminals and ability to use complex computer programs.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Three (3) years administrative experience to include: Banner proficiency; HuskyBuy experience; demonstrated Database experience; Proficiency in Excel

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

PREFERRED QUALIFICATIONS: Experience using Mac/Apple products; residency program experience.

ACGME experience.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:

Act as a resource for the Division Chief of General Surgery by interpreting policies and procedures for all divisional/departmental faculty. Act as a liaison for internal business, as well as outside agencies. Schedule and maintain calendar of appointments, meetings and travel itineraries for the Division Chief of General Surgery and faculty member within the division. Oversee and maintain the division in-residence, joint and community based faculty appointment files, as well as send out re-appointment letters annually. Oversee department faculty vacations and prepare annual summary report for the Dean of School of Medicine. Compile Merit and PTR (promotion, tenure, and reappointment) forms; setup individual meeting with Division Chief and Department Chairman to review material prior to submission to SAPC. Prepare a summary report of the faculty appointments, promotions and reappointments for the Dean of the School of Medicine. Maintain Academic Enhancements funds for the division. Coordinate recruitment of new divisional faculty, candidate interviews, and prepare interview schedule within UCONN HEALTH, coordinate travel for candidates. Work with new hires to coordinate moves, lab coats, equipment and paperwork. Prepare invoices, purchase requisitions for dues, registration, travel, supplies and equipment. Maintain the Division Chief and faculty bio sketches in NIH format and CFAR. Compose manuscripts, abstracts, correspondence, PowerPoint presentations, brochures, and listserv. Compose confidential correspondence with regards to patients and case review lawyers for the division Chief and faculty including scheduling depositions, court appearances, travel time, etc. Make travel arrangements and prepare expenses for reimbursement. Prepare on-call schedule for General Surgery. Prepare and send out monthly teaching schedule. Act as the JDH Site Coordinator.

Responsibilities as JDH Site Coordinator

- 1). Set up resident and site director 6 month evaluation meetings with Dr. Shames.
- 2). Residents letters of recommendation for Dr. Shames
- 3). Various responsibilities to surgery residents while rotating at JDH (JDH Site Coordinator)
set up computer access prior to arrival, and any training they may need
send and monitor paper evaluations to the PA's for completion
related duties as required.

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$49,462

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Req: 2016-946

Date Started: 7/8/2016

JobTitle: Patient Access Representative to Administrative Program Assistant 2 in Surgery
JobGroup: 4F-ADMIN PROGRAM ASSISTANT 2

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	40	6	34	3	21	1	8	2	4	0	1
TOTAL REJECTED APPLICANT	35	6	29	3	16	1	8	2	4	0	1
TOTAL QUAL. APPLICANT	5	0	5	0	5	0	0	0	0	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

Banner – integrated human resources, information management and accounting system

HuskyBuy – purchasing system

ACGME – Accreditation Council for Graduate Medical Education

SAPC – Senior Appointments and Promotions Committee

NIH – National Institute of Health

CFAR – Comprehensive Faculty Activity Registry

JDH – John Dempsey Hospital

PA – Physician Assistant

This position was posted on our UConn Health website for our employees only.

Only our promotional goals are being utilized for this position because it was posted on our website for our employees only.

The goal candidates, three (3) white males, eight (8) black females, and four (4) Hispanic females did not meet the minimum requirements for the following reasons: Three (3) white males, seven (7) black females, and four (4) Hispanic females did not have the required three (3) years administrative experience which included Banner proficiency and HuskyBuy experience or the allowable substitution. One (1) black female did not have the required Banner proficiency and HuskyBuy experience.

One (1) white female was promoted. She had eleven (11) years of administrative experience which included Banner proficiency, HuskyBuy experience, database experience, proficiency in Excel, and the preferred residency program experience.

JOB OPPORTUNITY BULLETIN

As of Friday, September 8, 2017

Department: Pathology And Laboratory Medicine

Job Title: Adm Program Assistant II

Recruiter: Pamela Rucker

Search Code: 2017-343

Date Posted: 9/27/2016

Posting Deadline: 10/4/2016

Purpose of Class:

At UConn Health, this class is accountable for independently providing responsible administrative support, performing a full range of administrative tasks in the UConn Oral Pathology Office

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communication; knowledge of the unit's policies and procedures; knowledge of business math; knowledge of the principles and practices of lab.office management; knowledge of medical/dental terminology; oral and written communication skills; interpersonal skills; ability to schedule and prioritize office workflow and cross train within the office; ability to operate office equipment: experience using Microsoft Office.

EXPERIENCE AND TRAINING

GENERAL EXPERIENCE:

Three (3) years of experience above the routine clerk level in office support or secretarial work.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Special Requirements:

Three years of medical/dental (pathology/surgery) related office billing skills.

Knowledge and understanding of ICD 10/CPT medically relevant lab coding.

Prior experience preparing and completing documentation and files for the State of CT Health Department and other institutional reviews.

Preferred Experience:

Working knowledge of IDX, Axium, Husky Buy and Banner.

EXAMPLES OF DUTIES:

- 1). **TYPING:** Using a computer or other electronic devices, formats and types a full range of correspondence, reports, bills, drafts, etc., Proofreads for content. Edits using knowledge of grammar, punctuation and spelling.
- 2). **FILING:** Organizes and maintains a complex filing system to support a program/department, including fiscal, personnel and other records.
- 3). **CORRESPONDENCE:** Composes complex letters, memos, etc. Answer email requests for patient biopsy reports and kits; fax reports; tracks triaging and patient referrals received by either fax or email; ensure that practitioners who use our service are registered with PECOS as referring doctors; submit monthly malignancy reports to the UConn Tumor Registrar; troubleshoot computer problems in consultation with the IT help desk; track the courier services to ensure timely pick up and delivery of biopsies; create PO's in Husky Buy to pay for courier expenses and prepaid mailers; prepare biopsy kits to send out to our submitting practitioners.
- 4). **REPORT WRITING:** Assembles data, writes and/or edits reports, requiring knowledge of subject area. Uses complex spreadsheet programs. Prepare oral pathology biopsy reports (accession, submit specimens to laboratory for gross examination and processing; finalize and code diagnoses); monitor biopsy service billing error reports and make any necessary corrections.
- 5). **INTERPERSONAL:** Acts for and represents supervisor to other University offices, the public or outside agencies. Coordinates a variety of non-routine matters. Confers with and assists supervisor in the performance of administrative and program activities. Resource person for laboratory office. Triage for incoming patient and physician telephone calls.
- 6). **OFFICE MANAGEMENT:** Coordinates administrative details for the office; directs the work flow. Assists in the preparation of budgets, monitors expenditures and may make decisions regarding routine budget matters. Arranges and coordinates meetings and functions, to include space and equipment. Maintains an inventory of supplies and equipment and purchases items when necessary. Performs related duties as required.

Schedule: 40 hrs per week, Monday - Friday 8:30am - 5:00pm with a 30 minute unpaid mealbreak

Full Time Equivalent Minimum Salary: \$49,462.00

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uhc.edu.

Req: 2017-343

Date Started: 11/25/2016

JobTitle: Patient Access Representative to Administrative Program Assistant 2
in Pathology and Laboratory Medicine
JobGroup: 4F-ADMIN PROGRAM ASSISTANT 2

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	129	11	118	7	66	2	28	1	21	1	3
TOTAL REJECTED APPLICANT	121	11	110	7	60	2	27	1	20	1	3
TOTAL QUAL. APPLICANT	8	0	8	0	6	0	1	0	1	0	0
TOTAL INTERVIEWED	4	0	4	0	3	0	1	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	2	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

ICD 10/CPT – International Classification of Diseases 10th/Current Procedural Terminology

CT - Connecticut

IDX – scheduling, billing, accounts receivable software

Axium – dental electronic health record

HuskyBuy – purchasing system

Banner – integrated human resources, information management and accounting system

PECOS – Provider Enrollment, Chain and Ownership System

PO – Purchase Orders

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The goal candidates, seven (7) white males, twenty-seven (27) black females, one (1) Hispanic male, and twenty (20) Hispanic females did not meet the minimum requirements for the following reasons: One (1) white male, eight (8) black females and four (4) Hispanic females did not have the required knowledge and understanding of ICD 10/CPT medically relevant lab coding. Six (6) white males, seventeen (17) black females, one (1) Hispanic male, and fifteen (15) Hispanic females did not have the required three (3) years of medical/dental (pathology/surgery) related office billing skills. Two (2) black females and one (1) Hispanic female did not have the required experience preparing and completing documentation and files for the State of CT Health Department and other institutional reviews.

The goal candidate, one (1) Hispanic female was not interviewed because she withdrew her application.

Req: 2017-343 continued

The goal candidate, one (1) black female was interviewed and not selected. Her laboratory experience was as a phlebotomist. She did not possess the experience of the selected candidate in coordinating all information with the Laboratory Director and various staff at the clinics to keep them informed of all testing that require authorizations pricing and participating laboratories under the patient's insurance plan. She did not have the preferred experience with IDX,

One (1) white female was promoted. She had twenty-four and a half (24.5) years of experience in clinical, laboratory, and administrative settings which are an excellent match for managing the Oral Pathology service. Her experience in patient access with coordinating all information with the Laboratory Director and various staff at the clinics to keep them informed of all testing that require authorizations, pricing and participating laboratories under the patient's insurance plan is invaluable to this position. She also had the preferred experience with IDX,

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Secretarial/Clerical

4G Clinic Office Assistant

Goals

4 white males

2 Hispanic males

1 Hispanic female

3 AAIANHNPI males

Req: 2016-1015

Date Started: 7/22/2016

JobTitle: Telecom Operator to Clinic Office Assistant in the Department of Orthopedics Module
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	HF	AM	<i>AF</i>
TOTAL APPLICANTS	43	1	42	1	24	0	6	0	11	0	1
TOTAL REJECTED APPLICANT	12	0	12	0	5	0	2	0	4	0	1
TOTAL QUAL. APPLICANT	31	1	30	1	19	0	4	0	7	0	0
TOTAL INTERVIEWED	5	0	5	0	4	0	0	0	1	0	0
NOT OFFERED POSITION	4	0	4	0	4	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Only our promotional goals are being utilized for this position because it was posted for our employees only.

A goal candidate, one (1) Hispanic female was promoted.

JOB OPPORTUNITY BULLETIN

As of Sunday, September 10, 2017

Department: UMG-Neurology

Job Title: Clinic Office Assistant

Recruiter: Marisa Leone

Search Code: 2016-1095

Date Posted:

Posting Deadline: 5/30/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of administrative tasks in the scheduling, record keeping and billing services to patients.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of relevant experience scheduling in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above. Must have medical appointment scheduling experience.

SPECIAL REQUIREMENT: may be required to work in other areas of UMG and travel to satellite offices.

PREFERRED: Previous experience in an outpatient office practice setting. IDX scheduling; NextGen; outpatient reception experience in Neurology.

EXAMPLES OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls; schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments; perform secretarial duties; keeps records/files; prepares reports/correspondence; transcribes MD orders; acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, work between the hours of 8:30am - 5:30pm; 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Req: 2016-1095

Date Started: 9/16/2016

JobTitle: Telecom Operator to Clinic Office Assistant in Neurology
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	37	0	37	0	18	0	8	0	11	0	0
TOTAL REJECTED APPLICANT	9	0	9	0	4	0	1	0	4	0	0
TOTAL QUAL. APPLICANT	28	0	28	0	14	0	7	0	7	0	0
TOTAL INTERVIEWED	11	0	11	0	5	0	3	0	3	0	0
NOT OFFERED POSITION	9	0	9	0	4	0	3	0	2	0	0
OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

UMG – UConn Medical Group

IDX – scheduling, billing, accounts receivable software

NextGen – electronic medical record

MD – Doctor of Medicine

This position was posted on our website for our employees only.

Only our promotional goals are being utilized for this position because it was posted on our website for our employees only.

The Hispanic female promotional goal had been met with a previous promotion and was no longer an established promotional goal.

No goal candidates, applied for this position.

One (1) Hispanic female was promoted. She had six (6) years of relevant experience scheduling medical appointments in a medical setting, and the preferred IDX and NextGen experience.

JOB OPPORTUNITY BULLETIN

As of Saturday, September 9, 2017

Department: UMG-Floats Clin Module

Job Title: Clinic Office Assistant - FLOAT

Recruiter: Marisa Leone

Search Code: 2017-106

Date Posted: 7/18/2016

Posting Deadline: 7/25/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of administrative tasks in the UMG Float Pool, will include travel to all ambulatory clinics and scheduling, record keeping and billing services to patients.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of ambulatory practice scheduling experience in an ambulatory setting. Graduation from a medical office assistant program may be substituted for the General Experience.

SPECIAL REQUIREMENTS: Will float to off-site offices for coverage as needed. Considerable ability in the use of IDX. Knowledge and understanding of ICD-10/CPT coding.

PREFERRED: Experience in scheduling tests, making referrals, and electronic medical records.

EXAMPLE OF DUTIES: This position is a float position for the UMG Float Pool. Acts as triage/receptionist for incoming patients and telephone calls; schedule all surgeries and/o procedures with Operating Room for CT Surgery; schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; take messages for providers; confirm accurate CPT and ICD10 codes for billing; process billing/insurance information; send out pre procedure documentation, reminder cards/letters to cancel and reschedule appointments; prepares and faxes required documentation to assure prior authorization is obtained; perform secretarial duties; keeps records/files; prepares reports/correspondence; transcribes MD orders; acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, 8am - 5pm, 1 hour unpaid meal break; flexibility needed.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Req: 2017-106

Date Started: 9/2/2016

JobTitle: Telecom Operator to Clinic Office Assistant – Float in Floats Clinical Module
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	106	9	97	4	44	4	20	1	29	0	4
TOTAL REJECTED APPLICANT	24	2	22	1	12	0	2	1	7	0	1
TOTAL QUAL. APPLICANT	82	7	75	3	32	4	18	0	22	0	3
TOTAL INTERVIEWED	3	0	3	0	1	0	1	0	1	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

UMG – UConn Medical Group

IDX – scheduling, billing, accounts receivable software

ICD-10/CPT – International Classification of Diseases 10th Edition/Current Procedural Terminology

CT – Connecticut

MD – Doctor of Medicine

This position was posted on our UConn Health website.

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The goal candidates, one (1) white male, one (1) Hispanic male, and seven (7) Hispanic females did not meet the minimum requirements because they did not have the required two (2) years of ambulatory practice scheduling experience in an ambulatory setting or the allowable substitution.

The goal candidates, three (3) white males, four (4) black males, and twenty-one (21) Hispanic females were not interviewed because they were not University Health Professionals (UHP) union members with contractual rights to be interviewed and they were not UConn Health Telecom Operators who are trained in our electronic medical records, workflow process and triage. We only interviewed UHP union members with contractual rights to be interviewed and UConn Health Telecom Operators.

Req: 2017-106 continued

The goal candidate, one (1) Hispanic female was interviewed and not selected because at the interview she said she was having a family emergency and couldn't stay. She agreed to contact us so we could finish the interview and she did not.

One (1) black female was promoted. She had thirteen (13) years of ambulatory practice scheduling experience in an ambulatory setting; experience as a Telecom Operator with our electronic medical records, workflow process and triage.

JOB OPPORTUNITY BULLETIN

As of Sunday, September 10, 2017

Department: Psychiatric Clinic	Job Title: Clinic Office Assistant		
Recruiter: Marisa Leone	Search Code: 2017-108	Date Posted:	Posting Deadline: 7/25/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of administrative tasks in the scheduling, record keeping and billing services to patients.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of relevant experience in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Must have medical appointment scheduling experience.

PREFERRED: Previous experience in a Psychiatry outpatient office practice setting. Surgical scheduling Experience; IDXWeb; NextGen.

EXAMPLES OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls; schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments; perform secretarial duties; keeps records/files; prepares reports/correspondence; transcribes MD orders; acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. 8am - 5pm schedule; will cover Monday or Tuesday evening until 7:30pm, on average of twice per month; 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Req: 2017-108

Date Started: 9/16/2016

JobTitle: Telecom Operator to Clinic Office Assistant in Psychiatric Clinic
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	47	1	46	1	24	0	9	0	13	0	0
TOTAL REJECTED APPLICANT	16	0	16	0	7	0	4	0	5	0	0
TOTAL QUAL. APPLICANT	31	1	30	1	17	0	5	0	8	0	0
TOTAL INTERVIEWED	12	0	12	0	8	0	2	0	2	0	0
NOT OFFERED POSITION	11	0	11	0	7	0	2	0	2	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center
IDX – scheduling, billing, accounts receivable software
NextGen – electronic medical record
MD – Doctor of Medicine

This position was posted on our website for our employees only.

Only our promotional goals are being utilized for this position because it was posted on our website for our employees only.

The Hispanic female promotional goal had been met with a previous promotion and was no longer an established promotional goal.

The goal candidate, one (1) white male was not interviewed because he did not have the preferred experience in a Psychiatry outpatient office practice setting.

One (1) white female was promoted. She had sixteen (16) years of experience in a medical setting in which ten (10) of those years were scheduling medical appointments, nine (9) of those years had been working with psychiatric patients, and the past year she had been working in our Psychiatry Clinic as a Telecom Operator.

JOB OPPORTUNITY BULLETIN

As of Sunday, September 10, 2017

Department: Rehab Services - Outpatient

Job Title: Clinic Office Assistant

Recruiter: Donna Seklecki

Search Code: 2017-178

Date Posted:

Posting Deadline: 8/8/2016

Purpose of Class:

At UConn Health this class is accountable for independently performing a full range of administrative tasks in the scheduling, record keeping and billing of services to patients. This position will work in the Outpatient Pavilion and will be required to provide coverage in other clinical areas.

SUPERVISION RECEIVED: Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED: May lead/supervise lower level employees as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of the principles and practices of clinical office management; knowledge of medical terminology; considerable interpersonal skills; oral and written communications skills; exemplary customer service skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow.

EDUCATION AND TRAINING:

General Experience:

Two (2) years of considerable scheduling experience in a clinical/medical setting.

SUBSTITUTIONS ALLOWED:

Graduation from a medical office assistant program may be substituted for the general experience.

PREFERRED: Experience using Web IDX, working knowledge of ICD/CPT codes.

EXAMPLES OF DUTIES:

Check in and arrive / announce patients. Collect co-pays, update all pertinent demographic information. Heavy use of IDX for scheduling follow-up visits, patient appointments and diagnostic testing. Answer multiple phone lines; assist with cancelling / rescheduling patients. Explain insurance benefits to patients, Mail out correspondence to MD for signature. Contact patients referred internally / externally for initial evaluations. Obtain all necessary information to schedule new evaluation, may assist physicians in minor office procedures. Prepare medical records, filing, file management of medical records, adhere to scheduling standards, various other duties as required.

WORK SCHEDULE: Full time, 40 hours per week, Monday - Thursday, 10:30 a.m. to 7:00 p.m., Friday, 8:00 a.m. to 4:30 p.m., weekends and holidays may be required.

MINIMUM FULL-TIME SALARY EQUIVALENT: \$41,829

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Req: 2017-178

Date Started: 9/30/2016

JobTitle: Clerk to Clinic Office Assistant in Rehabilitation Services

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	30	0	30	0	20	0	2	0	8	0	0
TOTAL REJECTED APPLICANT	18	0	18	0	12	0	0	0	6	0	0
TOTAL QUAL. APPLICANT	12	0	12	0	8	0	2	0	2	0	0
TOTAL INTERVIEWED	8	0	8	0	5	0	1	0	2	0	0
NOT OFFERED POSITION	7	0	7	0	5	0	1	0	1	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviations in Posting:

IDX – scheduling, billing, accounts receivable software

ICD/CPT – International Classification of Diseases/Current Procedural Terminology

MD – Doctor of Medicine

This position was posted on our website for our employees only.

Only our promotional goals are being utilized for this position because it was posted on our website for our employees only.

The Hispanic female promotional goal had been met with a previous promotion and was no longer an established promotional goal.

No goal candidates, applied for this position.

One (1) Hispanic female was promoted. She had seven (7) years of scheduling experience and one and a half (1.5) years specific IDX scheduling and working knowledge of ICD/CPT codes.

JOB OPPORTUNITY BULLETIN

As of Sunday, September 10, 2017

Department: UMG-Surgery Module

Job Title: Clinic Office Assistant

Recruiter: Marisa Leone

Search Code: 2017-569

Date Posted:

Posting Deadline: 12/9/2016

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of administrative tasks in the scheduling, record keeping and billing services to patients. This position will support GI, General, Vascular, Plastic surgery and ENT, Audiology and Speech therapy.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of medical scheduling experience in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above. Must have medical appointment scheduling experience.

PREFERRED: Previous experience in a busy multi-specialty practice. Knowledge of experience in Full registration including EMR system.

EXAMPLES OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls; schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments; perform secretarial duties; keeps records/files; prepares reports/correspondence; transcribes MD orders; acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, Must be flexible to work between the hours of 7:30am - 5:30pm, depending on patient need; 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Req: 2017-569

Date Started: 1/20/2017

JobTitle: Telecom Operator to Clinic Office Assistant in Surgery
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	<i>BM</i>	<i>BF</i>	HM	<i>HF</i>	AM	<i>AF</i>
TOTAL APPLICANTS	22	0	22	0	16	0	3	0	3	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	20	0	20	0	14	0	3	0	3	0	0
TOTAL INTERVIEWED	2	0	2	0	1	0	1	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center
GI – Gastroenterology
ENT – Ear, Nose, and Throat
EMR – electronic medical record
MD – Doctor of Medicine

This position was posted on our website for our employees only.

Only our promotional goals are being utilized for this position because it was posted on our website for our employees only.

The Hispanic female promotional goal had been met with a previous promotion and was no longer an established promotional goal.

No goal candidates, applied for this position.

One (1) white female was promoted. She had nine (9) years of medical appointment scheduling experience in a busy multi-specialty practice which included ENT practice; has knowledge of experience in full registration including EMR system.

JOB OPPORTUNITY BULLETIN

As of Sunday, September 10, 2017

Department: UMG-Neurology	Job Title: Clinic Office Assistant		
Recruiter: Marisa Leone	Search Code: 2017-712	Date Posted:	Posting Deadline: 1/20/2017

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of administrative tasks in the scheduling, record keeping and billing services to patients.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of relevant experience scheduling in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above. Must have medical appointment scheduling experience.

SPECIAL REQUIREMENT: May be required to work in other areas of UMG and travel to satellite offices.

PREFERRED: Previous experience in an outpatient office practice setting. IDX scheduling; NextGen; outpatient reception experience in multi-specialty area.

EXAMPLES OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls; uses AIDET with all patient interactions; schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments; perform secretarial duties; keeps records/files; prepares reports/correspondence; transcribes MD orders; acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, work between the hours of 7:30am - 4:30pm; 1 hour unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Req: 2017-712

Date Started: 3/17/2017

JobTitle: Telecom Operators to Clinic Office Assistants Neurology
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	39	1	38	1	28	0	6	0	4	0	0
TOTAL REJECTED APPLICANT	3	0	3	0	3	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	36	1	35	1	25	0	6	0	4	0	0
TOTAL INTERVIEWED	13	0	13	0	9	0	2	0	2	0	0
NOT OFFERED POSITION	9	0	9	0	6	0	1	0	2	0	0
OFFERED POSITION	4	0	4	0	3	0	1	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	3	0	3	0	2	0	1	0	0	0	0

Abbreviations in Posting:

UCHC – University of Connecticut Health Center

UMG – UConn Medical Group

IDX – scheduling, billing, accounts receivable software

NextGen – electronic medical record

AIDET – Acknowledge, Introduce, Duration, Explanation, Thank You

MD – Doctor of Medicine

This position was posted on our website for our employees only.

Only our promotional goals are being utilized for this position because it was posted on our website for our employees only.

The Hispanic female promotional goal had been met with a previous promotion and was no longer an established promotional goal.

The goal candidate, one (1) white male was not interviewed because he did not have the preferred outpatient reception experience in multi-specialty area.

Two (2) white females and one (1) black female were promoted. One (1) white female had two (2) years of relevant experience scheduling medical appointments for areas of Urology, Ears, Nose, and Throat, and Surgery. She also had IDX scheduling and NextGen experience. One (1) white female had four (4) years of relevant experience scheduling medical appointments for areas of Gastroenterology, Infectious Disease, and Endocrinology. Urology is one of the specialties check in at this location. She also had IDX scheduling and NextGen experience. One (1) black female had three (3) years of relevant experience scheduling medical appointments for areas of Neurology, Nephrology, and Primary Care. She also had IDX scheduling and NextGen experience.

JOB OPPORTUNITY BULLETIN

As of Sunday, September 10, 2017

Department: Neag Comp Cancer Center

Job Title: Clinic Office Assistant

Recruiter: Donna Seklecki

Search Code: 2017-999

Date Posted: 3/31/2017

Posting Deadline: 4/6/2017

Purpose of Class:

At UConn Health, this class is accountable for independently performing a full range of administrative tasks in the scheduling, record keeping and billing of services to patients. This position will be required to provide coverage for the following areas of the Cancer Center; Sickle Cell and Colon Cancer Prevention located in the Main building; Infusion Services and Cancer Center front desk located in the Outpatient Pavilion in Farmington CT.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITIES: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of scheduling experience in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above.

PREFERRED: Experience in an oncology medical practice scheduling chemotherapy/infusion therapy and surgical scheduling. Experience working with IDX, LCR and Husky Buy.

EXAMPLE OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls; schedule patient appointments for clinics, surgery and diagnostic testing and infusion room scheduling; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments; perform secretarial duties; keeps records/files; prepares reports/correspondence; transcribes MD orders; acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: Full time, 40 hours per week, 8:30 a.m. to 5:30 p.m., Monday - Friday, 60 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Req: 2017-999

Date Started: 4/14/2017

JobTitle: Telecom Operator to Clinic Office Assistant in Neag Comprehensive Cancer Center
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	HF	AM	<i>AF</i>
TOTAL APPLICANTS	141	5	136	2	64	0	24	2	39	1	9
TOTAL REJECTED APPLICANT	23	1	22	0	11	0	4	1	5	0	2
TOTAL QUAL. APPLICANT	118	4	114	2	53	0	20	1	34	1	7
TOTAL INTERVIEWED	3	0	3	0	1	0	2	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Abbreviations in Posting:

CT - Connecticut

IDX – scheduling, billing, accounts receivable software

LCR – Life Time Clinical Record

HuskyBuy – purchasing system

MD – Doctor of Medicine

This position was posted on our website.

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The goal candidates, one (1) Hispanic male and five (5) Hispanic females did not meet the minimum requirements because they did not have the required two (2) years of scheduling experience in a medical setting or the allowable substitution.

The goal candidates, two (2) white males, one (1) Hispanic male, thirty-four (34) Hispanic females, and one (1) AAIANHNPI male were not interviewed for the following reasons: Two (2) white males, one (1) Hispanic male, thirty-two (32) Hispanic females, and one (1) AAIANHNPI male were not UConn Health employees with the preferred experience in an oncology medical practice. One (1) Hispanic female was an UConn Health employee who had one (1) month of externship experience in an oncology medical practice. One (1) Hispanic female withdrew her application.

One (1) black female was promoted. She had seven (7) years of scheduling experience in a medical setting in which one and a half (1.5) years of the experience were in an oncology medical practice. This experience included scheduling infusion therapy and surgical scheduling.

JOB OPPORTUNITY BULLETIN

As of Monday, September 11, 2017

Department: Neag Comp Cancer Center

Job Title: Clinic Office Assistant

Recruiter: Marisa Leone

Search Code: 2017-1018

Date Posted:

Posting Deadline: 4/17/2017

Purpose of Class:

At the UCHC, this class is accountable for independently performing a full range of administrative tasks in the scheduling, record keeping and billing services to patients. This position will provide coverage for the following areas of the Cancer Center: Sickle Cell and Colon Cancer Prevention located in the Main building and Infusion Services and Cancer Center front desk located in the Outpatient Pavilion.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY: Knowledge of the principles and practices of clinical office management; considerable knowledge of proper grammar, punctuation and spelling; knowledge of medical terminology; considerable interpersonal skills; knowledge of business communication; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; understanding of referral processing; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING: Two (2) years of relevant experience scheduling in a medical setting. Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above. Must have medical appointment scheduling experience.

SPECIAL REQUIREMENT: Outpatient clinic Experience.

PREFERRED: Previous experience in an oncology medical practice, scheduling chemotherapy/infusion therapy and surgical scheduling. Experience working with IDX, LCR and Husky Buy.

EXAMPLES OF DUTIES: Acts as triage/receptionist for incoming patients and telephone calls; schedule patient appointments for clinics, surgery and diagnostic testing; assure availability of medical records; prepares a variety of requests for patient diagnostic testing; take messages for providers; process billing/insurance information; send out reminder cards/letters to cancel and reschedule appointments; perform secretarial duties; keeps records/files; prepares reports/correspondence; transcribes MD orders; acts as receptionist providing both check in and check out functions including cash collections; triages phone calls; cross covers for other assistants as needed; may order supplies as needed; perform related duties as required.

SCHEDULE: 40 hour work week. Monday through Friday, 8am - 5pm; 1 hour unpaid meal break, may have to work some evening hours.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Req: 2017-1018

Date Started: 6/9/2017

JobTitle: Telecom Operator to Clinic Office Assistant in Neag Comprehensive Center

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	25	1	24	0	11	0	5	0	7	1	1
TOTAL REJECTED APPLICANT	4	0	4	0	1	0	1	0	1	0	1
TOTAL QUAL. APPLICANT	21	1	20	0	10	0	4	0	6	1	0
TOTAL INTERVIEWED	2	0	2	0	0	0	1	0	1	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Abbreviations in Posting:

- UCHC – University of Connecticut Health Center
- IDX – scheduling, billing, accounts receivable software
- LCR – Life Time Clinical Record
- HuskyBuy – purchasing system
- MD – Doctor of Medicine

This position was posted on our website for our employees only.

Our promotional goals are being utilized for this position because it was posted for our employees only.

The Hispanic female promotional goal had been met with a previous promotion and was no longer an established promotional goal.

The goal candidate, one (1) AAIANHNPI male was not interviewed because he did not have the preferred experience in an oncology medical practice.

One (1) Hispanic female was promoted. She had five (5) years of medical appointment scheduling experience in a medical setting in which one and a half (1.5) years of the experience was in our oncology medical practice. She also had experience with IDX and LCR.

Req: 2017-1060

Date Started: 6/9/2017

JobTitle: Telecom Operator to Clinic Office Assistant in Neurosurgery
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	HF	AM	<i>AF</i>
TOTAL APPLICANTS	65	4	61	2	27	2	14	0	19	0	1
TOTAL REJECTED APPLICANT	11	2	9	0	4	2	3	0	1	0	1
TOTAL QUAL. APPLICANT	54	2	52	2	23	0	11	0	18	0	0
TOTAL INTERVIEWED	5	0	5	0	4	0	0	0	1	0	0
NOT OFFERED POSITION	4	0	4	0	4	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

Our hiring and promotional goals are being utilized for this position because it was posted externally.

A goal candidate, one (1) Hispanic female was promoted.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5A Clinical/Paraprofessional

Goals

No promotional goals were set for this job group.

5A. Clinical/Paraprofessional

No promotional activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5B Technical/Paraprofessional

Goals

2 white females

1 black male

1 black female

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 26, 2017

Department: Facilities Management

Job Title: Electronic Integrated Control Systems

Recruiter: Donna Seklecki

Search Code: 2016-516

Date Posted: 1/29/2016

Posting Deadline: 6/29/2016

Purpose of Class :

At UConn Health this class is accountable for independently performing a full range of tasks involved in monitoring, maintaining, diagnosing, repairing and programming automated control systems for building subsystems which are, but not limited to, heating, ventilation, air conditioning, refrigeration, humidity, lighting, building access, fire, security, emergency boxes and communication systems. This position will work in Facilities Management - Electrical Services at UConn Health in Farmington, CT.

TO BE ELIGIBLE FOR HIRE YOU MUST HAVE TAKEN AND PASSED THE STATE EXAM AND APPEAR ON THE LIST FOR ELECTRONIC INTEGRATED CONTROL SYSTEMS TECHNICIAN OR BE A CURRENT STATE OF CT EMPLOYEE HOLDING PERMANENT STATUS IN THIS CLASS.

SUPERVISION RECEIVED: Works under the general supervision of a Maintenance Supervisor 2 or other employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of electrical schematics; considerable knowledge of network troubleshooting; considerable knowledge of building automated digital control systems and control logic; considerable knowledge of heating, ventilation, air conditioning and refrigeration (HVACR) or specialized automated building equipment; knowledge of Building Automation and Control network (BACnet); knowledge of Boolean logic; interpersonal skills; oral and written communication skills; considerable ability in diagnosing and repairing; ability to program in HTML and XML; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: Five (5) years of experience in heating, ventilation, air conditioning and refrigeration (HVACR) and integrated electronic control systems or in the building automation systems industry performing design, installation and service related to the assigned subsystem such as fire, security, building access, communication and emergency boxes.

NOTES:

For State Employees this is interpreted at the level of Qualified Craft Worker (HVACR). Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General Experience on a year for year basis. Substitutions Allowed: A maximum of two (2) years may be substituted for the following: Graduation from a two (2) year vocational or technical school designating completion of subject requirements in HVACR may be substituted for two (2) years of the General Experience, College training in electronics or electrical/mechanical engineering or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

SPECIAL REQUIREMENTS:

Incumbents in this class must possess an E1 or E2 electrical license. Incumbents in this class may be required to attend technical seminars or courses and retain original equipment manufacturer certification. Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be exposed to risk of injury from equipment and extreme weather and/or environmental conditions.

EXAMPLES OF DUTIES: Monitors and controls, through the use of specialized central control system software, automated building subsystems to ensure building equipment is operating at desired set points for maximum efficiency and performance; observes for system problems and makes adjustments using manual mathematical or software calculations; responds to system alarms by analyzing control system schematic diagrams to determine system variance or failure; makes system adjustments, contacts appropriate trade worker if necessary and/or attends to failure location to diagnose, stabilize or repair problem; repairs electronic control boxes by installing new programmable logic controller and networked logic controllers; reloads programmable logic controller on site using a lap top computer or central office workstation to operate and control building equipment or electronic systems; reconfigures and/or programs network controllers to enable control box to transmit data to Process Information software and/or server; programs newly installed controllers using vendor programming language; tracks, compiles and analyzes current and historical usage and performance data reports; retro-commissions by determining building user requirements of subsystems and determines if programmable logic controllers are installed, programmed and operating adequately; calibrates utility meters stationed in each building; provides analytical assistance to specialty trade worker or vendor in installation or repair of system or building equipment; may diagnose and make system adjustments from a remote location; may install and set up routers, switches and hubs to interface with controllers; may develop and maintain building environmental control user website; may monitor, control, maintain and repair other building subsystems; may troubleshoot central office server; may perform retrofit or upgrades to control system; may perform limited duties related to industrial controls; performs related duties as required.

SCHEDULE: Full time, 37.5 hours per week, Monday - Friday, 7:30 a.m. to 3:30 p.m., minor holidays are required, must be able to work other mandated shifts including weekends in urgent/emergency situations, 30 minute unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: \$55,361

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Req: 2016-516

Date Started: 7/22/2016

JobTitle: Qualified Craft Worker – Electrical to Electronic Integrated Control
in Facilities Management

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	23	22	1	16	0	5	0	1	0	0	1
TOTAL REJECTED APPLICANT	22	21	1	15	0	5	0	1	0	0	1
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

This position was posted on our UConn Health website.

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The goal candidates, five (5) black males did not meet the minimum requirements because they were not a current State of Connecticut (CT) employee holding permanent status in the classification of Electronic Integrated Control Systems Technician and they hadn't taken and passed the State of CT for this examination.

One (1) white male was promoted. He was on the examination list; had six (6) years of experience in HVACR and integrated electronic control systems; and possessed an E1 electrical license.

JOB OPPORTUNITY BULLETIN

As of Wednesday, July 26, 2017

Department: OR Instrument Room

Job Title: Central Sterile Processing Instrument

Recruiter: Donna Seklecki

Search Code: 2016-1006

Date Posted:

Posting Deadline: 4/25/2016

Purpose of Class:

At UConn Health this class is accountable for decontaminating, processing, assembling, sterilizing and storing surgical instrumentation and medical equipment and assembles case carts for surgical procedures. This position will work in the OR Instrument Room at UConn John Dempsey Hospital located in Farmington, CT.

SUPERVISION RECIEVED: Works under the general supervision of the Assistant Supervisor of Central Sterile Processing and Distribution or other employee of higher grade.

SUPERVISION EXERCISED: May lead lower level Central Sterile Processing and Distribution Department staff as assigned in the performance of technical duties.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of operating room instruments and operative procedures; knowledge of all equipment and supplies of Central Sterile Processing and Distribution Department and methods for cleaning, preparation, sterilization and maintenance for required use; interpersonal skills; ability to keep records and prepare reports; ability to understand and carry out oral and written instructions; manual dexterity and mechanical aptitude.

EXPERIENCE AND TRAINING:

General Experience: Two (2) years of experience in a hospital setting involved in the sterilization, decontamination, processing, assembly, storing and distribution of surgical instrumentation, supplies, devices and equipment.

SPECIAL REQUIREMENTS: Incumbents in this class must have been employed or otherwise contracted for services as a central service technician in a health care facility before January 1, 2016 or obtain and retain one of the following:

A Certified Registration Central Service Technician (CRCST) credential administered by the International Association of Healthcare Central Services Material Management (IAHCSSM).

OR

A Certified Sterile Processing and Distribution Technician (CSPDT) credential administered by the Certified Board of Sterile Processing and Distribution Inc. (CBSPD).

NOTE: Credentialing must be obtained not later than two (2) years after date of hire.

Incumbents in this class must complete a minimum of ten (10) hours of continuing education annually. The continuing education shall be in areas related to the functions of central service technician.

PREFERRED REQUIREMENTS: Currently credentialed as a Certified Registration Central Service Technician (CRST) or a Certified Central Processing and Distribution Technician (CSPDT) issued by the appropriate authority.

WORKING CONDITIONS: Incumbents in this class may occasionally be required to lift and carry trays of surgical instruments and linen, may have minimal exposure to communicable and/or infectious diseases and may be exposed to moderately disagreeable conditions.

EXAMPLES OF DUTIES: Sets up case carts to correspond with operating room schedules; maintains schedules and carts for emergency cases as necessary; acts as liaison to Operating Room Supervisor and surgeons, primarily to set up, maintain and update card index of individual surgeon instrument preferences so that operating room case carts can be set up accordingly; inspects instruments and keeps inventory including maintenance of set reserve levels, rotation of trays in storage, checking expiration dates; assists with distribution, processing and decontamination of supplies and equipment as required; responsible for maintenance of selected items; responsible for cleaning, processing, sterilization and assembly of some anesthesia equipment and related operating room equipment; maintains a clean and orderly supply area; informs supervisor of problems and needs in daily operation of operating room system; collects and maintains instructional materials regarding operating room instruments including development of a procedure book on all activities related to position; assists in training new employees; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, 2nd shift, 3:00 p.m. to 11:30 p.m., weekends and holidays are required, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$42,367

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Req: 2016-1006

Date Started: 7/8/2016

JobTitle: Central sterile Process and Distribution Aide to Central Sterile Processing Instrument Specialist
in Operating Room Instrument Room
JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	5	1	3	1	2	0	0	0	0	0
TOTAL REJECTED APPLICANT	2	1	1	1	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	4	0	2	0	2	0	0	0	0	0
TOTAL INTERVIEWED	4	4	0	2	0	2	0	0	0	0	0
NOT OFFERED POSITION	3	3	0	1	0	2	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

CT - Connecticut

This position was posted on our UConn Health website for our employees only.

Only our promotional goals are being utilized for this position because it was posted for our employees only.

The goal candidate, one (1) white female did not meet the minimum requirements because she had been employed at UConn Health since March 2015, had not updated her application to reflect this; demonstrates lack of attention to detail and lack of ability to keep records and follow instructions which are required for this position.

The goal candidates, two (2) black males were interviewed and not selected because they both currently report to the hiring manager and have ongoing attendance issues.

One (1) white male was promoted. He had five (5) years of experience in a hospital setting involved in the sterilization, decontamination, processing, assembly, storing and distribution of surgical instrumentation, supplies, devices and equipment; credentialed as a CRST; and did not have attendance issues.

Req: 2017-094

Date Started: 3/31/2017

JobTitle: Central sterile Process and Distribution Aide to Central Sterile Processing Instrument Specialist
in Operating Room Instrument Room
JobGroup:5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	WF	BM	BF	<i>HM</i>	HF	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	34	14	20	2	10	7	3	4	5	1	2
TOTAL REJECTED APPLICANT	16	3	13	1	6	1	3	1	3	0	1
TOTAL QUAL. APPLICANT	18	11	7	1	4	6	0	3	2	1	1
TOTAL INTERVIEWED	8	3	5	0	2	2	0	1	2	0	1
NOT OFFERED POSITION	7	2	5	0	2	1	0	1	2	0	1
OFFERED POSITION	1	1	0	0	0	1	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	1	0	0	0	0	0

A goal candidate, one (1) black male was promoted.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5C Health Care Support

Goals

1 white female

1 Hispanic female

Req: 2017-485

Date Started: 3/17/2017

JobTitle: Dental Assistant to Dental Auxiliary Instructor in Dental Clinics Administration

JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	40	1	39	0	25	0	3	0	10	1	1
TOTAL REJECTED APPLICANT	18	1	17	0	9	0	1	0	7	1	0
TOTAL QUAL. APPLICANT	22	0	22	0	16	0	2	0	3	0	1
TOTAL INTERVIEWED	11	0	11	0	8	0	1	0	2	0	0
NOT OFFERED POSITION	10	0	10	0	8	0	1	0	1	0	0
OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0

A goal candidate, one (1) Hispanic female was promoted.

Req: 2017-873

Date Started: 3/31/2017

JobTitle: Medical Records Clerk to Medical Record Specialist 1- Functional Unit #5
in CMHC - York

JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	24	1	23	1	15	0	3	0	3	0	2
TOTAL REJECTED APPLICANT	18	1	17	1	11	0	3	0	2	0	1
TOTAL QUAL. APPLICANT	6	0	6	0	4	0	0	0	1	0	1
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) white female was promoted.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5D Medical Assistants

Goals

2 black females

1 AAIANHNPI female

JOB OPPORTUNITY BULLETIN

As of Saturday, September 2, 2017

Department: Neag Comp Cancer Center

Job Title: Medical Assistant

Recruiter: Donna Seklecki

Search Code: 2017-832

Date Posted:

Posting Deadline: 2/16/2017

Purpose of Class:

At UConn Health this class is accountable for independently performing a full range of tasks in scheduling, checking in/out patients and routine medical assistant tasks in an outpatient setting. This position will work in the Cancer Center Clinics, New England Sickle Cell Institute, Colon Cancer Prevention Program, Radiation Oncology, Infusion Room and Adult Ambulatory Care Unit.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher rank.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, ABILITY:

Knowledge of medical assisting practices, knowledge of relevant policies, procedures, routines; considerable interpersonal skills; strong oral and written communication skills; ability to work under pressure in a rapidly changing environment.

EXPERIENCE AND TRAINING:

General Experience: Completion of an accredited Medical Assistant Program [CAAHEP or ABHES] and current registration as a Certified Medical Assistant [CMA] by AAMA or an equivalent certifying body.

One [1] year Medical Assistant practice experience.

WORKING CONDITIONS: Incumbents in this class may be exposed to infectious/communicable diseases, and exposure to some chemical cleaning agents. Incumbents are subject to long periods of standing. Considerable effort may be required in assisting/lifting patients.

PREFERRED: Experience using IDX and LCR, oncology medical practice experience and outpatient clinical experience.

EXAMPLES OF DUTIES: Maintains smooth and efficient patient flow; may perform routine procedures i.e., vital signs, height, weight, visual acuity, urine testing, in accordance with protocols; prepares patients and assists with exams and special procedures; instructs patients as outlined for basic diagnostic procedures/ treatments/specimen collections; refers patients to appropriate physician/nursing staff when special needs are identified; reports pertinent observations to nurse and/or physician; charts activities in the record; participates in implementation of care plans; attends interdisciplinary meetings; prepares rooms and work area for clinics, including stocking of rooms and carts; inventories and orders equipment; checks equipment and reports that which is malfunctioning; answers phone and performs clerical work as needed; performs related duties as required.

SCHEDULE: Full time, 40 hours per week, Monday - Friday, days, 8:30 a.m. to 5:30 p.m., minor holidays are required, 60-minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$45,531

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Req: 2017-832

Date Started: 3/17/2017

JobTitle: Clinic Office Assistant to Medical Assistant in Neag Comprehensive Cancer Center

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	BF	<i>HM</i>	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	6	0	6	0	6	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	4	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

Abbreviations in Posting:

- CAAHEP – Commission on Accreditation of Allied Health Education Programs
- ABHES – Accrediting Bureau of Health Education Schools
- AAMA – American Association of Medical Assistants
- IDX – scheduling, billing, and accounts receivable software
- LCR – Life Time Clinical Record

This position was posted on our UConn Health website for our employees only.

Only our promotional goals are being utilized for this position because it was posted on our website for our employees only.

No goal candidates applied for this position.

One (1) white female was promoted. She had completed an accredited Medical Assistant Program, was currently registered as a Certified Medical Assistant, and had eleven (11) years of Medical Assistant experience. She also had the preferred experiences of using IDX and LCR, oncology medical practice and outpatient clinical experience.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5E Paraprofessional/Administrative

Goals

1 black female

1 Hispanic female

Req: 2016-843

Date Started: 7/8/2016

JobTitle: Laboratory Assistant 2 to Clinical Coordinator in the Department of Clinical Laboratory
JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	7	2	5	0	3	1	2	1	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	6	2	4	0	2	1	2	1	0	0	0
TOTAL INTERVIEWED	5	1	4	0	2	0	2	1	0	0	0
NOT OFFERED POSITION	4	1	3	0	2	0	1	1	0	0	0
OFFERED POSITION	1	0	1	0	0	0	1	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

Only our promotional goals are being utilized for this position because it was posted for our employees only.

A goal candidate, one (1) black female was promoted.

JOB OPPORTUNITY BULLETIN

As of Thursday, September 7, 2017

Department: Information Technology

Job Title: Desktop Technician I

Recruiter: Pamela Rucker

Search Code: 2017-173

Date Posted: 8/1/2016

Posting Deadline: 8/8/2016

Purpose of Class:

Position will be assigned to work the 2nd shift Helpdesk during the hours of 4:00pm - 12:30am Monday - Friday

100% Phone Based Technical Support

This position is classified as "Essential Staff" and therefore must be ready and able to report for duty during inclement weather or any other time when mandated by the Governor of the State of Connecticut.

At UConn Health this classification provides support to end users on a variety of desktop issues; maintains, analyzes, troubleshoots, repairs and resolves technical problems for computer systems, hardware and computer peripherals of low to moderate complexity.

COMPLEXITY LEVEL:

Works independently on problems of low complexity and relies on instructions and guidelines for moderate complex problems, when necessary.

SUPERVISION RECEIVED:

Works under general supervision of an employee of higher grade.

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILLS & ABILITY:

Demonstrated knowledge of the basic to complex hardware and software products and problem solving/troubleshooting skills; ability to understand problem solving concepts together with the need to have a structure approach to problem analysis; knowledge of commonly-used concepts, practices, and procedures within a relevant field; ability to work with customers in a courteous manner; interpersonal skills; effective communication skills (oral and written); working knowledge of operational and physical environment requirements for hardware components; familiar with architectural principles, guidelines and standards in own functional area; knowledge of help desk management tools and utilities; basic understanding of problem management; problem resolution and technical knowledge of components of help desk tools and can assess minimum operating system and client hardware requirements for help desk tools; awareness of the principles of network technology; ability to read component diagrams and know who to contact to obtain assistance in resolving problems.

EXPERIENCE AND TRAINING:

General Experience: Three (3) years of experience working with computer hardware and software in one or more of the following areas: microcomputer software installation, software hardware problem analysis and resolution, working in a help desk environment handling calls from users for technical assistance.

Substitution Allowed: Associate degree in computer science with one (1) year computer hardware and software experience.

Special Requirements:

Prior experience with incident management applications/ticketing applications. Prior experience providing professional, phone based technical support. Excellent written and oral skills. Typing speed of at least 30 wpm.

Preferred Requirements:

Prior experience in any of the following areas: Academia, HealthCare, UConn Health Center

Prior experience with BMC Footprints applications

Apple hardware/software exposure

EXAMPLES OF DUTIES:

Responds to calls, email and personnel requests for technical support; monitors and maintains ownership of tickets to ensure problem resolution in a timely manner; documents resolution of all problems; maintains problem tracking logs; identifies patterns in tracking logs to lead; tracks status of all problems and monitors open problems to ensure that service level agreements are met; interacts with clients in a courteous and professional manner; supports and maintains user account information including rights, security and system groups; escalates problems appropriately; works with vendors' technical support for standard desktop systems; attends training to keep current with latest technologies; periodically interchange within desk and field service to maintain broad knowledge; performs others related duties as assigned. Desk Service - provides first level support; responsible for handling calls, resolving problems of low to moderate complexity and providing support on basic hardware and software: handles and resolves technical calls from customers utilizing remote desktop utilities if necessary; diagnoses where to refer more complex calls; troubleshoots basic issue/problems; identifies and resolves callers problems using checklists as guide; answers request for non-technical information from customers and routes to appropriate resource when necessary. Performs related duties as required.

WORKING CONDITIONS:

Ability to lift and carry approximately forty (40) pounds.

Schedule: 40 hrs per week, Monday- Friday, 4:00pm- 12:30am with a 30 min. unpaid meal break

Full Time Equivalent Minimum Salary: \$49,462.00

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Req: 2017-173

Date Started: 10/14/2016

JobTitle: Duplicating Technician 2 to Desktop Technician I in Information Technology
JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	30	29	1	16	0	4	0	5	1	4	0
TOTAL REJECTED APPLICANT	17	17	0	12	0	0	0	3	0	2	0
TOTAL QUAL. APPLICANT	13	12	1	4	0	4	0	2	1	2	0
TOTAL INTERVIEWED	5	4	1	1	0	1	0	0	1	2	0
NOT OFFERED POSITION	4	3	1	0	0	1	0	0	1	2	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

30 wpm – words per minute

This position was posted on our UConn Health website.

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The Hispanic male and other female hiring goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, two (2) AAIANHNPI males did not meet the minimum requirements for the following reasons: One (1) AAIANHNPI male did not have the required three (3) years of experience working with computer hardware and software in one or more of the following areas: microcomputer software installation, software hardware problem analysis and resolution, working in a help desk environment handling calls from users for technical assistance; nor the allowable substitution. One (1) AAIANHNPI male submitted an incomplete application and we were unable to determine his qualifications.

The goal candidates, one (1) Hispanic female and two (2) AAIANHNP males were interviewed and not selected for the following reasons: One (1) Hispanic female during the interview indicated that she had a strong preference for a first shift position. One (1) AAIANHNPI male had two (2) years of experience working in a hospital help desk environment handling calls from users for technical assistance, along with experience with incident management applications/ticketing applications. He did not have experience with Footprints applications. One (1) AAIANHNPI male had two (2) years of experience working in a help desk environment handling calls from users for technical assistance, along with experience with incident management applications/ticketing applications, and experience with Footprints applications.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5F Dental Assistant

Goals

No promotional goals were set for this job group.

JOB OPPORTUNITY BULLETIN

As of Saturday, July 29, 2017

Department: Dental Assistants

Job Title: Dental Asst

Recruiter: Pamela Rucker

Search Code: 2017-338

Date Posted: 9/23/2016

Posting Deadline: 9/30/2016

Purpose of Class:

***** 2 FLOATER POSITIONS*****

In a state dental clinic this class is accountable for performing instrument exchange in all areas of dentistry and assisting dentists in other clinic functions.

SUPERVISION RECEIVED:

Works under the general supervision of a licensed dentist

SUPERVISION EXERCISED:

May lead helpers as assigned.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of dental assisting operative procedures; interpersonal skills; ability to understand and carry out written and oral instructions.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of experience in dental assistant work.

Substitution Allowed:

Completion of a Dental Assisting Program accredited by the Commission on Dental Accreditation of the American Dental Association may be substituted for the General Experience.

SPECIAL REQUIREMENT:

Candidates must have successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board (DANB).

EXAMPLES OF DUTIES:

Performs instrument exchange procedures for operative dentistry (including general dentistry, pedodontics, prosthetics, orthodontics, periodontics and oral surgery); prepares dental restorative and prosthetic materials; assists in oral surgery as required; ensures compliance with OSHA regulations on infection control; prepares, develops and mounts radiographs; records medical histories; prepares and performs daily maintenance of major equipment; maintains equipment and supply inventories; schedules appointments; prepares a variety of requests for patient diagnostic testing; processes billing and/or insurance information; illustrates proper preventive dental hygiene to patients; assures completeness and accuracy of dental medical records; prepares reports and correspondence; may send out reminder cards; may participate in dental health information program; may assist in taking radiographs; may pour molds when necessary; may act as triage and/or receptionist for incoming patient and telephone calls; performs related duties as required.

WORKING CONDITIONS:

Incumbents in this class may be exposed to moderately disagreeable conditions, communicable and/or infectious diseases and some risk of injury from assaultive and/or abusive patients.

Schedule: 40 hrs per wk, Mon/Thurs/Fri, 8:00am - 5:00pm and Tues/Wed 10:30am - 7:30pm with a 60 minute unpaid mealbreak.

*****STARTING DEC. 1, 2016 THURSDAY WILL BE 10:30AM - 7:30PM*****

Full Time Equivalent Minimum Salary: \$44,335.00

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Req: 2017-338

Date Started: 11/14/2016

JobTitle: Clerk to Dental Assistant in Dental Assistants

JobGroup: 5F-DENTAL ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	WM	<i>WF</i>	BM	<i>BF</i>	HM	<i>HF</i>	<i>AM</i>	AF
TOTAL APPLICANTS	59	1	58	0	38	1	11	0	8	0	1
TOTAL REJECTED APPLICANT	6	0	6	0	3	0	1	0	1	0	1
TOTAL QUAL. APPLICANT	53	1	52	0	35	1	10	0	7	0	0
TOTAL INTERVIEWED	2	0	2	0	2	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	0	2	0	2	0	0	0	0	0	0

Abbreviations in Posting:

OSHA – Occupational Safety and Health Administration

This position was posted on our UConn Health website.

Only our hiring goals are being utilized for this position because there were no promotional goals established for this job group.

The goal candidate, one (1) AAIANHNPI female did not meet the minimum qualifications because she did not have the required one (1) year of experience in dental assistant work or the allowable substitution.

The goal candidate, one (1) black male was not interviewed because we chose to interview an internal candidate and an 1199 union member who was on the State Employee Bargaining Agent Coalition (SEBAC) list.

One (1) white female was promoted. She had eleven and a half (11.5) years of Dental Assistant experience and had successfully completed the Dental Radiation Health and Safety examination administered by the Dental Assisting National Board.

*One (1) white female was hired. She was discussed in the hires section of Goals Analysis.

Req: 2017-173 continued

One (1) white male was promoted. He had six (6) years of experience working at UConn Health in our Information Technology Department working in a help desk environment handling calls from users for technical assistance, along with experience with incident management applications/ticketing applications, and experience with Footprints applications.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Technical/Paraprofessional

5G Licensed Practical Nurse

Goals

No promotional goals were set for this job group.

5G. Licensed Practical Nurse

No promotional activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Skilled Craft

6A Qualified Craft Workers

Goals

1 white female

JOB OPPORTUNITY BULLETIN

As of Tuesday, August 22, 2017

Department: Environmental Operations

Job Title: QCW-HVACr

Recruiter: Donna Seklecki

Search Code: 2017-486

Date Posted: 11/10/2016 **Posting Deadline:** 11/19/2016

Purpose of Class:

In a state agency this class is accountable for performing highly skilled duties in the trade area of HVAC/r. This position will work in the HVAC department within the Environmental Control Center at UConn Health in Farmington, CT. This position will provide services to all UConn Health buildings located in and around Farmington including but not limited to Outpatient Pavilion, UConn Health Surgery Center, UConn Musculoskeletal Institute, Munson Road, ASB, UConn Health John Dempsey Hospital, University Tower and other UConn Health sites. In cases of urgent need this position may travel outside of Farmington to other UConn Health satellite offices.

SUPERVISION RECEIVED: Works under the general supervision of a Maintenance Supervisor or other employee of higher grade.

SUPERVISION EXERCISED: In the absence of the Supervisor; this position will lead other Qualified Craft Workers, Environmental Control Maintainers, Maintainers or other lower level employees as assigned.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to apply standard tools, materials, methods and practices of the particular trade; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records.

EXPERIENCE AND TRAINING: General Experience: Four (4) years' experience in the HVAC/r area.

Special Experience: Two (2) years of the General Experience must have been performing skilled trade functions in the HVAC/r craft.

Note:

For state employees the Special Experience will be interpreted at the level of Skilled Maintainer or Department of Transportation Maintainer 2. Housekeeping, custodial and food services duties will not be considered as qualifying experience.

Substitution Allowed:

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years' experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

SPECIAL REQUIREMENT: incumbents in this class must possess a minimum D2 HVAC license. Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

PREFERRED REQUIREMENTS: Three (3) or more years heating, ventilation and air conditioning experience in a hospital/healthcare or large scale institution/facility. EPA Refrigerant Certification.

PHYSICAL REQUIREMENT: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

WORKING CONDITIONS: Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

EXAMPLES OF DUTIES: Performs highly skilled tasks in accordance with standard trade practices and codes on air systems used in heating, ventilating and refrigeration; operates, maintains, repairs, installs, modifies and assembles air conditioning and refrigeration equipment and systems which may use Freon or chilled water for air cooling means and air or water for condenser means; determines required cooling capacity of units needed for small areas; uses and interprets a psychometric chart; controls and measures air flow, room air changes and room pressurizing; monitors computerized control systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may install, modify, repair and assemble electrical or pneumatic controls for this type of equipment; may inspect and repair steam traps fed by main system at various locations; may remove pipe insulation materials associated with repair of pipes and fittings using OSHA approved methods. Replaces belts on AHU's, RTU's, exhaust fans, boilers etc., replaces compressors on 10 ton or less air conditioning units, performs scheduled and annual preventative maintenance on all HVAC equipment (over 200 supply and exhaust fans), trouble shoot all the above equipment when it does not operate correctly, and makes repairs to correct the problem, replaces and maintains chilled water and condenser water pumps, maintains sand filters for air conditioning systems, uses the Building Management System (BMS) to adjust building temperatures, maintains cooling towers throughout the campus with proper water temperature for air conditioning. Maintains and makes repairs of low medium and high pressure steam delivery systems up to 125 psi. Performs related duties as required.

SCHEDULE: Full time, 40 hour workweek, evenings, Sunday - Thursday, 4:00 p.m. to 12:00 a.m., holidays are required, in urgent/emergency situations must be able to work other mandated shifts including weekends.

FULL TIME MINIMUM EQUIVALANT SALARY: \$53,680

UConn Health is an Affirmative Action Employer, in addition to an EEO and M/F/V/PWD/PV employer. UConn Health has a strong commitment to the principle of diversity and in that spirit, seeks a broad spectrum of candidates including women, minorities, and people with disabilities. Individuals requiring special accommodations in the application process should notify the Office of Diversity Management & Equal Opportunity at 860-679-3563 or TDD 679-2242. Any information on positions should be addressed to: UConn Health, Department of Human Resources, P.O. Box 4035, Farmington, CT 06034-4035 or (860) 679-2426 or jobs@adp.uconn.edu.

Req: 2017-486

Date Started: 3/17/2017

JobTitle: Environmental Control Maintainer to Qualified Craft Worker-HVACR
in Environmental Operations
JobGroup: 6A-QUALIFIED CRAFT WORKERS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	7	1	7	0	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	7	7	0	7	0	0	0	0	0	0	0
TOTAL INTERVIEWED	2	2	0	2	0	0	0	0	0	0	0
NOT OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

Abbreviations in Posting:

HVACR – heating, ventilation, air conditioning, and refrigeration

CT – Connecticut

EPA – Environmental Protection Agency

OSHA – Occupational Safety and Health Administration

AHU’s – Air Handling Unit

RTU’s – Remote Terminal Unit

psi – pounds per square inch

This position was posted on our UConn Health website.

Our hiring goals are being utilized for this position because it was posted externally.

The goal candidate, one (1) Hispanic female did not meet the minimum requirement of having a D2 HVAC license.

One (1) white male was promoted. He had the required D2 HVAC license; eleven (11) years of experience in HVAC area with two (2) years performing skilled trade functions in HVAC.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Service/Maintenance

7A Protective Services

Goals

No promotional goals were set for this job group.

7A. Protective Services

No promotional activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Service/Maintenance

7B Custodian

Goals

No promotional goals were set for this job group.

7B. Custodian

No promotional activity occurred in this job group during the reporting period.

GOALS ANALYSIS
(46a-68-48)

Promotional Goals

Service/Maintenance

7C Other Services/Maintenance

Goals

2 white females

1 black female

Req: 2017-244

Date Started: 9/16/2016

JobTitle: Qualified Craft Worker Electrician to Maintenance Supervisor 2 Electrical
in Electrical

JobGroup: 7C-OTHER SERVICE/MAINTNANCE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	1	0	1	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

One (1) white male was promoted. He was a Maintenance and Service union member with contractual bargaining rights to the position.

Req: 2017-1010

Date Started: 6/9/2017

JobTitle: Qualified Craft Worker Plumber to Maintenance Supervisor 2 Plumbing
in Facilities Management

JobGroup: 7C-OTHER SERVICE/MAINTNANCE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	2	0	2	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	2	0	2	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

One (1) white male was promoted. He was a Maintenance and Service union member with contractual bargaining rights to the position.

Req: 2017-1049

Date Started: 6/9/2017

JobTitle: Qualified Craft Worker Carpenter to Maintenance Supervisor 2 Carpentry
JobGroup: 7C-OTHER SERVICE/MAINTNANCE

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	1	1	0	1	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0

One (1) white male was promoted. He was a Maintenance and Service union member with contractual bargaining rights to the position.

PROGRAM GOALS ANALYSIS

Section 46a-68-90

This section was in compliance in the previous filing and there were no proposals or recommendations.

Program Goal 1

The Office of Institutional Equity (OIE) will collaborate with the Department of Human Resources and the Office of Diversity & Inclusion to enhance the search orientation trainings offered to search committees, chairs and administrators. The trainings will focus on affirmative action and equal employment, strategic recruiting, and the search process including applicant evaluation, interviewing, and applicant selection. The comprehensive training will include modules focused on the development of job descriptions and qualifications, inherent bias and best practices and resources for eliminating bias in the search process. This new training will provide search committees, chairs and administrators with comprehensive training relative to the search process.

The Office of Institutional Equity (OIE) in collaboration with the Department of Human Resources Organization and Staff Development (HR OSD) developed a new comprehensive training for search committees, chairs and administrators. The enhanced training, offered online through SABA, focused on affirmative action and equal employment laws and regulations, UConn Health policies, job descriptions and qualifications, strategic recruiting for a diverse applicant pool, best practices and resources for recognizing and minimizing inherent bias, applicant evaluation and interviewing. Additionally, this training was included in the Management Development Training with OIE attending the live sessions to lead discussions focused on recruiting a diverse applicant pool, implicit bias, and compliance with the search process. For more information on the training, please see **Internal Communications, Exhibit #18**.

Program Goal 2

The Office of Institutional Equity (OIE) will create additional reporting tools including a statistical report of the current staff workforce and applicant data to enable managers to examine workforce statistics and hiring trends. The detailed report will provide a comprehensive examination of the workforce, new hires and applicants in the latest hiring cycle. This report will provide Unit Heads, Directors, Department Heads, and Managers with statistical and graphical representations of the workforce and hires to assist in better understanding their future proactive recruitment and hiring efforts.

The Office of Institutional Equity (OIE) produced a statistical report of current workforce and hires. This report provided a more comprehensive demographic examination of the workforce and hires made during the year. This report included both statistical and

graphical representations of the staff and faculty workforce and hires made in the 2016 hiring cycle. Applicants for faculty positions were compared to hires. Additionally, the report included comparisons with the previous years' workforce and hires. This report gave administrators a tool to assist in proactive recruitment and hiring efforts. For more information on the report, please see **External Communications, Exhibit #8**.

Program Goal 3

The Office of Institutional Equity (OIE) will develop a training module focused on the American with Disabilities Act (ADA). The training will be offered to a wide range of employees, managers, and supervisors as well as members of the UConn Health community to ensure clear understanding of rights and responsibilities under state and federal disability laws. OIE staff will present the training in various formats including in-person and online. The materials will be made available online for departments to review.

The Office of Institutional Equity (OIE) developed a training module focused on the American with Disabilities Act (ADA) and accessibility for people with disabilities. The training provides a general overview of disability rights as related to UConn Health and the subsequent responsibilities of employees, managers and supervisors in ensuring equal access and opportunities for individuals with disabilities. The training covers state and federal disability laws, UConn Health policies including Persons with Disabilities, Effective Communication with Individuals who are Deaf or Hard of Hearing and HIV/AIDS Non-Discrimination, accommodations, interpreter services, service animals, accessibility statements and resources. The training is available to the UConn Health community. For more information on the training, please see **Internal Communications, Exhibit #19**.

Program Goal 4

The Office of Institutional Equity (OIE) will review existing online Affirmative Action/Equal Employment Opportunity best practice and guidance materials to identify subject areas lacking resources. OIE will update the website with resources on all aspects of the search process, including recruitment, evaluation, interviewing, and hiring. The new website will provide a centralized location for information specifically developed for search committees.

The Office of Institutional Equity (OIE) reviewed and updated all online materials relative to affirmative action/equal employment opportunity. Materials and guidance on best practices for recruitment, search and hire, evaluation, interviewing and training were revised in an effort to provide up-to-date resources for search committees and hiring managers. Additionally, OIE added more information explaining affirmative action, regulation and policies. The new OIE website will include the updated materials, providing a centralized location for information specifically developed for search committees. To view a sample of our website, please see **Internal Communications, Exhibit #9**.

Program Goal 5

In an attempt to obtain a more accurate demographic profile of the current UConn Health population, a re-survey of the workforce will be conducted during this Plan year. The Department of Human Resources, in collaboration with the Office of Institutional Equity (OIE) will design a process that will allow all employees an opportunity to voluntarily provide race, gender, and ethnicity information. The more accurate demographic data will allow for more accurate calculation of availability and setting of Affirmative Action goals that are reflective of the truly underrepresented race/gender groups.

In an attempt to obtain a more accurate demographic profile of the current UConn Health employee population, the Department of Human Resources Information Management and the Office of Institutional Equity (OIE) partnered to design a process to allow employees the opportunity to voluntarily provide race, gender, ethnicity, disability and veteran information. The new process integrates into the employee self-service module of the Human Resources personnel system to provide accurate and efficient data collection. The survey necessitated customization of the HR personnel system, databases and reports, thus the 2018 Affirmative Action Plan will reflect the updated demographic data.