

## **GOALS ANALYSIS**

### **Section 46a-68-90**

In the previous filing this section was found to be in compliance and the following proposals/recommendations were made by the CHRO Reviewer:

“Job descriptions/specifications and the goal analysis should avoid subjective adjectives such as “considerable”, “excellent”, “outstanding”, and “accomplished”. Applicants must be evaluated on quantifiable job criteria.”

“The majority of promotions have been reclassifications of employees performing all of the duties of the higher position. These types of reclassifications should be periodically reviewed to ensure that the opportunities to perform duties of a higher position are distributed on an equitable basis to eligible employees.”

**Action:** The Affirmative Action Specialist is in full agreement with the CHRO Reviewer on her two key points. First, UConn Health Center will strive to avoid the use of subjective language in employment justifications and try solely to base prospective applicants on quantifiable job criteria as related in the job posting to ensure a non-biased, fair, and consistent employment determination.

Secondly, promotions made through reclassifications shall be monitored at UConn Health Center to make every effort that promotional opportunities are distributed on an equitable basis. The Affirmative Action Specialist will monitor that these promotional efforts do not adversely impact members of a protected class

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.

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.

Req: 2017-262

Date Started: 9/1/2017

JobTitle: Medical Records Coding Technician  
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	208	14	194	7	100	1	46	4	37	2	11
TOTAL REJECTED APPLICANT	187	13	174	6	86	1	44	4	34	2	10
TOTAL QUAL. APPLICANT	21	1	20	1	14	0	2	0	3	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, 1 WF, was selected.

Req: 2017-1247

Date Started: 9/1/2017

JobTitle: Coding Reimbursement Specialist  
JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	1	13	1	7	0	1	0	4	0	1
TOTAL REJECTED APPLICANT	6	1	5	1	2	0	0	0	2	0	1
TOTAL QUAL. APPLICANT	8	0	8	0	5	0	1	0	2	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

A goal candidate, 1 WF, was selected.

Req: 2018-295

Date Started: 1/5/2018

JobTitle: Dental Auxiliary Instructor

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	16	2	14	1	10	0	2	1	2	0	0
TOTAL REJECTED APPLICANT	7	1	6	1	4	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	9	1	8	0	6	0	1	1	1	0	0
TOTAL INTERVIEWED	6	1	5	0	3	0	1	1	1	0	0
NOT OFFERED POSITION	5	1	4	0	2	0	1	1	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, 1 WF, was selected.

Req: 2018-304

Date Started: 11/24/2017

JobTitle: Medical Records Coding Technician

JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	44	5	39	3	22	1	7	0	9	1	1
TOTAL REJECTED APPLICANT	35	3	32	2	16	1	7	0	8	0	1
TOTAL QUAL. APPLICANT	9	2	7	1	6	0	0	0	1	1	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, 1 WF, part-time UConn Health employee was selected.

Req: 2018-318

Date Started: 11/24/2017

JobTitle: Pharmacy Technician

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	59	14	45	6	25	2	6	4	10	2	4
TOTAL REJECTED APPLICANT	5	2	3	1	0	0	1	1	2	0	0
TOTAL QUAL. APPLICANT	54	12	42	5	25	2	5	3	8	2	4
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

1 WF was a part-time UConn Health employee and 1199 union member who had contractual bargaining rights to the position.



Req: 2018-354

Date Started: 11/10/2017

JobTitle: Phlebotomist - 1199

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	56	4	52	1	17	2	9	1	22	0	4
TOTAL REJECTED APPLICANT	12	1	11	1	4	0	2	0	4	0	1
TOTAL QUAL. APPLICANT	44	3	41	0	13	2	7	1	18	0	3
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

1 WF was a part-time UConn Health employee and 1199 union member who had contractual bargaining rights to the position.

Req: 2018-461

Date Started: 2/2/2018

JobTitle: Phlebotomists - 1199

JobGroup: 5C-HEALTH CARE SUPPORT

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

1 BF and 2 HF goal candidates, were selected. The black female was a current UConn Health employee, lateral transfer, which was mandated per employee/Labor Relations agreement.

Req: 2018-472

Date Started: 2/2/2018

JobTitle: Phlebotomist - 1199

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	14	3	11	2	4	0	2	1	4	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	13	3	10	2	3	0	2	1	4	0	1
TOTAL INTERVIEWED	2	1	1	0	1	0	0	1	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	1	1	0	1	0	0	1	0	0	0
REFUSED POSITION	1	1	0	0	0	0	0	1	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

1 WF was an 1199 union member, from another state agency, with contractual bargaining rights to the position.

Req: 2018-490

Date Started: 2/2/2018

JobTitle: Coding Reimbursement Specialist  
JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	3	11	1	6	0	2	1	2	1	1
TOTAL REJECTED APPLICANT	9	3	6	1	3	0	1	1	1	1	1
TOTAL QUAL. APPLICANT	5	0	5	0	3	0	1	0	1	0	0
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, 1 WF, was selected.

Req: 2018-602

Date Started: 3/16/2018

JobTitle: Phlebotomist - 1199

JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	0	11	0	4	0	1	0	5	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	9	0	9	0	2	0	1	0	5	0	1
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

A goal candidate, 1 HF, was selected.

Req: 2018-1081

Date Started: 5/25/2018

JobTitle: Phlebotomist - 1199

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	25	1	24	0	11	0	4	1	9	0	0
TOTAL REJECTED APPLICANT	4	0	4	0	0	0	0	0	4	0	0
TOTAL QUAL. APPLICANT	21	1	20	0	11	0	4	1	5	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

1 HF, part-time UConn Health employee, 1199 union member was selected. She had collective bargaining rights to the position.

**5C. (Health Care Support) Hires – Part Time to Full Time – Adjusted Work Schedule**

**Phlebotomist - 1199  
(CMHC-Garner - MED)**

1 WF adjusted her work schedule from part time to full time during the reporting period.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 16, 2018

**Department:** UMG-Geriatrics

**Job Title:** Medical Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2017-1235

**Date Posted:** 6/26/2017

**Posting Deadline:** 6/30/2017

## 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 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 organization; may travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

**PREFERRED QUALIFICATIONS:** experience in outpatient Geriatric practice, NextGen/Epic (or EMR) experience; experience with prior authorizations.

**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, 8:15am - 5:15pm, 1 hour unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM 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: 2017-1235

Date Started: 7/21/2017

JobTitle: Medical Assistant

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	83	4	79	3	37	0	17	1	24	0	1
TOTAL REJECTED APPLICANT	42	3	39	3	18	0	8	0	13	0	0
TOTAL QUAL. APPLICANT	41	1	40	0	19	0	9	1	11	0	1
TOTAL INTERVIEWED	4	0	4	0	0	0	2	0	2	0	0
NOT OFFERED POSITION	3	0	3	0	0	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:**

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

Next Gen – electronic medical records software

EPIC – integrated electronic medical records system

EMR – electronic medical records system

EKG - electrocardiogram

This position was posted on the UConn Health website.

The goal candidates, 3 WM and 8 BF did not meet the minimum qualifications because they were not CMAs.

The goal candidates, 7 BF and 1 AF, were not interviewed because they did not have the preferred experience in outpatient Geriatric practice and NextGen/Epic (or EMR) experience.

The goal candidates, 2 BF, were interviewed and not selected for the following reasons:

- 1 BF accepted another position and withdrew from consideration.
- 1 BF could not fully articulate her experience related to outpatient Geriatric practice. Additionally, she provided answers to interview questions regarding NextGen/EPIC (EMR) that were incomplete or incorrect.

**Req: 2017-1235 continued**

1 HF was selected. She completed an accredited Medical Assistant Program; had 4 months of Medical Assistant experience; and was a registered CMA. She also had the preferred qualifications of experience in outpatient Geriatric practice, NextGen/Epic, and prior authorizations. Additionally, she was able to articulate her experience related to outpatient Geriatric practice and provided complete and correct answers to all interview questions.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 17, 2018

**Department:** JDH Dermatology Clinic

**Job Title:** Medical Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2017-1269

**Date Posted:** 7/18/2017

**Posting Deadline:** 7/18/2017

## 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 will travel back and forth between Canton and Farmington.

## 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 an accredited organization; may travel to satellite office in Canton. Will travel back and forth between Farmington and Canton.

**PREFERRED QUALIFICATIONS:** Experience in Dermatology.

### 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, Mondays 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: 2017-1269

Date Started: 9/1/2017

JobTitle: Medical Assistant

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	27	1	26	1	10	0	4	0	11	0	1
TOTAL REJECTED APPLICANT	17	1	16	1	3	0	3	0	9	0	1
TOTAL QUAL. APPLICANT	10	0	10	0	7	0	1	0	2	0	0
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

**Abbreviations in Posting:**

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

This position was posted on the UConn Health website.

The goal candidates 1 WM, 3 BF, and 1 AF, did not meet the minimum qualifications because they did not have the required current registration as a CMA by an accredited organization.

The goal candidate, 1 BF, was not interviewed because she withdrew from consideration for the position as she accepted another Medical Assistant position in the Surgery department.

1 WF was selected. She completed an accredited Medical Assistant Program; had 4 years of Medical Assistant experience; and was a registered CMA. She was also able to articulate her experience and provided complete and correct answers to all interview questions.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 17, 2018

**Department:** UMG-Surgery Module

**Job Title:** Medical Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2017-1271

**Date Posted:** 6/30/2017

**Posting Deadline:** 7/6/2017

## 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 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 organization; 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 Surgery; 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, work between the hours of 7:30am - 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

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: 2017-1271

Date Started: 7/21/2017

JobTitle: Medical Assistant

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	47	1	46	1	20	0	5	0	17	0	4
TOTAL REJECTED APPLICANT	21	0	21	0	8	0	0	0	13	0	0
TOTAL QUAL. APPLICANT	26	1	25	1	12	0	5	0	4	0	4
TOTAL INTERVIEWED	6	0	6	0	2	0	1	0	2	0	1
NOT OFFERED POSITION	4	0	4	0	1	0	1	0	1	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:

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AIDET – Acknowledge, Introduce, Duration, Explanation, Thank You (customer support values)

IDX – scheduling, billing, and accounts receivable software

Next Gen – electronic medical records software

MD – Doctor of Medicine

EKG - electrocardiogram

This position was posted on the UConn Health website.

The goal candidates 1 WM, 4 BF, 3 AF, were not interviewed because they did not have the preferred experience in an outpatient Surgery practice.

The goal candidates, 1 BF and 1 AF, were interviewed and not selected for the following reasons:

- 1 BF was offered a position as a medical assistant in the ENT department.
- 1 AF did not possess the preferred NextGen experience.

1 HF was selected for this position. She completed an accredited Medical Assistant Program; had 6 months of Medical Assistant experience; and was a registered CMA. She also had the preferred qualifications of experience in outpatient Surgery practice; experience with AIDET and outpatient initiatives; and IDX and NextGen experience.

**Req: 2017-1271 continued**

\*1 WF was a full-time UConn Health Medical Assistant who switched departments. She had the preferred qualifications of experience in outpatient Surgery practice; experience with AIDET and outpatient initiatives; and IDX and NextGen experience.

Req: 2018-030

Date Started: 8/18/2017

JobTitle: Medical Assistant

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	65	2	63	2	32	0	13	0	15	0	3
TOTAL REJECTED APPLICANT	34	0	34	0	18	0	8	0	8	0	0
TOTAL QUAL. APPLICANT	31	2	29	2	14	0	5	0	7	0	3
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

A goal candidate, one (1) AF, was selected.



# JOB OPPORTUNITY BULLETIN

As of Wednesday, June 6, 2018

**Department:** Canton Urgent Care

**Job Title:** Medical Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-094

**Date Posted:**

**Posting Deadline:** 8/7/2017

## 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 is located in Canton.

## 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 organization; will travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

**SPECIAL REQUIREMENTS:** This position is located in both the Storrs Urgent Care and the Canton Urgent Care.

**PREFERRED QUALIFICATIONS:** Previous experience in an outpatient setting, preferably in Urgent Care; 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, primarily 2nd shift, 11:15am - 8:15pm, may work some days, 8am - 4pm, weekends and holidays 9am - 5pm; 1 hour unpaid meal break. Position is in Canton.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$45,531

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Req: 2018-094

Date Started: 9/15/2017

JobTitle: Medical Assistant

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	3	0	3	0	1	0	1	0	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	1	0	1	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

**Abbreviations in Posting:**

UCHC – UConn Health Center

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AIDET – acknowledge, introduce, duration, explanation, thank you (customer support vales)

IDX – scheduling, billing, and accounts receivable software

NextGen – electronic medical records software

MD – Doctor of Medicine

EKG - Electrocardiogram

This position was posted on the UConn Health website for UConn Health employees only.

The goal candidate, one (1) BF, was not interviewed because she did not respond to requests to schedule an interview.

1 HF, part-time UConn Health employee, was selected. She had completed an accredited Medical Assistant Program and had been working as a Medical Assistant in the Urgent Care in Storrs where she gained experience with AIDET and outpatient initiatives, IDX scheduling and NextGen.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 17, 2018

**Department:** UMG-General Medicine

**Job Title:** Medical Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-289

**Date Posted:** 9/25/2017

**Posting Deadline:** 10/2/2017

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

## MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED

- 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:

One (1) year Medical Assistant practice experience and 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.

**SPECIAL REQUIREMENTS:** May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

**PREFERRED QUALIFICATIONS:** Experience in Internal Medicine practice Office; Next Gen or EPIC experience preferred.

## 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:** 40 hours per week, Monday through Friday; 8:30am - 5:30pm; one hour unpaid meal break.

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$45,531

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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Req: 2018-289

Date Started: 10/27/2017

JobTitle: Medical Assistant

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	40	3	37	2	20	1	8	0	7	0	2
TOTAL REJECTED APPLICANT	16	2	14	1	8	1	3	0	3	0	0
TOTAL QUAL. APPLICANT	24	1	23	1	12	0	5	0	4	0	2
TOTAL INTERVIEWED	5	0	5	0	3	0	0	0	2	0	0
NOT OFFERED POSITION	4	0	4	0	2	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:**

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

Next Gen – electronic medical records software

EPIC – integrated electronic medical records system

This position was posted on the UConn Health website.

The goal candidates 1WM, 1 BM, and 3 BF, did not meet the minimum qualifications because they did not have the required current registration as a CMA by AAMA or an equivalent certifying body.

The goal candidates 1 WM, 5 BF, and 2 AF were not interviewed because they were not UConn Health employees. We only interviewed UConn Health employees.

1 WF was selected. She was a special payroll UConn Health Medical Assistant who had completed an accredited Medical Assistant Program; had 1.5 years of Medical Assistant experience; and was a registered CMA. She also had the preferred qualifications of experience in Internal Medicine practice and experience with NextGen/Epic. Additionally, she provided thorough and detailed responses to situational questions and correctly answered 8/10 didactic questions.

Req: 2018-323

Date Started: 3/2/2018

Job Title: Medical Assistants

Job Group: 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	68	0	68	0	34	0	12	0	19	0	3
TOTAL REJECTED APPLICANT	51	0	51	0	28	0	8	0	14	0	1
TOTAL QUAL. APPLICANT	17	0	17	0	6	0	4	0	5	0	2
TOTAL INTERVIEWED	10	0	10	0	4	0	2	0	3	0	1
NOT OFFERED POSITION	7	0	7	0	3	0	2	0	1	0	1
OFFERED POSITION	3	0	3	0	1	0	0	0	2	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	0	0	0	0	2	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

CPR – Certified Pulmonary Resuscitation

IDX – scheduling, billing, and accounts receivable software

LCR – Life Time Clinical Record

e-triage – a computerized system process of determining the priority of patients

This position was posted on the UConn Health website.

The goal candidates, 8 BF, and 1 AF did not meet the minimum requirements for the following reasons:

- 3 BF did not provide CMA registrations and CPR certifications as instructed.
- 2 BF did not provide current registration as a CMA.
- 1 BF and 1 AF did not have the required CPR certifications.
- 2 BF did not have the required registration as a CMA nor CPR certification.

**Req: 2018-323 continued**

The goal candidates, 2 BF, and 1 AF were not interviewed for the following reasons:

- 1 BF was previously employed at UConn Health and was dismissed. She is not eligible for re-hire.
- 1 BF's experience was in pediatrics and she did not have experience with an adult patient population.
- 1 AF had 3 years of Medical Assistant experience and did not have the preferred oncology or the preferred LCR and IDX experience.

The goal candidates, 2 BF and 1 AF were interviewed and not selected for the following reasons:

- 1 BF had outpatient and inpatient oncology experience but in response to a question regarding a patient in distress, her answer was not relevant to the patient's situation and incorporated an unrealistic expectation.
- 1 BF's primary experience was as a medical secretary and not a Medical Assistant.
- 1 AF's responses to questions regarding a patient situation was unrealistic and she also failed to respond with appropriate escalation to a patient in distress.

1 WF was offered the position and she declined.

2 HF were selected.

- 1 HF had 2 years Medical Assistant outpatient experience which included the preferred oncology experience.
- 1 HF had over 3 years Medical Assistant experience which included the preferred LCR and IDX experience.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, September 25, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Medical Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-323

**Date Posted:** 10/23/2017 **Posting Deadline:** 1/22/2018

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you.

UConn Health is looking for an Oncology Specialty Medical Assistant with experience in acute healthcare and a passion for patient experience. This highly desirable day shift is located in the award winning Neag Cancer Center at the brand new UConn Health Outpatient Pavilion. There are two positions available.

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. Please be prepared to upload a copy of your required, current MA credentials and CPR Certification at the time of application.

#### COMPREHENSIVE BENEFITS OFFERED:

- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Monday - Friday, days, 8:00 a.m. to 5:00 p.m., minor holidays are required, 60-minute unpaid meal break.

#### 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.

#### MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of medical assisting practices
- Knowledge of relevant policies, procedures, routines
- Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and 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.

#### SPECIAL REQUIREMENTS:

Must have current and maintain CPR certification.

#### PREFERRED QUALIFICATIONS:

- Experience using IDX, LCR and e-triage or equivalent systems.
- Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

MINIMUM full time equivalent salary: \$45,531



### Why UConn Health

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# JOB OPPORTUNITY BULLETIN

As of Thursday, June 7, 2018

**Department:** Calhoun Cardiology Center - CCC

**Job Title:** Medical Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-325

**Date Posted:**

**Posting Deadline:** 10/10/2017

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you.

UConn Health is looking for a highly skilled Medical Assistant with experience in a hospital based practice and a passion for patient experience. 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 highly desirable shift is located in the department of Cardiology located at 11 South Road and UConn Health John Dempsey Hospital in Farmington, CT.

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position. Please be prepared to upload a copy of your required, current MA credentials and BLS Certification at the time of application.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Monday - Friday, eight (8) hour shifts, flexibility required to work between the hours of 7:45 a.m. to 5:30 p.m., minor holidays as assigned, 30 minute unpaid meal break.

## EXAMPLES OF DUTIES:

Maintains smooth and efficient patient flow; May perform routine procedures and have competency obtaining vital signs, O2 sat., height, weight, visual acuity, urine testing, in accordance with protocols; Competency in obtaining EKG tracings; Competency in Phlebotomy; Familiarity with ambulatory summary form documents and patient satisfaction initiatives; 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, 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; Ability to travel to off-site locations; Occasional assignment in specialty clinic. Performs related duties as required.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of medical assisting practices; Knowledge of relevant policies, procedures, routines; Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and 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.

## SPECIAL REQUIREMENTS:

Must have current and maintain BLS certification.

## PREFERRED QUALIFICATIONS:

One (1) year Medical Assistant experience and/or externship in a hospital based practice

Knowledge of Joint Commission standards

MINIMUM full time equivalent salary: \$45,531

## Why UConn Health

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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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Req: 2018-325

Date Started: 11/10/2017

JobTitle: Medical Assistant

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	5	0	5	0	2	0	1	0	2	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	2	0	1	0	2	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

**Abbreviations in Posting:**

MA – Medical Assistant

BLS – Basic Life Support

O2 sat – oxygen saturation

EKG - Electrocardiogram

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 for UConn Health employees only.

The goal candidate, 1 BF, was not interviewed because she did not have Medical Assistant experience or externship in a hospital based practice.

One (1) HF, part-time UConn Health employee was selected. She had completed an accredited Medical Assistant Program and had ten years of experience in Cardiology, both clinically as a Medical Assistant, a Cardiovascular Medical Technician, and administratively. She has also filled in as a Medical Assistant and would not require training.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, June 26, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Medical Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-383

**Date Posted:** 11/6/2017

**Posting Deadline:** 1/15/2018

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you.

UConn Health is looking for a Medical Assistant with experience in a hematology/oncology medical practice including infusion experience or outpatient clinical experience. This highly desirable day shift is located in the award winning Neag Cancer Center at the brand new UConn Health Outpatient Pavilion. This position will work under the Hemophilia 340b program in the Connecticut Bleeding Disorders Clinic and New England Sickle Cell Institute in Farmington CT.

You must upload a copy of your required, current MA credentials and CPR Certification at the time of application.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Monday - Friday, days, 7:45 a.m. to 4:15 p.m., minor holidays are required, 30-minute unpaid meal break.

## 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; May float to other Cancer Center Department locations as needed; Performs related duties as required.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of medical assisting practices

Knowledge of relevant policies, procedures, routines

Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and 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.

## SPECIAL REQUIREMENTS:

Must have current and maintain CPR certification.

## PREFERRED QUALIFICATIONS:

Experience using IDX, LCR and e-triage or equivalent systems.

Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

MINIMUM full time equivalent salary: \$45,531

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Req: 2018-383

Date Started: 3/2/2018

JobTitle: Medical Assistant

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	38	0	38	0	18	0	3	0	13	0	4
TOTAL REJECTED APPLICANT	22	0	22	0	11	0	2	0	7	0	2
TOTAL QUAL. APPLICANT	16	0	16	0	7	0	1	0	6	0	2
TOTAL INTERVIEWED	10	0	10	0	5	0	1	0	2	0	2
NOT OFFERED POSITION	8	0	8	0	4	0	1	0	1	0	2
OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
REFUSED POSITION	1	0	1	0	0	0	0	0	1	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

CPR – Cardiopulmonary Resuscitation

IDX – scheduling, billing, and accounts receivable software

LCR – Life Time Clinical Record

e-triage – a computerized system process of determining the priority of patients

This position was posted on the UConn Health website.

The goal candidates, 2 BF and 2 AF, did not meet the minimum requirements for the following reasons:

- 1 BF did not upload her Medical Assistant and CPR credentials as instructed in posting.
- 1 BF did not upload her CPR credentials as instructed in posting.
- 1 AF did not have the required current registration as a CMA by AAMA or an equivalent certifying body or the required CPR certification.
- 1 AF did not have the required CPR certification.

**Req: 2018-383 continued**

The goal candidates, 1 BF and 2 AF, were interviewed and not selected for the following reasons:

- 1 BF's response to a question regarding a patient in distress was not relevant to patient situation and her expectation was unrealistic to another patient situation question.
- 1 AF initially interviewed well and was invited to shadow in the unit to observe the unit workflow. During this shadowing, she demonstrated poor judgement by responding to other nursing personnel in an unprofessional manner.
- 1 AF revealed during the interview that she had conflict with previous management and co-workers, which indicated an inability to work in team relationships.

1 WF, part-time UConn Health employee, was selected. She was currently a Medical Assistant in the Cancer Center and met the preferred qualifications of hematology, oncology, and infusion outpatient medical practice experience. She also had 13 years of Medical Assistant experience.



Req: 2018-394

Date Started: 11/13/2017

JobTitle: Medical Assistant

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	22	3	19	2	12	0	2	1	4	0	1
TOTAL REJECTED APPLICANT	12	0	12	0	7	0	1	0	4	0	0
TOTAL QUAL. APPLICANT	10	3	7	2	5	0	1	1	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

A goal candidate, 1 WM, was selected.

Req: 2018-483

Date Started: 2/16/2018

JobTitle: Medical Assistant

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	31	1	30	1	14	0	6	0	8	0	2
TOTAL REJECTED APPLICANT	10	0	10	0	4	0	2	0	3	0	1
TOTAL QUAL. APPLICANT	21	1	20	1	10	0	4	0	5	0	1
TOTAL INTERVIEWED	7	0	7	0	4	0	0	0	3	0	0
NOT OFFERED POSITION	6	0	6	0	3	0	0	0	3	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

Next Gen – electronic medical records software

EPIC – integrated electronic medical records system

This position was posted on the UConn Health website.

The goal candidates, 2 BF and 1 AF, did not meet the minimum qualifications because they were not CMAs.

The goal candidates, 1 WM, 4 BF and 1 AF, were not interviewed for the following reasons:

- 1 WM did not have any Medical Assistant experience.
- 1 BF's employment history was unstable because she held positions for 2 to 3 months at a time.
- 1 BF was dismissed from her current position.
- 1 BF withdrew her application.
- 1 BF cancelled her scheduled interview and did not reschedule another interview.
- 1 AF was not registered in the state of Connecticut.

**Req: 2018-483 continued**

1 WF was selected. She completed an accredited Medical Assistant Program; had 4 years of Medical Assistant experience; and was a registered CMA. She also had the preferred qualification of experience with EPIC. She was able to articulate her experience and her responses to interview questions were patient centered.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, September 19, 2018

**Department:** UMG-GI Module

**Job Title:** Medical Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-483

**Date Posted:** 12/8/2017

**Posting Deadline:** 12/15/2017

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

#### COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

#### MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED

- 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:

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.

**SPECIAL REQUIREMENTS:** May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

**PREFERRED QUALIFICATIONS:** Experience in a Gastrointestinal Practice Office; Next Gen or EPIC experience preferred.

#### 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:** 40 hours per week, Monday through Friday; work between the hours of 7:30am - 5:30pm to meet the needs of the unit; one hour unpaid meal break.

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$45,531

#### Why UConn Health

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Req: 2018-559

Date Started: 3/2/2018

Job Title: Medical Assistant

Job Group: 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	3	33	1	16	0	6	1	10	1	1
TOTAL REJECTED APPLICANT	3	1	2	0	1	0	0	0	1	1	0
TOTAL QUAL. APPLICANT	33	2	31	1	15	0	6	1	9	0	1
TOTAL INTERVIEWED	3	1	2	0	2	0	0	1	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	2	1	1	0	1	0	0	1	0	0	0
REFUSED POSITION	1	1	0	0	0	0	0	1	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

**Abbreviations:**

- CAAHEP – Commission on Accreditation of Allied Health Education Programs
- ABHES – Accrediting Bureau of Health Education Schools
- AAMA – American Association of Medical Assistants
- EMR – Electronic Medical Records

This position was posted on the UConn Health website.

The goal candidates, 1 WM, 6 BF, and 1 AF, were not interviewed because they were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed or they did not complete internships in the Department of Orthopedics. Only UHP union members with contractual bargaining rights to be interviewed and candidates who completed internships in the Orthopedics Department were interviewed

1 HM was offered the position and declined.

1 WF was selected. She had completed her internship in the Orthopedics Department and had the preferred EMR experience.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, September 25, 2018

**Department:** UMG-Orthopaedics Module

**Job Title:** Medical Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-559

**Date Posted:** 12/4/2017

**Posting Deadline:** 12/11/2017

## Purpose of Class:

At UConn Health 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.

## SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher rank.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

Schedule: 40 hrs/wk, Mon-Fri, either 8:00am - 5:00pm or 7:45am - 4:45pm with a 1 our unpaid meal break

## 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.

## 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:

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.

## SPECIAL REQUIREMENT:

Must submit a copy of certification at time of application.

## PREFERRED QUALIFICATIONS:

Experience in EMR (NextGen, EPIC)

Experience working in Orthopedic or Spine outpatient practice

## 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

Full Time equivalent Minimum Salary: \$45,531.00

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Req: 2018-770

Date Started: 3/16/2018

Job Title: Medical Assistant

Job Group: 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	53	2	51	1	18	0	7	1	22	0	4
TOTAL REJECTED APPLICANT	18	0	18	0	5	0	3	0	9	0	1
TOTAL QUAL. APPLICANT	35	2	33	1	13	0	4	1	13	0	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

**Abbreviations:**

CAAHEP – Commission on Accreditation of Allied Health Education Programs  
ABHES – Accrediting Bureau of Health Education Schools  
AAMA – American Association of Medical Assistants  
NextGen and EPIC – electronic medical records software

This position was posted on the UConn Health website.

The goal candidates, 3 BF and 1 AF, did not meet the minimum requirements for the position because they did not have the required registration as a Certified Medical Assistant.

The goal candidates, 3 BF and 2 AF, were not interviewed because they did not have experience in an internal medicine practice office.

The goal candidates, 1 WM, 1 BF and 1 AF, were interviewed but not selected for the following reasons:

- 1 WM gave patient centered answers and correctly answered 12 out of 13 didactic questions but did not provide detailed situational responses.
- 1 BF gave responses that were not patient centered and correctly answered only 7 out of 13 didactic questions.
- 1 AF gave patient centered answers and answered correctly answered 8 out of 13 didactic questions but did not provide detailed situational responses.

**Req: 2018-770 continued**

1 WF was selected. She had completed a clinical externship in the position's area of concentration, and had correctly answered 12 out of 13 didactic questions. She also gave patient centered answers, provided detailed situational responses, and stressed the importance and value of patient centeredness in medical care and treatment.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, September 26, 2018

**Department:** UMG-IMA West Hartford

**Job Title:** Medical Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-770

**Date Posted:** 2/7/2018

**Posting Deadline:** 2/14/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in our West Hartford Internal Medicine office. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

## MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED

- 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:

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.

**SPECIAL REQUIREMENTS:** May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

**PREFERRED QUALIFICATIONS:** Experience in Internal Medicine practice Office; Next Gen or EPIC experience preferred.

## 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:** 40 hours per week, Monday through Friday; 8:30am - 5:30pm; one hour unpaid meal break. This position is located in West Hartford.

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$45,531

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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Req: 2018-771

Date Started: 4/27/2018

JobTitle: Medical Assistant

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	29	0	29	0	10	0	3	0	13	0	3
TOTAL REJECTED APPLICANT	8	0	8	0	2	0	2	0	4	0	0
TOTAL QUAL. APPLICANT	21	0	21	0	8	0	1	0	9	0	3
TOTAL INTERVIEWED	5	0	5	0	4	0	0	0	1	0	0
NOT OFFERED POSITION	4	0	4	0	3	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:**

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

Next Gen – electronic medical records software

EPIC – integrated electronic medical records system

This position was posted on the UConn Health website.

The goal candidates, 2 BF, did not meet the minimum requirements for the following reasons:

- 1 BF was not a CMA as required.
- 1 BF was not registered as a CMA as required.

The goal candidates, 1 BF and 3 AF, were not interviewed for the following reasons:

- 1 BF only had 2 months of experience in an externship where she shadowed an employee.
- 1 AF withdrew her application.
- 1 AF was offered another UConn Health position.
- 1 AF did not respond to interview requests.

1 WF was selected. She had 4 years of Medical Assistant experience and had an understanding of patient centered care.

# JOB OPPORTUNITY BULLETIN

As of Sunday, September 2, 2018

**Department:** UMG-Neurology

**Job Title:** Medical Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-771

**Date Posted:** 2/7/2018

**Posting Deadline:** 2/14/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in our Farmington office. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

## MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED

- 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:

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.

**SPECIAL REQUIREMENTS:** May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

**PREFERRED QUALIFICATIONS:** Experience in a Neurology practice Office; Next Gen or EPIC experience preferred.

## 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:** 40 hours per week, Monday through Friday; 8:00am - 5:00pm; one hour unpaid meal break.

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$45,531

## Why UConn Health

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# JOB OPPORTUNITY BULLETIN

As of Sunday, September 2, 2018

**Department:** UMG-Ob/Gyn

**Job Title:** Medical Assistant - Women's Health

**Recruiter:** Marisa Leone

**Search Code:** 2018-772

**Date Posted:** 2/7/2018

**Posting Deadline:** 2/14/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in our Farmington Women's Health office. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

## MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED

- 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:

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.

**SPECIAL REQUIREMENTS:** May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

**PREFERRED QUALIFICATIONS:** Experience in a Women's Health practice Office; Next Gen or EPIC experience preferred.

## 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:** 40 hours per week, Monday through Friday; work between the hours of 7:30am - 6:30pm; one hour unpaid meal break.

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$45,531

## Why UConn Health

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Req: 2018-772

Date Started: 3/16/2018

JobTitle: Medical Assistants

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	62	0	62	0	26	0	9	0	24	0	3
TOTAL REJECTED APPLICANT	12	0	12	0	4	0	4	0	4	0	0
TOTAL QUAL. APPLICANT	50	0	50	0	22	0	5	0	20	0	3
TOTAL INTERVIEWED	3	0	3	0	3	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	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:

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

Next Gen – electronic medical records software

EPIC – integrated electronic medical records system

This position was posted on the UConn Health website.

The goal candidates, 4 BF, did not meet the minimum requirement of being a CMA.

The goal candidates, 5 BF and 3 AF, were not interviewed for the following reasons:

- 5 BF and 3 AF did not have the preferred experience in a Women’s Health practice.

2 WF were selected for the following reasons:

- 1 WF had been working in a special payroll Medical Assistant position in a Women’s Health practice and had an understanding of the workflow and procedures.
- 1 WF had 2 years of experience in a Women’s Health practice. Her knowledge of women’s health was accurate and she asked detailed questions during the interview.

Req: 2018-775

Date Started: 3/30/2018

JobTitle: Medical Assistant

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	27	0	27	0	8	0	9	0	7	0	3
TOTAL REJECTED APPLICANT	9	0	9	0	1	0	5	0	2	0	1
TOTAL QUAL. APPLICANT	18	0	18	0	7	0	4	0	5	0	2
TOTAL INTERVIEWED	3	0	3	0	0	0	2	0	0	0	1
NOT OFFERED POSITION	2	0	2	0	0	0	2	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

A goal candidate, 1 AF, part-time UConn Health employee was selected.

Req: 2018-848

Date Started: 5/11/2018

JobTitle: Medical Assistant

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	0	30	0	18	0	3	0	6	0	3
TOTAL REJECTED APPLICANT	17	0	17	0	11	0	2	0	4	0	0
TOTAL QUAL. APPLICANT	13	0	13	0	7	0	1	0	2	0	3
TOTAL INTERVIEWED	9	0	9	0	5	0	1	0	2	0	1
NOT OFFERED POSITION	8	0	8	0	5	0	1	0	1	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

**Abbreviations in Posting:**

MA – Medical Assistant

CPR – Cardiopulmonary Resuscitation

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

EPIC – integrated electronic medical records system

This position was posted on the UConn Health website.

The goal candidates, 2 BF, did not meet the minimum requirements for the following reasons:

- 1 BF did not upload a copy of her CPR certification as instructed and did not submit a current resume.
- 1 BF did not have the required CPR certification.

The goal candidates, 2 AF, were not interviewed for the following reasons:

- 1 AF withdrew her application.
- 1 AF was chosen for another UConn Health position.

**Req:2018-848 continued**

The goal candidates, 1 BF and 1 AF, were interviewed and not selected for the following reasons:

- 1 BF only had 2 months of experience in an externship and her response to questions regarding a patient in distress was not relevant to the patient situation.
- 1 AF's responses regarding a patient situation were unrealistic and she also failed to respond with appropriate escalation to a patient in distress.

1 HF was selected. She was a registered/CMA with CPR certification and the preferred experiences of oncology and outpatient experience as well as EPIC experience. She had 5 years of MA experience and answered questions with appropriate responses regarding interventions and team work.

# JOB OPPORTUNITY BULLETIN

As of Sunday, September 2, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Medical Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-848

**Date Posted:** 2/26/2018

**Posting Deadline:** 3/4/2018

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Assistant with a passion for delivering best-in-class patient experience, we are looking for you.

UConn Health is looking for two (2) Oncology Specialty Medical Assistants with experience in acute healthcare and a passion for patient experience. This highly desirable day shift is located in the award winning Neag Cancer Center at the brand new UConn Health Outpatient Pavilion. These positions will work in the Cancer Center clinics and may require providing coverage to other areas of the Cancer Center including the Infusion Room, Adult Ambulatory Care Unit, Radiation Oncology, New England Sickle Cell Institute and Colon Cancer Prevention Program.

You must be currently registered as a Certified Medical Assistant at the time of application to be qualified for this position.

Please be prepared to upload a copy of your required, current MA credentials and CPR Certification at the time of application.

#### COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Route 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Monday - Friday, days, 8:00 a.m. to 5:00 p.m., minor holidays are required, 60-minute unpaid meal break.

#### 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.

#### MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of medical assisting practices  
Knowledge of relevant policies, procedures, routines  
Considerable interpersonal skills, oral and written communication skills and ability to work under pressure deadlines and 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.

#### SPECIAL REQUIREMENTS:

Must have current and maintain CPR certification.

#### PREFERRED QUALIFICATIONS:

Working experience using EPIC.  
Hematology/oncology/infusion medical practice experience or outpatient clinical experience.

MINIMUM full time equivalent salary: \$45,531

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# JOB OPPORTUNITY BULLETIN

As of Wednesday, June 20, 2018

**Department:** UMG-Endocrine

**Job Title:** Medical Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-852

**Date Posted:** 2/26/2018

**Posting Deadline:** 3/5/2018

## Purpose of Class:

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in our Farmington office. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability; Generous vacation and sick-time plans; Multi-channel retirement options (pension and match options); Tuition waiver and reimbursement for employees and qualified family members; Quick commute access from I-84, Rte 9 and surrounding areas; State of the art facility and campus environments; Progressive leadership and educational development programs available

## MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED

- 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:

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.

**SPECIAL REQUIREMENTS:** May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

**PREFERRED QUALIFICATIONS:** Experience in an outpatient practice Office; Next Gen or EPIC experience preferred.

## 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:** 40 hours per week, Monday through Friday; 8:30am - 5:30pm; one hour unpaid meal break.

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$45,531

## Why UConn Health

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Req: 2018-852      Date Started: 4/27/2018      JobTitle: Medical Assistant  
 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	47	2	45	2	23	0	6	0	13	0	3
TOTAL REJECTED APPLICANT	18	1	17	1	9	0	4	0	4	0	0
TOTAL QUAL. APPLICANT	29	1	28	1	14	0	2	0	9	0	3
TOTAL INTERVIEWED	5	1	4	1	3	0	0	0	1	0	0
NOT OFFERED POSITION	3	0	3	0	2	0	0	0	1	0	0
OFFERED POSITION	2	1	1	1	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	1	1	1	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
- NextGen – electronic medical records software
- EPIC – integrated electronic medical records system

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 4 BF, did not meet the minimum qualifications because they did not have the required completion of an accredited Medical Assistant Program and current registration as a CMA.

The goal candidates, 2 BF and 3 AF, were not interviewed for the following reasons:

- 1 BF unsuccessfully interviewed for a previous position and she did not provide detailed examples or patient centered responses to situational responses and didactic questions.
- 1 BF and 2 AF did not have the preferred qualifications of experience in an outpatient practice office, Next Gen or EPIC experience.
- 1 AF accepted another UConn Health position.

A goal candidate, 1 WM was selected.

1 WF was selected. She had completed an accredited Medical Assistant Program; was currently a registered CMA; had two (2) years of Medical Assistant experience in an outpatient practice and was trained in EPIC. She also provided detailed examples which were patient centered to situational responses and didactic questions.

# JOB OPPORTUNITY BULLETIN

As of Sunday, September 2, 2018

**Department:** Dermatology

**Job Title:** Medical Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-935

**Date Posted:** 3/21/2018

**Posting Deadline:** 3/28/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

#### COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

Schedule:40 hrs/wk, Mon-Fri, either 8:00am - 5:00pm with a 1 hour unpaid meal break

#### 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.

#### 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:**  
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.

#### SPECIAL REQUIREMENT:

Must submit a copy of certification at time of application.

#### PREFERRED QUALIFICATIONS:

Experience in EMR (NextGen, EPIC)  
Experience working in a Dermatology outpatient practice

#### 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

Full Time equivalent Minimum Salary: \$45,531.00

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Req: 2018-935

Date Started: 5/11/2018

JobTitle: Medical Assistant

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	55	1	54	1	28	0	8	0	15	0	3
TOTAL REJECTED APPLICANT	20	0	20	0	11	0	3	0	6	0	0
TOTAL QUAL. APPLICANT	35	1	34	1	17	0	5	0	9	0	3
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:**

CAAHEP – Commission on Accreditation of Allied Health Education Programs  
ABHES – Accrediting Bureau of Health Education Schools  
AAMA – American Association of Medical Assistants  
EMR – electronic medical records

This position was posted on the UConn Health website.

The goal candidates, 3 BF did not meet the minimum requirements of being a registered/CMA.

The goal candidates, 1 WM, 5 BF, and 3 AF, were not interviewed for the following reasons:

- 1 WM, 5 BF and 2 AF, did not have the preferred experience working in a Dermatology outpatient practice.
- 1 AF was chosen for another UConn Health position.

1 WF was selected. She was a registered/CMA with the preferred experience of Dermatology outpatient experience.

Req: 2018-1002

Date Started: 5/11/2018

JobTitle: Medical Assistant

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	50	1	49	1	24	0	11	0	13	0	1
TOTAL REJECTED APPLICANT	16	1	15	1	6	0	4	0	5	0	0
TOTAL QUAL. APPLICANT	34	0	34	0	18	0	7	0	8	0	1
TOTAL INTERVIEWED	5	0	5	0	4	0	1	0	0	0	0
NOT OFFERED POSITION	4	0	4	0	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:

CAAHEP – Commission on Accreditation of Allied Health Education Programs

ABHES – Accrediting Bureau of Health Education Schools

AAMA – American Association of Medical Assistants

Next Gen – electronic medical records software

EPIC – integrated electronic medical records system

This position was posted on the UConn Health website.

The goal candidates, 1 WM and 4 BF, did not meet the minimum requirements of being a registered/CMA.

The goal candidates, 6 BF and 1 AF, were not interviewed for the following reasons:

- 1 BF did not provide the required Medical Assistant certification.
- 4 BF and 1 AF did not have the preferred experience in an outpatient Family Medicine or Internal Medicine practice.
- 1 BF was chosen for another UConn Health position.

The goal candidate, 1 BF, was interviewed and not selected because she did not have effective communication skills. She did not provide specific details to situational responses.

1 WF was selected. She was a registered/CMA with the preferred experience in an Internal Medicine practice and she had effective communication skills because her situational responses were detailed and based upon patient safety.

# JOB OPPORTUNITY BULLETIN

As of Sunday, September 2, 2018

**Department:** UMG-Family Medicine

**Job Title:** Medical Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-1002

**Date Posted:** 4/9/2018

**Posting Deadline:** 4/16/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in our Farmington office. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

## MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED

- 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:

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.

**SPECIAL REQUIREMENTS:** May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

**PREFERRED QUALIFICATIONS:** Experience in an outpatient Family Medicine or Internal Medicine practice Office; Next Gen or EPIC experience preferred.

## 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:** 40 hours per week, Monday through Friday; work between the hours of 8:00am - 5:30pm; will need to work until 7pm one day per week; one hour unpaid meal break.

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$45,531

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Req: 2017-1136

Date Started: 7/7/2017

JobTitle: Multi Media Specialist 1

JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	40	32	8	26	4	4	1	2	3	0	0
TOTAL REJECTED APPLICANT	19	12	7	9	3	1	1	2	3	0	0
TOTAL QUAL. APPLICANT	21	20	1	17	1	3	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

A goal candidate, one (1) WM, was selected.



Req: 2017-1165

Date Started: 11/27/2017

JobTitle: Desktop Technicians II

JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	52	47	5	31	1	4	3	8	1	4	0
TOTAL REJECTED APPLICANT	47	42	5	29	1	4	3	6	1	3	0
TOTAL QUAL. APPLICANT	5	5	0	2	0	0	0	2	0	1	0
TOTAL INTERVIEWED	4	4	0	2	0	0	0	1	0	1	0
NOT OFFERED POSITION	1	1	0	0	0	0	0	1	0	0	0
OFFERED POSITION	3	3	0	2	0	0	0	0	0	1	0
REFUSED POSITION	1	1	0	0	0	0	0	0	0	1	0
TOTAL ACCESSIONS	2	2	0	2	0	0	0	0	0	0	0

2 WM, goal candidates, were selected.

Req: 2018-225

Date Started: 11/13/2017

JobTitle: Human Resources Associate

JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	101	19	82	9	47	4	16	3	14	3	5
TOTAL REJECTED APPLICANT	87	16	71	8	41	3	14	3	11	2	5
TOTAL QUAL. APPLICANT	14	3	11	1	6	1	2	0	3	1	0
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:

FMLA – Family Medical Leave Act

EEO – Equal Employment Opportunity

SHRM – Society of Human Resources Management

This position was posted on the UConn Health website.

The goal candidates, 8 WM, 14 BF, 11 HF, and 2 AM did not meet the minimum requirements for the following reasons:

- 2 BF did not have human resources experience.
- 6 WM, 8 BF, 9 HF, and 1 AM did not meet the three (3) years of experience in human resources administration work, including one (1) year of experience involving FMLA and /or leave administration or the substitution allowed.
- 2 WM, 4 BF, 2 HF did not have the one (1) year of experience involving FMLA and/or leave administration or the substitution allowed.
- 1 AM does not have an undergraduate degree plus one (1) year of human resources experience.

The goal candidates, 1 WM, 1 BF, 2 HF, and 1 AM were not interviewed for the following reasons:

- 1 WM's FMLA experience referenced was not within the human resources role. All candidates selected for an interview had administered FMLA on behalf of an employee.
- 1 HF had not processed FMLA since 2013 and her experience was outside of Connecticut.
- 1 HF was contacted for an interview but did not respond.

**Req: 2018-225 continued**

- 1 AM had FMLA experience as part of a generalist role. Candidates selected for an interview had roles primarily focused on FMLA and absence management.
- 1BF's last experience with FMLA was in 2003. Candidates selected for an interview have current working knowledge of federal and state laws.

The goal candidates, 1 BF and 1 HF were interviewed and not selected for the following reasons:

- 1 HF stated that she did not have much FMLA experience, did not have experience administering state FMLA and only had two intermittent FMLA cases previously.
- 1 BF responses were off topic and required redirection to answer questions.

1 WF was selected. She gave accurate, specific, and detailed responses to interview questions. Her examples were relevant to the position, reflected critical thinking and demonstrated proficiency in verbal communication. The applicant had 13 years' experience in FMLA processing, including tracking of intermittent absences.

# JOB OPPORTUNITY BULLETIN

As of Friday, September 21, 2018

**Department:** Human Resources

**Job Title:** Human Resources Associate - FMLA

**Recruiter:** Marisa Leone

**Search Code:** 2018-225

**Date Posted:** 9/12/2017

**Posting Deadline:** 9/19/2017

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an FMLA Human Resource Associate to our growing team. If you have a background in this field, as well as a passion for customer experience, we want to hear from you.

Our dynamic environment offers candidates in this role the following:

- Competitive salary/comp structures
- Industry leading, affordable access to medical, dental, life and retirement benefits
- Qualifying tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation, and patient experience
- State of the art, award winning campus environment...and more

**SCHEDULE:** Full time MONDAY - FRIDAY 8:00 AM - 5:00 PM (Can be flexible with hours equaling 40)

In the Benefits Unit of the UConn Health Human Resources Department, the FMLA Human Resources Associate role is responsible for the administering and management of intermittent FMLA and state family leave in accordance with federal and state regulations and guidelines.

#### EXAMPLES OF DUTIES:

Administer and process FMLA and state family leaves in accordance with applicable laws

Coordinate initial leave requests, provide notice of eligibility to employees, collect and review associated paperwork

Track and monitor deadlines in order to process claims appropriately while following up with employees on requested info

Verify authenticity of medical documentation in order to confirm validity of claim

Track intermittent FMLA usage of employees and request recertification when warranted

Monitor for fraudulency and testify on behalf of the organization when abuse is suspected

Counsel department managers regarding rights and responsibilities of both the employee and employer in order to maintain compliance with FMLA and state regulations at the organizational level

Additional responsibilities as needed

#### MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of Human Resources principles and practices; knowledge of relevant State and Federal regulations and regulatory requirements, and collective bargaining contracts; 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 orally 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; exercise good judgment in analyzing situations and making decisions

#### POSITION REQUIREMENTS:

**MINIMUM QUALIFICATIONS:** At least three (3) years of experience in human resources administration work, including one (1) year of experience involving FMLA and/or leave administration. Solid, proven experience with Outlook, Word and Excel.

**SUBSTITUTION ALLOWED:** Bachelor's Degree in Human Resources, SHRM certification or equivalent in a human resources certification can be substituted for two (2) years of the required general experience

**Compensation:** This position's salary range begins at \$49,462 and is based on experience

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Req: 2018-309

Date Started: 1/5/2018

JobTitle: Human Resources Associate

Job Group: 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	66	6	60	6	25	0	19	0	12	0	4
TOTAL REJECTED APPLICANT	45	3	42	3	15	0	14	0	10	0	3
TOTAL QUAL. APPLICANT	21	3	18	3	10	0	5	0	2	0	1
TOTAL INTERVIEWED	4	1	3	1	2	0	1	0	0	0	0
NOT OFFERED POSITION	2	1	1	1	0	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:**

HRIS – Human Resources Information Systems

EEO – Equal Employment Opportunity

SHRM – Society of Human resources management

This position was posted on the UConn Health website.

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

The goal candidates, 14 BF, and 10 HF, did not meet the minimum position requirements for the following reasons:

- 12 BF, 10 HF did not possess the required three (3) years' experience in administrative work, including one (1) year of experience involving human resources related work or the substitution allowed.
- 2 BF did not have the required 1 year experience in human resources.

The goal candidates, 4 BF, 2 HF, were not interviewed for the following reasons:

- 1 BF and 1 HF's experience was in talent acquisition only and not in the posted Records Analyst role.
- 1 BF was previously interviewed and was unable to communicate any details about her current position other than front desk reception and using the time and attendance function in CORE which is not utilized at UConn Health.

**Req: 2018-309 continued**

- 1 BF's previous experience was as a front desk clerk in a human resources office, greeting guests, performing calendar functions and ordering supplies.
- 1 HF's experience was in a workers compensation department, processing and filing specific claims.
- 1 BF withdrew her application from the selection process.

The goal candidate, 1 BF, was interviewed and not selected because her experience was mainly in preparing documents for microfiche and assisting in wage garnishments.

2 WF were selected.

- 1 WF had experience in a similar role of Records Analyst in a public university with an affiliated medical facility with similar employee composition.
- 1 WF had experience in a similar role of Records Analyst for a private company where she managed their HRIS system and was accountable for record keeping and compliance related affairs.

# JOB OPPORTUNITY BULLETIN

As of Monday, September 24, 2018

**Department:** Human Resources

**Job Title:** Human Resources Associate - Records

**Recruiter:** Marisa Leone

**Search Code:** 2018-309

**Date Posted:** 9/28/2017

**Posting Deadline:** 10/11/2017

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our organization is looking to add a full time Human Resources Records Analyst to our team located in Farmington. If you have a background in this field, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

**EXAMPLES OF DUTIES:** The Records Analyst, analyzes personnel actions to insure they are processed with adherence to state and federal guidelines, laws, as well as the bargaining unit contracts.

Reviews, prepares, processes or reviews a variety of personnel transactions.

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.

Monitors working test periods

Conducts longevity and seniority audits

Tracks and maintains licenses and certifications

Provide employment verifications

Maintains confidential records and filing systems

Prepares routine correspondence and forms

Enters appropriate information into multiple HRIS 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.

## 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 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

**PREFERRED QUALIFICATIONS:** Experience with PeopleSoft, Banner and/or other HRIS.

## SUPERVISION RECEIVED:

Work under general supervision of an employee of higher grade.

**SCHEDULE:** Monday through Friday, 8:30 am to 5:00 pm, 30 minute unpaid meal break. This is a confidential, non-union position.

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$49,462

\*Applicants must submit a narrative describing their experience performing Human Resources related work.  
be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

#### Why UConn Health

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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may



Req: 2018-316

Date Started: 12/22/2017

JobTitle: Multi Media Specialist 1

Job Group: 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	43	8	35	6	2	2	3	0	3	0
TOTAL REJECTED APPLICANT	49	41	8	33	6	2	2	3	0	3	0
TOTAL QUAL. APPLICANT	2	2	1	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

**Abbreviations in Posting:**

AV – Audio Visual

This position was posted on thr UConn Health website.

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

The goal candidates, 2 BF and 3 AM, did not meet the minimum requirements of the position because they did not have the required 4 years of supporting audio visual technologies preferably with special emphasis on educational technology.

1 WM was selected. He had 12 years' experience as an audio visual technician with experience updating media sites. The candidate was proficient with audio visual technology and media systems in a large scale academic environment.

# JOB OPPORTUNITY BULLETIN

As of Monday, September 24, 2018

**Department:** Unified Communications

**Job Title:** Multi Media Specialist 1

**Recruiter:** Pamela Rucker

**Search Code:** 2018-316

**Date Posted:** 10/4/2017

**Posting Deadline:** 10/11/2017

## Purpose of Class:

At UConn Health, this class is accountable for performing a wide range of tasks in providing intermediate level multimedia technology support and maintenance. Provides full range of complex administrative, technical and development support functions.

## SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

Schedule: 40 hrs per week, Monday - Friday, 8:00am - 4:30pm with a 30 minute unpaid mealbreak

## EXAMPLES OF DUTIES:

Works with clients as a first level responder to troubleshoot AV issues in auditoriums, classrooms, and conference rooms; Primary hardware/software support for faculty/students/ staff in the teaching classrooms: provides basic development support functions and maintains and supports educational online materials; researches and provides information on available educational software/hardware; participates in project planning sessions; supports various type of multimedia product; provides support for conference systems and performs training with customers; tests and adjusts AV product; maintains documentation regarding product and services provided; provides day to day support for auditoria, classrooms, and conference rooms; schedules and operates all forms of teleconferences and webcasts; performs and/or coordinates routine software and hardware maintenance on all related multimedia equipment; keeps departmental statistics and prepares appropriate reports; assists in integrating computer based education programs in the curriculum, may conduct training classes for faculty and students learning to develop educational programs and presentations; works cooperatively with other UConn Health departments to provide appropriate curricular support; performs related duties as required.

## MINIMUM QUALIFICATIONS REQUIRED

### KNOWLEDGE, SKILL AND ABILITY:

General knowledge of a variety of industry-standard multimedia computer design, production, teleconferencing, presentation, and editing software packages and their application; considerable interpersonal skills, creative skills and good understanding of technical integration processes; proficient in computer (Windows, MAC, and portable devices) operation, and general network understanding; good communication and presentation skills; excellent organizational, dependability, and time-management skills with the ability to relate to customers; ability to work to deadlines; ability to analyze problems and suggest solutions; good record keeping skills. Proficient audio visual technology and media systems for large scale academic environment.

### EDUCATION AND TRAINING:

#### GENERAL EXPERIENCE:

Four (4) years of supporting audio visual technologies preferably with special emphasis on educational technology.

#### SUBSTITUTIONS ALLOWED:

Associate Degree in a closely related field and two (2) years related professional experience in multimedia production may be substituted for the General Experience. Bachelor's Degree in a closely related field may be substituted for the General Experience.

#### SPECIAL REQUIREMENTS:

Incumbents in this class may be required to travel within the state during the course of their daily work.

#### WORKING CONDITIONS:

Incumbents in this class may be subject to heavy lifting and pushing equipment on carts. May be required to occasionally work outside normal business hours as assigned or on an emergency basis.

Full Time Equivalent Minimum Salary: \$ 49,462.00

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Req: 2018-777

Date Started: 4/13/2018

JobTitle: Desktop Technician I

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>	<i>UM</i>	<i>UF</i>
TOTAL APPLICANTS	70	64	6	40	3	6	1	7	1	6	0	5	1
TOTAL REJECTED APPLICANT	47	42	5	23	2	6	1	5	1	4	0	4	1
TOTAL QUAL. APPLICANT	23	22	1	17	1	0	0	2	0	2	0	1	0
TOTAL INTERVIEWED	7	7	0	5	0	0	0	1	0	1	0	0	0
NOT OFFERED POSITION	6	6	0	5	0	0	0	1	0	0	0	0	0
OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	0	0	1	0	0	0

A goal candidate, 1 AM, was selected.

Req: 2018-816

Date Started: 5/11/2018

JobTitle: Human Resources Associate

JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>	<i>1 UM</i>	<i>1 UF</i>
TOTAL APPLICANTS	88	24	64	17	35	3	17	2	7	1	4	1	1
TOTAL REJECTED APPLICANT	65	19	46	13	25	2	12	2	6	1	2	1	1
TOTAL QUAL. APPLICANT	23	5	18	4	10	1	5	0	1	0	2	0	0
TOTAL INTERVIEWED	4	1	3	1	3	0	0	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0	0	0
OFFERED POSITION	2	1	1	1	1	0	0	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0	0	0

**Abbreviations in Posting:**

FMLA – Family Medical Leave Act

EEO – Equal Employment Opportunity

SHRM – Society for Human Resource Management

This position was posted on the UConn Health website.

The WM and AM goals had been met with previous hires and were no longer established hiring goals.

The goal candidates, 12 BF and 6 HF, did not meet the minimum requirements for the following reasons:

- 2 BF did not have the required 3 years of experience in human resources administration work or the allowable substitutions.
- 10 BF and 6 HF did not have the required 1 year of experience involving FMLA or leave administration.

The goal candidates, 5 BF and 1 HF were not interviewed for the following reasons:

- 1 BF was as an Office Assistant where FMLA was not the primary function of her position.
- 1 BF was as a Human Resources Assistant where FMLA was not the primary function of her position.
- 1 BF was interviewed for another FMLA position where she was unable to communicate effectively because her responses to questions were off topic and required redirection.

**Req: 2018-816 continued**

- 2 BF worked as disability FMLA claims specialists for insurance companies and they did not have the hands-on FMLA processing as the employer.
- 1 HF was contacted for a telephone interview, but did not respond.

1 WF was offered and declined the position.

1 WM was selected. He had 3 years of experience in FMLA and leave administration work. He was able to communicate effectively, providing responses to interview questions that were detailed and specific and relevant to the position.

# JOB OPPORTUNITY BULLETIN

As of Saturday, September 1, 2018

**Department:** Human Resources

**Job Title:** Human Resources Associate - FMLA

**Recruiter:** Joyce Smith

**Search Code:** 2018-816

**Date Posted:** 2/21/2018

**Posting Deadline:** 2/28/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an FMLA Human Resource Associate to our growing team. If you have a background in this field, as well as a passion for customer experience, we want to hear from you. Our dynamic environment offers candidates in this role the following:

- Competitive salary/comp structures
- Industry leading, affordable access to medical, dental, life and retirement benefits
- Qualifying tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation, and patient experience
- State of the art, award winning campus environment...and more

**SCHEDULE:** Full time MONDAY - FRIDAY 8:00 AM - 5:00 PM (Can be flexible with hours equaling 40)

In the Benefits Unit of the UConn Health Human Resources Department, , the FMLA Human Resources Associate role is responsible for the administering and management of intermittent FMLA and state family leave in accordance with federal and state regulations and guidelines.

#### EXAMPLES OF DUTIES:

Administer and process FMLA and state family leaves in accordance with applicable laws

Coordinate initial leave requests, provide notice of eligibility to employees, collect and review associated paperwork

Track and monitor deadlines in order to process claims appropriately while following up with employees on requested info

Verify authenticity of medical documentation in order to confirm validity of claim

Track intermittent FMLA usage of employees and request recertification when warranted

Monitor for fraudulency and testify on behalf of the organization when abuse is suspected

Counsel department managers regarding rights and responsibilities of both the employee and employer in order to maintain compliance with FMLA and state regulations at the organizational level

Additional responsibilities as needed

#### MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of Human Resources principles and practices; knowledge of relevant State and Federal regulations and regulatory requirements, and collective bargaining contracts; 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 orally 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; exercise good judgment in analyzing situations and making decisions

#### POSITION REQUIREMENTS:

**MINIMUM QUALIFICATIONS:** At least three (3) years of experience in human resources administration work, including one (1) year of experience involving FMLA and/or leave administration. Solid, proven experience with Outlook, Word and Excel.

**SUBSTITUTION ALLOWED:** Bachelor's Degree in Human Resources, SHRM certification or equivalent in a human resources certification can be substituted for two (2) years of the required general experience

**Compensation:** This position's salary range begins at \$49,462 and is based on experience

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# JOB OPPORTUNITY BULLETIN

As of Friday, August 17, 2018

**Department:** Dental Assistants

**Job Title:** Dental Asst

**Recruiter:** Pamela Rucker

**Search Code:** 2017-1066

**Date Posted:** 4/24/2017

**Posting Deadline:** 5/1/2017

## Purpose of Class:

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.

\*\*\*\*\*FLOATER POSITION IN FARMINGTON\*\*\*\*\*

## 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 & Fri 8:00am - 5:00pm, Tues,Wed, Thurs 10:30am - 7:30pm with an hour unpaid meal break.

Full Time Equivalent Minimum Salary: \$44,335.00

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Req: 2017-1066

Date Started: 11/13/2017

JobTitle: Dental Assistants

JobGroup: 5F-DENTAL ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	38	3	35	2	17	0	7	1	11	0	0
TOTAL REJECTED APPLICANT	8	1	7	0	4	0	0	1	3	0	0
TOTAL QUAL. APPLICANT	30	2	28	2	13	0	7	0	8	0	0
TOTAL INTERVIEWED	16	2	14	2	8	0	2	0	4	0	0
NOT OFFERED POSITION	9	1	8	1	5	0	2	0	1	0	0
OFFERED POSITION	7	1	6	1	3	0	0	0	3	0	0
REFUSED POSITION	1	1	0	1	0	0	0	0	0	0	0
TOTAL ACCESSIONS	6	0	6	0	3	0	0	0	3	0	0

This position was posted on the UConn Health website.

The goal candidate, 1 HM, did not meet the minimum qualifications because he had not successfully completed the Dental Radiation Health and Safety examination administered by the DANB.

The goal candidate, 1 WM was interviewed and was offered another UConn Health position.

The goal candidate, 1 WM was interviewed, offered the position and declined.

3 WF and 3 HF were selected for the following reasons:

- 1 WF had successfully completed the Dental Radiation Health and Safety examination; had 10 years of dental assistant experience; and effectively articulated her responses to interview questions demonstrating her ability to understand and carry out written and oral instructions.
- 1 WF had successfully completed the Dental Radiation Health and Safety examination; had 6 years of dental assistant experience; and effectively articulated her responses to interview questions demonstrating her ability to understand and carry out written and oral instructions.
- 1 WF had successfully completed the Dental Radiation Health and Safety examination; had 8 years of dental assistant experience; and effectively articulated her responses to interview questions demonstrating her ability to understand and carry out written and oral instructions.

**Req: 2017-1066 continued**

- 1 HF had successfully completed the Dental Radiation Health and Safety examination; had 5 years of dental assistant experience; and effectively articulated her responses to interview questions demonstrating her ability to understand and carry out written and oral instructions.
- 1 HF had successfully completed the Dental Radiation Health and Safety examination; had 12 years of dental assistant experience; and effectively articulated her responses to interview questions demonstrating her ability to understand and carry out written and oral instructions.
- 1 HF had successfully completed the Dental Radiation Health and Safety examination; had 2 years of dental assistant experience; and effectively articulated her responses to interview questions demonstrating her ability to understand and carry out written and oral instructions.

Req: 2017-1270

Date Started: 9/1/2017

JobTitle: Lead Dental Assistant

JobGroup: 5F-DENTAL ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	41	1	40	1	29	0	1	0	9	0	1
TOTAL REJECTED APPLICANT	8	0	8	0	6	0	0	0	2	0	0
TOTAL QUAL. APPLICANT	33	1	32	1	23	0	1	0	7	0	1
TOTAL INTERVIEWED	9	1	8	1	6	0	0	0	2	0	0
NOT OFFERED POSITION	8	0	8	0	6	0	0	0	2	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) WM was selected.

Req: 2018-267

Date Started: 12/8/2017

JobTitle: Dental Assistant

JobGroup: 5F-DENTAL 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	26	2	24	1	16	0	6	1	1	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	25	2	23	1	15	0	6	1	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

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

**5G. Licensed Practical Nurse**

No hiring activity occurred in this job group during the reporting period.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 18, 2018

**Department:** Plumbing

**Job Title:** QCW-Plumber/Steamfitting

**Recruiter:** Donna Seklecki

**Search Code:** 2017-1063

**Date Posted:** 4/24/2017

**Posting Deadline:** 5/4/2017

## Purpose of Class:

In a state agency this class is accountable for performing highly skilled duties in Plumbing and Steamfitting. This position will work in the department of Facilities Management at UConn Health in Farmington, CT. This position may be required to provide 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, the Main building and other offsite locations in Farmington, CT.

**SUPERVISION RECEIVED:** Works under the limited supervision of a Building Maintenance Supervisor or other employee of higher grade.

**SUPERVISION EXERCISED:** May lead other Qualified Craft Workers, students, seasonal help, inmates 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 Plumbing and Steamfitting.

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 Experience:** Two (2) years of the General Experience must have been performing skilled trade functions in the Plumbing and Steamfitting 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.

**Special Requirement:** Must possess at minimum a P2 license.

**PREFERRED:** P1 license with at least 5 years' relevant hospital plumbing maintenance experience/ Medical Gas experience/ knowledge of Backflow's repairs program or testing.

**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.

**EXAMPLES OF DUTIES:** Performs highly skilled plumbing and steamfitting tasks in accordance with standard trade practices; assembles, installs and repairs air, gas, water, steam and sewer disposal systems; cuts, bends, reams and threads pipes; caulks and tests joints; installs and repairs gas, water, steam and sanitary fixtures; covers and insulates tanks, pipes and related objects; works with high pressure hot water and steam systems; performs minor tests for fuel specific gravity and gas leaks; adds water treatment chemicals to boilers; may braze pipes; may inspect and repair steam traps and/or vaults fed by main system at various locations; may remove pipe insulation materials associated with the repair of pipes and fittings using OSHA approved methods; may inspect and repair medical gas systems.

**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.

**SCHEDULE:** Full time, 37.5 hour workweek, Monday - Friday, 8:00 a.m. to 4:00 p.m., 30 minute unpaid meal break. Holidays and weekends as required.

**FULL TIME MINIMUM EQUIVALANT SALARY:** \$50,326

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Req: 2017-1063

Date Started: 7/7/2017

JobTitle: Qualified Craft Worker-Plumber

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	9	9	0	9	0	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	8	8	0	8	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 the UConn Health website.

No goal candidates applied for this position.

1 WM was selected. He graduated from a technical school majoring in plumbing/heating; had a P1 license and 6 years of experience in plumbing and steam fitting including 3 years of hospital experience.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 18, 2018

**Department:** Carpentry

**Job Title:** QCW-Carpenter

**Recruiter:** Donna Seklecki

**Search Code:** 2017-1124

**Date Posted:** 5/25/2017

**Posting Deadline:** 5/31/2017

## Purpose of Class:

In a state agency this class is accountable for performing highly skilled duties in one or more trade areas, including general carpentry. This position will work in Carpentry and provide 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 located in Farmington, CT. There are two positions available.

**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 Carpentry trade.

Special Experience: Two (2) years of the General Experience must have been performing skilled trade functions in the Carpentry trade in the repair/maintenance of commercial buildings to include installation and repair of commercial door hardware.

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.

**Substitutions 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.

Two (2) years of experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

**SPECIAL REQUIREMENTS:** Incumbents in this class may be required to possess by the appointing authority to complete an asbestos removal program consistent with EPA guidelines for operations and maintenance.

Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits.

**PREFERRED QUALIFICATIONS:** Commercial building carpentry experience and commercial building fire code knowledge.

**PHYSICAL REQUIREMENTS:** 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 extreme weather conditions and to risk of injury from equipment.

**SUPERVISION RECEIVED:** Works under the general supervision of a Building Maintenance Supervisor or other employee of higher grade.

**SUPERVISION EXERCISED:** May lead other Qualified Craft Workers, Qualified Craft Worker Interns, Skilled Maintainers, Maintainers, students, seasonal help, inmates, workfare employees or other lower level employees as assigned.

**EXAMPLES OF DUTIES:** Performs highly skilled carpentry tasks in accordance with standard trade practices; performs alterations, repairs and maintenance of structures and facilities; performs skilled bench work, operating with such equipment as power saws, jointers wood lathes, planers, boring, sanding and mortising machines; cleans sharpens and repairs hand and bench tools. Maintains a variety of services that include; wall and floor repairs, ceiling tile replacements, annual roof inspections and building envelope (exterior) repairs, including windows, miscellaneous carpentry repairs and requests (shelf & cabinet fabrication), fire door inspections and maintenance, painting, maintain handrails and other structures, fabrication of temporary wood and metal structures, sign fabrication, corrective maintenance requests, emergency response to various facility problems, door hinge and latch repair and maintenance.

**SCHEDULE:** 37.5 hour work week, Monday through Friday, 7:30am - 3:30pm, minor holidays are required, in urgent/emergency situations must be able to work other mandated shifts including weekends, 30 minute unpaid meal break.

**FULL TIME MINIMUM EQUIVALENT SALARY:** \$47,967

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Req: 2017-1124

Date Started: 8/18/2017

JobTitle: Qualified Craft Workers-Carpenters  
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	33	33	0	28	0	3	0	2	0	0	0
TOTAL REJECTED APPLICANT	9	9	0	5	0	2	0	2	0	0	0
TOTAL QUAL. APPLICANT	24	24	0	23	0	1	0	0	0	0	0
TOTAL INTERVIEWED	8	8	0	8	0	0	0	0	0	0	0
NOT OFFERED POSITION	6	6	0	6	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

**Abbreviations in Posting:**

EPA – Environmental Protection Agency

This position was posted on the UConn Health website.

The goal candidates, 2 BM and 2 HM, did not meet the minimum qualifications for the following reasons:

All of the candidates were required to answer questions regarding their carpentry experience on their application.

- 1 BM answered yes on his application to having the required carpentry experience but he did not provide details as instructed.
- 1 BM indicated that he did not have the required 4 years of carpentry experience for this position.
- 2 HM indicated they did not have the required carpentry experience for this position.

The goal candidate, 1 BM was not interviewed because he answered yes on the application to having the preferred fire code knowledge but he did not provide the required details as instructed.

**Req: 2017-1124 continued**

2 WM were selected for the following reasons:

The interview questions were based on the following: commercial door hardware; spline ceilings; load bearing walls; drop ceilings; plywood; and anchors used in various substrates.

- 1 WM had 6 years of experience in the carpentry trade which included performing skilled trade functions in the repair/maintenance of commercial building including the installation and repair of commercial door hardware hospital experience and commercial building fire code knowledge. He also scored 58.3 on his responses to interview questions which exhibited his knowledge of commercial door repair and installation and carpentry skills.
- 1 WM had 35 years of experience in the carpentry trade which included performing skilled trade functions in the repair/maintenance of commercial building including the installation and repair of commercial door hardware hospital experience and commercial building fire code knowledge. He also scored 53.5 on his responses to interview questions which exhibited his knowledge of procedure for repairing load bearing walls and proper procedures for supporting drop ceilings; and knowledge of proper anchoring systems and how to shim commercial steel door hinges.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 18, 2018

**Department:** Electrical

**Job Title:** QCW-Electrician

**Recruiter:** Donna Seklecki

**Search Code:** 2018-373

**Date Posted:** 10/16/2017 **Posting Deadline:** 10/25/2017

## 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.

**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.

Incumbents in this class may be required to possess and retain specific education and/or experience to meet various certification requirements.

**PREFERRED:** Three (3) years or more Commercial and/or Healthcare setting electrical service 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 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: 2018-373

Date Started: 5/11/2018

JobTitle: Qualified Craft Worker-Electrician  
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	27	27	0	22	0	2	0	2	0	1	0
TOTAL REJECTED APPLICANT	7	7	0	5	0	0	0	1	0	1	0
TOTAL QUAL. APPLICANT	20	20	0	17	0	2	0	1	0	0	0
TOTAL INTERVIEWED	6	6	0	5	0	1	0	0	0	0	0
NOT OFFERED POSITION	5	5	0	4	0	1	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, 1 HM and 1 AM, did not meet the minimum qualifications for the following reasons:

- 1 HM did not have the required 4 years of experience in the electrical trade.
- 1 AM did not have the required E1 or E2 license.

The goal candidates, 1 BM and 1 HM, were not interviewed for the following reasons:

- 1 BM did not provide detail of his work history on the application and did not submit a resume, which did not provide enough information to determine if he met the preferred qualifications of the position.
- 1 HM worked installing residential solar arrays, not electrical maintenance.

The goal candidate, 1 BM, was interviewed and not selected because he scored 75 out of a possible 132 maximum points on the skills assessment. He scored the lowest in the maintenance area.

The skills assessment included commercial, maintenance, and fire alarm experience.

1 WM was selected. He had an E1 license and 11 years of experience in the electrical trade area. He also scored 110 out of 132 maximum points on the skills assessment, scoring high in all three areas.

Req: 2018-720

Date Started: 5/11/2018

JobTitle: Qualified Craft Worker-Plumber

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>	<i>UU</i>
TOTAL APPLICANTS	9	7	0	7	0	0	0	0	0	0	0	2
TOTAL REJECTED APPLICANT	2	2	0	2	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	7	5	0	5	0	0	0	0	0	0	0	2
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	1	0	1	0	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	1	0	0	0	0	0	0	0	0

This position was posted on recruitmilitary.com and on the UConn Health website.

No goal candidates applied for this position.

1 WM was selected. He graduated from a technical school majoring in plumbing; had a P2 license; 5 years of experience in plumbing; and he had the preferred qualifications of knowledge of Medical Gas and Backflow's repairs.

The remaining vacancy will not be filled.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 18, 2018

**Department:** Plumbing

**Job Title:** QCW-Plumber

**Recruiter:** Donna Seklecki

**Search Code:** 2018-720

**Date Posted:** 2/22/2018

**Posting Deadline:** 4/25/2018

## Purpose of Class:

In a state agency this class is accountable for performing highly skilled duties in Plumbing and Steamfitting. This position will work in the department of Facilities Management at UConn Health in Farmington, CT. This position may be required to provide 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, the Main building and other offsite locations in Farmington, CT.

THERE ARE TWO VACANCIES

**SUPERVISION RECEIVED:** Works under the limited supervision of a Building Maintenance Supervisor or other employee of higher grade.

**SUPERVISION EXERCISED:** May lead other Qualified Craft Workers, students, seasonal help, inmates 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 Plumbing trades

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.

Two (2) years of experience as a Qualified Craft Worker Intern in a designated maintenance trade area may be substituted for the General and Special Experience.

Experience performing technical duties within a designated maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General and Special Experience on a year for year basis.

## MINIMUM QUALIFICATION SPECIAL EXPERIENCE:

Two (2) years of the General Experience must have been performing skilled trade functions in Plumbing. Note: For State Employees, this is interpreted at the level of Skilled Maintainer or Transportation Maintainer 2.

**SPECIAL REQUIREMENT:** Must possess at minimum a P2 license.

## PREFERRED QUALIFICATIONS/EXPERIENCE:

Experience in troubleshooting and repair of electronic plumbing valves and fixtures

Experience and knowledge in the maintenance of vacuum pumps, air compressors, lift stations, water booster pumps, deionize water systems and commercial water heaters

Experience in wet and dry sprinkler systems

P1 license with at least 5 years' relevant hospital plumbing maintenance experience/ Medical Gas experience/ knowledge of Backflow's repairs program or testing

**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.

**EXAMPLES OF DUTIES:** Responsible for corrective and preventive maintenance tasks, performs highly skilled plumbing and steamfitting tasks in accordance with standard trade practices; assembles, installs and repairs air, gas, water, steam and sewer disposal systems, air compressors, vacuum pumps, lift stations, booster pumps & medical gas manifolds, service and maintain electronic and standard plumbing fixtures, electric, gas and steam commercial water heaters and recirculating systems, service and maintain a large selection of laboratory, dental and medical equipment associated with the dental and medical schools, hospital and research for the mission of UConn Health, examples consist of steam kettles, dishwashers, cart washers, grease interceptors and commercial garbage disposals, use of specialty piping for drainage, repairs of deionize water systems and autoclave sterilizers, cuts, bends, reams and threads pipes; caulks and tests joints; installs and repairs gas, water, steam and sanitary fixtures; covers and insulates tanks, pipes and related objects; works with high pressure hot water and steam systems; performs minor tests for fuel specific gravity and gas leaks, monitors medical gas systems including nitrogen, oxygen, carbon dioxide, respiratory air, surgical vacuum and nitrous oxide, adds water treatment chemicals to boilers; may braze pipes; may inspect and repair steam traps and/or vaults fed by main system at various locations; may remove pipe insulation materials associated with the repair of pipes and fittings using OSHA approved methods; may inspect and repair medical gas systems, performs other related duties as 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.

**SCHEDULE:** Full time, 37.5 hour workweek, Monday - Friday, 7:30 a.m. to 3:30 p.m., 30 minute unpaid meal break. Holidays and weekends as required.

**FULL TIME MINIMUM EQUIVALANT SALARY:** \$50,326

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**7A. Protective Services**

No hiring activity occurred in this job group during the reporting period.



Req: 2018-026

Date Started: 8/18/2017

JobTitle: Custodian

JobGroup: 7B-CUSTODIAN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	6	3	3	2	2	0	0	1	1	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	5	3	2	2	2	0	0	1	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

One (1) WF, part-time UConn Health employee, was selected. She was a Maintenance and Service union member with contractual bargaining rights to the position.

Req: 2018-110

Date Started: 9/1/2017

JobTitle: Custodian

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	76	51	25	17	11	12	5	22	7	0	2
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	76	51	25	17	11	12	5	22	7	0	2
TOTAL INTERVIEWED	3	1	2	0	1	1	0	0	0	0	1
NOT OFFERED POSITION	1	1	0	0	0	1	0	0	0	0	0
OFFERED POSITION	2	0	2	0	1	0	0	0	0	0	1
REFUSED POSITION	1	0	1	0	0	0	0	0	0	0	1
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

One (1) WF, part-time UConn Health employee, Maintenance and Service union member in her working test period, was selected. Per UConn Health's Office of Labor Relations stipulated agreement with the selected candidate, she was able to increase her hours to a full-time position while in her working test period.

Req: 2018-351

Date Started: 11/24/2017

JobTitle: Custodians

JobGroup: 7B-CUSTODIAN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	54	32	22	13	10	11	2	8	9	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	54	32	22	13	10	11	2	8	9	0	1
TOTAL INTERVIEWED	2	1	1	0	1	0	0	1	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	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

One (1) WF and one (1) HM were part-time UConn Health employees and Maintenance and Service union members who had contractual bargaining rights to the position.

Req: 2017-1061

Date Started: 9/1/2017

JobTitle: Central Sterile Process & Distribution Aid  
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	23	15	8	6	4	7	2	2	2	0	0
TOTAL REJECTED APPLICANT	11	8	3	4	1	4	1	0	1	0	0
TOTAL QUAL. APPLICANT	12	7	5	2	3	3	1	2	1	0	0
TOTAL INTERVIEWED	7	3	4	1	3	1	1	1	0	0	0
NOT OFFERED POSITION	6	3	3	1	2	1	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) WF was selected.

Req: 2017-1067

Date Started: 10/13/2017

Job Title: Central Sterile Processing & Distribution Aid

Job Group: 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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	38	17	21	8	11	7	7	2	3	0	0
TOTAL REJECTED APPLICANT	24	11	13	5	8	6	4	0	1	0	0
TOTAL QUAL. APPLICANT	14	6	8	3	3	1	3	2	2	0	0
TOTAL INTERVIEWED	4	1	3	0	2	0	1	1	0	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
OFFERED POSITION	2	1	1	0	1	0	0	1	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	1	0	0	0

The position was posted on the UConn Health website.

The goal candidates, 8 WF, 6 BM, and 4 BF did not meet the minimum requirements because they did not have the required Central Service Technician experience in a health care facility or were not credentialed as a Certified Registration Central Service Technician (CRCST) or Certified Sterile Processing and Distribution Technician (CSPDT).

The goal candidates, 1 WF, 1 BM, and 2 BF were not interviewed for the following reasons:

- 1 BM candidate only had 7 months of per diem experience.
- 1 WF and 2 BF did not have experience as a Central Sterile Processing Aide.

The goal candidates, 1 WF and 1 BF were interviewed and not selected for the following reasons:

- 1 WF did not have experience as a Central Sterile Processing Aide in a hospital setting.
- 1 BF was not able to provide documentation to substantiate the experience listed in in her application materials.

A goal candidate, 1 WF, was offered the position and she declined it.

1 HM was selected. He had experience working as a Central Sterile Processing Aide in another hospital setting, working independently and making sound judgments.

# JOB OPPORTUNITY BULLETIN

As of Monday, September 24, 2018

**Department:** Dental Clinic Central Support

**Job Title:** Central Sterile Processing and Distribution

**Recruiter:** Pamela Rucker

**Search Code:** 2017-1067

**Date Posted:** 4/25/2017

**Posting Deadline:** 5/2/2017

## Purpose of Class:

At UConn Health, in the Central Sterile Processing and Distribution Department, this class is accountable for performing a full range of basic tasks in the sterilization, decontamination, processing, storing and distribution of medical supplies, devices and equipment.

SUPERVISION RECEIVED:

Initially works under the close supervision of the Assistant Supervisor of Central Sterile Processing & Distribution or other employee of higher grade; works more independently with acquired experience.

## EXAMPLES OF DUTIES:

Performs acceptable aseptic techniques and proper methods of decontamination, processing and distribution of all hospital supplies and equipment used in patient care; receives, sorts, identifies, inspects and discards irreclaimable items; washes, cleans, sterilizes, assembles, packages, and labels instruments, equipment and supplies according to established procedures; loads and operates washers, sonic energy equipment, sterilizers, cart washers and specialized cleaning equipment according to established procedures; loads and operates ethylene oxide sterilizers and aerators; transfers sterile and non-sterile supplies from processing to distribution area to maintain proper supply level in assigned area; observes all safety requirements in use of detergents and other cleaning and sterilizing products; maintains current knowledge of hospital supply item nomenclature; maintains a clean and orderly environment; distributes and returns sterile supplies to patient floors, departments and dental clinics; performs related duties as required.

## MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of and ability to apply aseptic techniques and proper methods of decontamination processes; knowledge of hospital equipment and its proper sterilization procedures; some interpersonal skills; some oral and written communication skills; ability to operate sterilization and/or decontamination equipment.

## EXPERIENCE AND TRAINING:

General Experience:

Any experience and training which would provide the knowledge, skills and abilities listed above.

## SPECIAL REQUIREMENTS:

1. 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 maintain one of the following:

a.)

a Certified Registration Central Service Technician (CRCST) credential administered by the International Association of Healthcare Central Services Material Management

OR

b.)

a Certified Sterile Processing and Distribution Technician (CSPDT) credential administered by the Certified Board of Sterile Processing and Distribution Inc.

NOTE:

Credentialing must be obtained no later than two (2) years after date of appointment to the Central Sterile Processing Instrument Specialist classification.

2.

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.

## 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 in order to perform the duties.

2.

A physical examination may be required.

## WORKING CONDITIONS:

Incumbents in this class may be required to lift heavy weights; may be exposed to risk of injury from sterilization equipment and to risk of exposure to communicable diseases.

Full Time Equivalent Minimum Salary during Working Test Period: \$33,458.00

Salary after successful completion of Working Test Period: \$37,175.00

Schedule: 40 hours per week, Mon & Fri 8:00am - 5:00pm, hour unpaid meal break

Tue, Wed & Thurs, Flexible hours needed between the hours of 8:00am - 7:30pm

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Req: 2018-059

Date Started: 10/13/2017

JobTitle: Maintainer (Drive/Equipment Operator)

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	23	23	0	17	0	3	0	3	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	23	23	0	17	0	3	0	3	0	0	0
TOTAL INTERVIEWED	2	2	0	1	0	1	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	2	0	1	0	1	0	0	0	0	0
REFUSED POSITION	1	1	0	1	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	1	0	0	0	0	0

One (1) BM was a part-time UConn Health employee and Maintenance and Service union member who had contractual bargaining rights to the position.

Req: 2018-090

Date Started: 9/15/2017

JobTitle: Transport Aide

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	140	55	85	20	23	18	31	17	28	0	3
TOTAL REJECTED APPLICANT	61	20	41	6	13	6	12	8	16	0	0
TOTAL QUAL. APPLICANT	79	35	44	14	10	12	19	9	12	0	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

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



Req: 2018-100

Date Started: 10/27/2017

JobTitle: Storekeeper Assistant

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	51	39	12	19	4	10	4	7	4	3	0
TOTAL REJECTED APPLICANT	1	1	0	0	0	1	0	0	0	0	0
TOTAL QUAL. APPLICANT	50	38	12	19	4	9	4	7	4	3	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

One (1) HM, 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 Saturday, August 18, 2018

**Department:** OR Central Sterile Supply

**Job Title:** Central Sterile Processing and Distribution

**Recruiter:** Donna Seklecki

**Search Code:** 2018-159

**Date Posted:** 8/24/2017

**Posting Deadline:** 9/3/2017

## Purpose of Class:

At the UConn Health Central Sterile Processing and Distribution Department, this class is accountable for performing a full range of basic tasks in the sterilization, decontamination, processing, storing and distribution of medical supplies, devices and equipment. This position is full time, 2nd shift and will work in Farmington, CT.

## MINIMUM QUALIFICATIONS: KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of and ability to apply aseptic techniques and proper methods of decontamination processes; knowledge of hospital equipment and its proper sterilization procedures; some interpersonal skills; some oral and written communication skills; ability to operate sterilization and/or decontamination equipment.

## EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Any experience and training which would provide the knowledge, skills and abilities listed above.

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 (IAHCSMM).

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 EXPERIENCE: Current experience as a Sterile Supply Aide in a hospital setting with current Sterilization Certification (CBSPD).

EXAMPLES OF DUTIES: Performs acceptable aseptic techniques and proper methods of decontamination, processing and distribution of all hospital supplies and equipment used in patient care; receives, sorts, identifies, inspects and discards un-reclaimable items; washes, cleans, sterilizes, assembles, packages, and labels instruments, equipment and supplies according to established procedures; loads and operates washers, sonic energy equipment, sterilizers, cart washers and specialized cleaning equipment according to established procedures; loads and operates ethylene oxide sterilizers and aerators; transfers sterile and non-sterile supplies from processing to distribution area to maintain proper supply level in assigned area; observes all safety requirements in use of detergents and other cleaning and sterilizing products; maintains current knowledge of hospital supply item nomenclature; maintains a clean and orderly environment; distributes and returns sterile supplies to patient floors, departments and dental clinics; performs related duties as required.

WORKING CONDITIONS: Incumbents in this class may be required to lift heavy weights; may be exposed to risk of injury from sterilization equipment and to risk of exposure to communicable diseases.

WORK SCHEDULE: Full time, 37.5 hours per week, 2nd shift, 2:00 p.m. to 10:00 p.m., weekends and holidays as assigned, 30-minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY \$31,367 during training; \$34,852 after successful completion of training period.

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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](mailto:jobs@adp.uhc.edu).

Req: 2018-159

Date Started: 10/27/2017

JobTitle: Central Sterile Processing & Distribution Aide

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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	17	8	9	3	6	2	1	3	2	0	0
TOTAL REJECTED APPLICANT	10	6	4	2	3	2	0	2	1	0	0
TOTAL QUAL. APPLICANT	7	2	5	1	3	0	1	1	1	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

This position was posted on the UConn Health website.

The goal candidates, 3 WF and 2 BM did not meet the minimum requirements for the following reasons:

- 3 WF and 1 BM did not have the required ability to apply aseptic techniques and proper methods of decontamination processes; ability to operate sterilization and/or decontamination equipment or having knowledge of hospital equipment and proper sterilization procedures.
- 1 BM did not have the required ability to operate sterilization and/or decontamination equipment or having knowledge of hospital equipment and proper sterilization procedures.

The goal candidates, 3 WF and 1 BF were not interviewed for the following reasons:

- 2 WF and 1 BF did not have the preferred Sterilization Certification.
- 1 WF did not have the preferred experience as a Sterile Supply Aide in a hospital setting.

1 HM was selected. He had the preferred 5 ½ years of experience as a Sterile Supply Aide in a hospital setting with Sterilization Certification.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 18, 2018

**Department:** Environmental Operations

**Job Title:** Environmental Controls Maintainer

**Recruiter:** Donna Seklecki

**Search Code:** 2018-422

**Date Posted:** 11/6/2017

**Posting Deadline:** 11/15/2017

## Purpose of Class:

At UConn Health, this class is accountable for independently performing a full range of duties in monitoring, operating, repairing and adjusting building energy management services, this position will work 2nd shift for Facilities Management - Environmental Operations in Farmington, CT

**SUPERVISION RECEIVED:** Works under the general supervision of a Maintenance Supervisor or other employee of higher grade.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of methods, tools, equipment, materials and procedures of maintenance trades; knowledge of maintenance problems and their proper handling; skill in manual and machine operations of trade work area; some interpersonal skills; some oral and written communication skill; ability to follow written and oral instructions; ability to utilize computer software.

## EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Two (2) years of experience in the operation, maintenance and repair of heating, air conditioning, ventilating and/or allied equipment.

## SUBSTITUTION ALLOWED:

Graduation from a vocational or technical school with a diploma in the HVAC/r field may be substituted for the General Experience.

## PREFERRED EXPERIENCE:

Trade School training in the HVAC/r field

Training and/or experience in the use of BMS (Building Management Systems), Johnson Control Metasys Extended Architecture and Automated Controls, Carrier Control Systems and Automated Logic DDC Systems.

## PHYSICAL REQUIREMENTS:

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 of the class. 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 significant levels of noise, risk of injury from equipment and weather conditions. 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:

Maintains controls and operates and adjusts Energy management and building control systems (Johnson controls and or Carrier Automated logic systems); monitors, operates and adjusts building energy management systems; uses visual and audio observation to monitor vendor and manufacturer calibrated settings; tours campus to observe operations of equipment and detect faulty or erratic operation of systems; compares logged deficiencies with energy management system pre-set control points in control software in control room; detects faulty and erratic equipment operations through improper reads on display screens and responds to equipment site to diagnose and repair equipment problem; makes adjustments to control system's set points for proper equipment performance; inspects, diagnoses and performs minor/preventative maintenance and repair of control system equipment and contacts supervisor and/or outside vendor for repairs appropriate in accordance with established procedures; takes general maintenance phone calls in accordance with established procedures and completes work orders if necessary; prepares reports as required; performs related duties as required.

**SCHEDULE:** Full time, 40-hour workweek, evenings, Tuesday - Saturday, 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 and holidays.

**FULL TIME MINIMUM EQUIVALANT SALARY:** \$46,602

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Req: 2018-422

Date Started: 3/16/2018

JobTitle: Environmental Controls Maintainer  
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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	3	3	0	2	0	0	0	1	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	3	0	2	0	0	0	1	0	0	0
TOTAL INTERVIEWED	3	3	0	2	0	0	0	1	0	0	0
NOT OFFERED POSITION	1	1	0	0	0	0	0	1	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

**Abbreviations in Posting:**

HVAC/r – heating, ventilation, air conditioning, and refrigeration  
EPA – Environmental Protection Agency

This position was posted on the UConn Health website.

No goal candidates applied for this position.

2 WM were selected for the following reasons:

- 1 WM had 7 years of experience in the operation, maintenance and repair of heating, air conditioning, and ventilating equipment. He also had the preferred experience of use of BMS.
- 1 WM had 6 years of experience in the operation, maintenance and repair of heating, air conditioning, and ventilating equipment. He also had the preferred experiences of trade school training in HVAC/r and use of BMS.

# JOB OPPORTUNITY BULLETIN

As of Saturday, September 29, 2018

**Department:** Center for Comparative Medicine

**Job Title:** Animal Care Washroom Technician

**Recruiter:** Marisa Leone

**Search Code:** 2018-473

**Date Posted:** 11/9/2017

**Posting Deadline:** 11/18/2017

## Purpose of Class:

At the University of Connecticut Health Center, Center for Comparative Medicine this class is accountable for independently performing a full range of tasks involved in the sanitation, sterilization and distribution of supplies in the laboratory.

### SUPERVISION RECEIVED:

Works under the general supervision of a Lead Animal Care Washroom Technician or other employee of a higher grade.

### EXAMPLES OF DUTIES:

Participates in sanitizing and sterilizing caging, supplies, equipment and washroom facility; performs routine sanitation tasks; operates and maintains wash machines; assembles, prepares and stacks apparatus necessary to house, feed and water animals; prepares supplies for animal care staff; follows standard operating procedures; receives, stores and rotates feed, bedding and other animal care supplies and equipment; transports equipment and supplies; disposes of animal waste and carcasses; updates and maintains records; performs related duties as required.

### MINIMUM QUALIFICATIONS REQUIRED

#### KNOWLEDGE, SKILL AND ABILITY:

Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instruction and to keep records; manual dexterity.

#### EXPERIENCE AND TRAINING:

Any experience and training which would provide the knowledge, skills and abilities listed above.

**PREFERRED QUALIFICATIONS:** Experience working in a research facility environment.

#### 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 heavy objects and may be exposed to risk of injury from sterilization equipment and to risk of exposure to communicable diseases.

Schedule: 40 hour work week; Monday through Friday, 8:00am - 4:30pm, 30 hour minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$34,416

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Req: 2018-473

Date Started: 1/19/2018

Job Title: Animal Care Washroom Technician  
Job Group: 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	29	34	13	20	8	4	8	9	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	63	29	34	13	20	8	4	8	9	0	1
TOTAL INTERVIEWED	7	5	2	2	2	1	0	2	0	0	0
NOT OFFERED POSITION	6	4	2	2	2	1	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

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

The goal candidates, 18 WF, 7 BM, and 4 BF, were not interviewed for the following reasons:

- 17 WF, 7 BM, and 4 BF had no relevant qualifications to perform a full range of tasks involved in the sanitation, sterilization, and distribution of supplies in the laboratory.
- 1 WF never returned call to schedule an interview.

The goal candidates, 2 WF and 1 BM, were interviewed and not selected for the following reasons:

- 1 WF expressed a desire to have hands-on work with animals and was more interested in an upcoming veterinary technician position
- 1 WF's interview was focused solely on her maintenance and housekeeping experience.
- 1 BM was asked to supply an updated resume and there were several discrepancies between versions with differing work dates and noted long-term gaps in employment history.

1 HM was selected. The applicant gave examples of management level experience of handling diverse personalities and teamwork situations. Candidate identified protocol on heavy lifting requirements associated with the position and emphasized the importance of team work in the work station.

Req: 2018-575

Date Started: 2/2/2018

JobTitle: Central Sterile Processing & Distribution Aide  
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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	9	5	4	2	3	3	0	0	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	9	5	4	2	3	3	0	0	1	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

1 BM was selected. He was a Maintenance and Service union member who had contractual bargaining rights to the position.



# JOB OPPORTUNITY BULLETIN

As of Saturday, August 18, 2018

**Department:** Facilities Management

**Job Title:** Maintainer (Driver/Equip Op) - Grounds

**Recruiter:** Donna Seklecki

**Search Code:** 2018-719

**Date Posted:** 1/23/2018

**Posting Deadline:** 2/6/2018

## Purpose of Class:

In a state agency this class is accountable for performing duties a substantial amount of time (75%) in the area of grounds care (outside services) and equipment operation. This position will work in Facilities Management-Grounds at UConn Health in Farmington, CT.

**SUPERVISION RECEIVED:** Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

**SUPERVISION EXERCISED:** May oversee the work of contractors and sub-contractors assigned to assist in maintenance functions.

## 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 equipment and vehicles used in daily work; ability to learn policies and procedures; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple recordkeeping.

**EXPERIENCE AND TRAINING:** Any experience and training which provide the knowledge, skills and abilities to safely operate Bobcat-skid steer, backhoe, heavy duty trucks with plows and sanders and any other equipment/tools used in the day to day operations and as listed in the duties of this position.

**SPECIAL REQUIREMENT:** Incumbents in this class are required to possess and maintain a valid driver's license.

**PREFERRED:** Pesticide application license. Five (5) or more years experience operating heavy equipment, grounds maintenance and landscape equipment. Knowledge of plants and plant care.

## PHYSICAL REQUIREMENTS:

1. Incumbents in this class must have adequate physical strength, stamina, physical agility, visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination will be required.

## WORKING CONDITIONS:

1. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and risk of injury from equipment and assaultive and/or abusive patients and/or clients.
2. 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:

**GROUNDS CARE (OUTSIDE SERVICES)** Operates the following equipment a substantial amount of time (75%): Hedge trimmer, lawn mower - zero turn and walk behind, Bobcat - skid steers, weed wacker, chain saw, backhoe, sweeper, leaf vacuum, wood chipper, snow blower, trucks with plows and sanders.

Performs safety checks in parking lots, garages, building entrance and exits, posts signs (parking and construction), plow snow, shovel, material distribution, mow lawns, weed, tree and bush trimming, road sweeping, mulching, insect and rodent removal, pesticide application, assists other trades as assigned. These are only examples of types of tasks and equipment used that a Maintainer (Driver/Equipment Operator) may be expected to perform. Incumbents in this class will also be expected to perform related duties as required.

**SCHEDULE:** Full Time, 37.5 hours per week, primarily Monday through Friday, 7:30 am - 3:30 pm; holidays may be required, in urgent/emergency situations must be able to work other mandated shifts including weekends. 30 minute unpaid meal break.

## FULL TIME EQUIVALENT SALARY MINIMUM:

\$33,163 during training

\$36,847 after successful completion of the 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.uhc.edu.

Req: 2018-719

Date Started: 4/2/2018

JobTitle: Maintainer (Driver/Equipment Operator)

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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	36	34	2	24	0	4	1	6	1	0	0
TOTAL REJECTED APPLICANT	22	20	2	12	0	3	1	5	1	0	0
TOTAL QUAL. APPLICANT	14	14	0	12	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	2	0	1	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:**

EPA – Environmental Protection Agency

This position was posted on the UConn Health website.

The goal candidates, 3 BM and 1 BF did not meet the minimum requirements for the following reasons:

- 2 BM indicated on their application yes to the question of having the required ability to safely operate Bobcat-skid steer, backhoe, heavy duty trucks with plows and sanders and any other equipment/tools used in the day to day operations of this position. They did not provide documentation as instructed.
- 1 BM and 1 BF did not have the required ability to safely operate Bobcat-skid steer, backhoe, heavy duty trucks with plows and sanders and other equipment/tools used in the day to day operations of this position.

The goal candidate, 1 BM, was interviewed and not selected because he did not have the preferred pesticide application license and he had not worked operating heavy equipment; grounds maintenance and landscape equipment in 3 years.

1 WM was selected. He had the preferred pesticide license and 24 years of current experience operating heavy equipment and grounds maintenance and landscape equipment.

Req: 2018-792

Date Started: 4/27/2018

JobTitle: Laboratory Animal Technician Services Specialist

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	32	8	24	7	21	1	1	0	1	0	1
TOTAL REJECTED APPLICANT	18	6	12	5	10	1	1	0	1	0	0
TOTAL QUAL. APPLICANT	14	2	12	2	11	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) WF was selected.

**7C. (Other Services/Maintenance) Hires – Part Time to Full Time – Adjusted Work Schedule**

**Storekeeper Assistant  
(Logistics Management Administration)**

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

Johansen, Katherine  
Katherine Johansen,  
Katherine Johansen, NF&M/è

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Req: 2017-967

Date Started: 7/7/2017

JobTitle: Associate Director, Pharmacy

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	7	5	2	5	1	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	4	3	1	3	0	0	0	0	0	0	1
TOTAL QUAL. APPLICANT	3	2	1	2	1	0	0	0	0	0	0
TOTAL INTERVIEWED	3	2	1	2	1	0	0	0	0	0	0
NOT OFFERED POSITION	2	2	0	2	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 – University Medical Group

JDH – John Dempsey Hospital

OSHA – Occupational Safety and Health Administration

DEA – Drug Enforcement Agency

Pharm D – Doctor of Pharmacy Degree

LTC – Long Term Care

The position was posted on the UConn Health website.

The goal candidate 1 AF did not meet the minimum qualifications because she did not have time management skills and the ability to effectively resolve issues based on her previous work history and performance in the department.

1 WF was selected. She was board certified in pharmacotherapy and had over ten years in pharmacy management experience as a Clinical Coordinator and Residency Program Director. She also had experience in various pharmacy sectors such as retail, LTC, acute care and academia. She answered questions pertaining to project management completely and thoroughly. She described the projects she had successfully completed at Waterbury Hospital. She was also the only applicant interviewed who was able to describe her management and supervisory style and discuss the evaluation of employee factors affecting performance and success.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, July 18, 2018

**Department:** Pharmacy

**Job Title:** Associate Director - Pharmacy

**Recruiter:** Donna Seklecki

**Search Code:** 2017-967

**Date Posted:** 3/20/2017

**Posting Deadline:** 3/26/2017

## Purpose of Class:

At UConn Health the Pharmacy Associate Director of Ambulatory Services manages the day-to-day operations of the ambulatory pharmacy units which includes the administration, coordination and planning of services. This position will oversee the Anticoagulation Clinic, Outpatient Pharmacy located in the Pavilion, UMG Pharmacy Services, JDH 340b Pharmacy Program and other areas as assigned.

## REPORTING RELATIONSHIP:

Works under the general direction of the Director of the Pharmacy Department.

## SUPERVISION EXERCISED:

Supervises and manages the staff of the UConn Pharmacy Ambulatory Service unit(s) (Outpatient Pharmacy, Anticoagulation Clinic, and 340b Personnel).

## MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

Considerable knowledge and ability to apply management principles and techniques; extensive knowledge of the operation of an extended care pharmacy or outpatient facility; considerable knowledge of relevant Federal and State Laws; considerable communication (oral and written) and interpersonal skills; supervisory ability; knowledge of OSHA and DEA requirements; excellent computer skills; ability to analyze problems and effectively resolve issues; strong organization skills and time management abilities; understanding of accounting and cost accounting techniques.

## EXPERIENCE AND TRAINING:

### General Experience:

Doctorate of Pharmacy (PharmD) with at least three (3) years of the experience at a Pharmacy Supervisor level is required.

### Substitution Allowed:

MBA may be substituted for one (1) year of the general experience.

## SPECIAL REQUIREMENTS:

Incumbents in this class must possess and maintain a current State of Connecticut pharmacy license.

## PREFERRED EXPERIENCE:

Experience using Macro Helix or equivalent split billing software.

Experience working in Reimbursement or 340B Pharmacy Program.

Experience working with automated dispensing cabinets, such as Pyxis.

Experience with USP797 and USP800 regulations.

## EXAMPLES OF DUTIES:

### Administrative and Clinical:

Responsible for overseeing ambulatory pharmacy service clinical practice, outpatient pharmacy operations, and 340b DSHContract Pharmacy performance. Perform and assist with the development of short and long-term departmental goals and planning, and provide a yearly strategic plan for ambulatory care services which aligns with and supplements the department, institution and organizations overall strategic plan.

Develop and actively participate in departmental quality assurance and safety programs.

Develop ambulatory clinical pharmacy specialist staff through direct oversight and practice support and outlining specific professional activities and goals to foster a collaborative, cohesive staff in the respective Pharmacy Ambulatory Service Units ex: oncology, anticoagulation, general medicine, infectious disease).

Actively participate in the Pharmacy and Therapeutics committee to assist with medication safety and formulary management activities pertaining to the ambulatory care and transitional care environment.

Support the pharmacy residency program through Steering Committee work, program assessment, recruitment, and learning experience development in ambulatory care.

Promote educational development of pharmacist through involvement in continuing education programs and precept pharmacy students and residents.

Serves as a resource to the JDH Pharmacy Director on financial, human resources and other administrative matters including analysis, planning and strategy formulation; assists in the formulation of program goals and objectives.

Develops or assists in the development of related policies and procedures; interprets and administers pertinent laws.

Monitors and ensures operations compliance with state and federal regulations as mandated by the state Commission of Pharmacy, Drug Enforcement Agency, Food and Drug Administration and state Drug Control or other regulatory agency.

Maintains contacts with individuals both within and outside of the operations who might impact program activities; provide interpretive information, advice and assistance to agency and other officials both in and outside of the organization regarding statutes, regulations, policies and procedures as they relate to ambulatory pharmacy practice.

Administers and keeps records; complies and presents statistical and other data, reports, analyses and trends; monitors and reviews programs for quality assurance and quality control.

### Human Resources:

Directs the staff and operations of the out-patient pharmacy administrative unit(s).

Plans and schedules work of staff, ensuring proper distribution of assignments.

Maintains an adequate staff service level by recruiting, selecting, orienting and training applicants.

Sets standards for staff performance and provides corrective feedback to achieve outstanding staff performance by counseling, disciplining and monitoring performance.

Conducts performance evaluations of staff within required time frames.



Fiscal:

Coordinates the development of annual budgets for the Pharmacy Ambulatory Service Units).

Monitors and reports on financial performance; recommends needed corrective action based on analysis; determines accuracy of distribution of labor, materials and overhead charges and trace discrepancies to sources; compiles cost data for use in budget; analyze and evaluate all contracts, business proposals and special projects.

Responsible for leading and developing strategies to maximize efficiency and ensure compliance with the 3408 Program in its entirety including comprehensive oversight for both contract and hospital based programs.

Coordination of Pharmacy Ambulatory Service Unit(s) activities related to 3408 Program across all delivery networks.

Strategic planning for future growth and quality assurance of existing business.

Foster working relationships with corporate partner leadership (IT, Internal Audit, Results, Accounting, and others) to facilitate productive exchanges of information to improve program efficiency and promote 340b program compliance.

Develop, manage and monitor strategies associated with ensuring ambulatory global payment (e.g. pay for performance and medication cost, targets are met.

May undertake special assignments of a complex nature; maintains knowledge of current trends in pharmacy operations by attending educational sessions, reviewing literature and professional journals.

Performs other related duties as required.

**SCHEDULE:** Full time, 40-hour work week, primarily Monday - Friday, 8:00 a.m. to 4:30 p.m., off shift, weekends and holidays as required, 30-minute unpaid meal break.

**MINIMUM FULL TIME EQUIVALENT SALARY:** TBD



Req: 2017-1267

Date Started: 4/2/2018

JobTitle: Director, Nursing

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	1	27	1	18	0	5	0	2	0	2
TOTAL REJECTED APPLICANT	22	0	22	0	15	0	4	0	2	0	1
TOTAL QUAL. APPLICANT	6	1	5	1	3	0	1	0	0	0	1
TOTAL INTERVIEWED	5	1	4	1	3	0	0	0	0	0	1
NOT OFFERED POSITION	3	1	2	1	2	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	0	0	0	0	0	0	1
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

**Abbreviations in Posting:**

IDX – scheduling, billing, and accounts receivable software

EPIC – electronic medical records system

HIPAA – Health Insurance Portability and Accountability Act

The position was posted on CT Nursing News, Careerbuilder, Health E Careers website, with the UConn Alumni Association and the UConn Health website.

The HF hiring goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 4 BF and 1 AF did not meet the minimum requirements for the following reasons:

- 1 BF did not indicate the minimum of eight years nursing experience with five years progressive experience in the field of Nursing or Master's degree in any discipline.
- 1 BF did not have at least 2 years working in a supervisory capacity at or above the level of Nursing Director or Nursing Manager.
- 1 BF did not indicate the minimum of 8 years nursing experience with 5 years progressive experience in the field of Nursing or Master's degree in any discipline and did not have at least 2 years working in a supervisory capacity at or above the level of Nursing Director or Nursing Manager.
- 1 BF had experience in Nursing and Case Management but the majority of her experience was in a Skilled Nursing Facility which did not include Registration and Hospital Throughput.

**Req: 2017-1267 continued**

- 1 AF did not meet the special requirement of having proven experience in a role of Nursing Director within the Care Coordination/Case management and Registration and Hospital Throughput.

The goal candidate, 1 BF was not interviewed because she withdrew her application.

The goal candidate, 1 AF was offered the position but declined.

1 WF was selected. She had the most experience of all applicants, 26 years of progressive nursing experience with over 12 years in a supervisory capacity at the level of Nursing Manager. She had 2 Master's degrees and was working on obtaining a third. In her previous position, she worked specifically as Manager of Care Coordination and Social Work.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 3, 2018

**Department:** Case Management

**Job Title:** Director, Nursing - Clinical Transitions

**Recruiter:** Julie Parrette

**Search Code:** 2017-1267

**Date Posted:** 12/18/2017

**Posting Deadline:** 2/27/2018

## Purpose of Class:

At the UConn Health Center, the Nursing Director, Clinical Transitions role is accountable for the overall coordination of assessment, planning, development, implementation and evaluation of the clinical operations. 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 nurse director role is responsible for patient registration, throughput, care coordination, post discharge disposition management and throughput, creating a contemporary patient focused environment in a collaborative multidisciplinary team based approach. This leader will plan, organize, coordinate and direct department functions in accordance with State, Federal and Local regulatory requirements as well as policies and procedures of the Health Center.

## Highlight of Benefits Offered

- Competitive salary structure
- Educational and management development opportunities
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on Compassion, Integrity, Collaboration and Innovation
- Brand new, state of the art, award winning campus

## Reporting Relationship :

Receives direction, mentoring, and coaching from the Chief Nursing Officer.

## Supervision Responsibility :

Directs mentors and coaches managers within areas of responsibility.

## Experience and Training:

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 Degrees required, one of which must be in nursing.

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

## Specialty Requirements:

The Nursing Director, Clinical Transitions must have proven experience in a role of nursing director or nursing manager within the area of Care Coordination/Case Management, Registration and Hospital throughput. Experience with IDX and/or Epic software.

## Minimum Requirements:

Previous experience working as a full time Nursing Leader overseeing Care Coordination, Social Work and throughput.

## Principal duties and Accountabilities:

### 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 Chief Nursing Officer to review progress toward strategic goals, operational performance metrics, improvement strategies and unit specific concerns.

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

Assures the departmental goals are aligned with the institutional and the nursing mission, vision, values and goals.

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 man Resources

Hires, educates, mentors, and evaluates responsible department managers. Educates managers in new and existing departmental procedures and health 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 by due date.

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

Works with labor relations 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, values 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 The Joint Commission, Department of Public Health, Centers for Medicare & Medicaid Services, 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. 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; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability; knowledge of healthcare finances and reimbursement models. Considerable knowledge of the conditions of participation in the Medicare program as it related to case management, discharge planning and utilization review.

#### 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; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability; knowledge of healthcare finances and reimbursement models. Considerable knowledge of the conditions of participation in the Medicare program as it related to case management, discharge planning and utilization review.

#### Why UConn Health?

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.



Req: 2018-181

Date Started: 3/16/2018

JobTitle: 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	41	18	23	15	13	1	7	0	2	2	1
TOTAL REJECTED APPLICANT	11	3	8	2	3	1	4	0	1	0	0
TOTAL QUAL. APPLICANT	30	15	15	13	10	0	3	0	1	2	1
TOTAL INTERVIEWED	11	6	5	4	4	0	0	0	1	2	0
NOT OFFERED POSITION	10	6	4	4	4	0	0	0	0	2	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) HF was selected.



Req: 2018-220

Date Started: 11/27/2017

JobTitle: Director, Nursing

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	0	4	0	3	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	3	0	3	0	2	0	0	0	0	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 the UConn Health website.

The goal candidate, 1 AF did not meet minimum requirements because she did not have experience in a role of Nursing Director with an inpatient operating suite, same day surgery center and specialty procedural center and/or obstetrical services.

1 WF was selected. She had previously worked in a perioperative setting. Additionally, she was the only candidate who had experience in a role of Nursing Director with an inpatient surgery and specialty procedural center.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, July 18, 2018

**Department:** Operating Room

**Job Title:** Nursing Director, Procedural Services

**Recruiter:** Erica Dangelo

**Search Code:** 2018-220

**Date Posted:** 9/11/2017

**Posting Deadline:**

At UConn, John Dempsey Hospital (JDH), patient experience and quality of care are paramount. If you are an experienced Nursing Director with a strong background in procedural services and have a commitment to safety and excellence, we want to speak with you.

This crucial position 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. Plans, organizes, coordinates and directs department functions in accordance with State, Federal and Local regulatory requirements as well as policies and procedures of the Health Center.

**Reporting Relationship:**

Receives direction from the Chief Nursing Officer.

**Supervision Responsibility:**

Directs mentors and coaches managers within areas of responsibility and hospital wide as assigned.

**Experience and Training:**

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.

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

**Specialty Requirements:**

The 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 and/or obstetrical services.

**Minimum Requirements:**

Previous experience working as a full time Nursing Director within a perioperative setting.

**Principal duties and Accountabilities:**

**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 The Joint Commission, Department of Public Health, Centers for Medicare & Medicaid Services, 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.

#### 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.



# JOB OPPORTUNITY BULLETIN

As of Wednesday, July 18, 2018

**Department:** Customer Support Services

**Job Title:** Director, Information Technology - Customer

**Recruiter:** Pamela Rucker

**Search Code:** 2018-481

**Date Posted:** 11/15/2017 **Posting Deadline:** 1/4/2018

## Purpose of Class:

As a member of the IT leadership team reporting to the Assistant Vice President of Technology, the IT Service Management Director will serve as the steward for defining the IT service experience and delivering great service to all customers of IT, both internal and external. This position will serve as a key business partner to the organization, ensuring the IT service management organization and other delivery functions are driving service values throughout each service interaction and being an ambassador for delivering great IT service.

This position will have accountability for defining and designing the overall vision for IT Service Management including standards that will be leveraged across IT such as Incident Management, Service Request Management, Service Catalog, Change Management, Service Desk & Site Support, and Problem Management. In addition, this leader will be responsible for defining the proper measurements for customer & service satisfaction, setting baselines and targets for those measurements and holding the cross-functional IT teams accountable for those targets.

## Reporting Relationship:

Reports to the Assistant Vice President of Technology

## Supervision:

Direct management of the Service Desk Team, field technician team and other areas as assigned.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

**SCHEDULE:** 40 hour work week, Monday through Friday, some holidays, some off-shift/evening work; flexibility needed.

## Duties & Responsibilities:

Develops and evolves the departmental strategic and tactical plan for service management within IT.

Establishes a service-first and customer-centric culture across Service Management and IT that puts the customers' needs first.

Ensures that services are provided in a timely, accurate, effective, and cost-efficient manner to provide outstanding service to user groups.

Defines, measures and maintains the proper metrics and service level agreements to both ensure efficiency of operations and delivery of high quality service experiences to end users and customers.

Serves as the key steward and leader for ITIL across IT

Prepares and recommends effective department budgets to cover the projected costs of staffing, equipment and supplies needed to maintain effective operations.

Establishes a system of maintaining inventory of key IT end-user technology assets including client workstations, peripherals, software, etc.

Owns and drives the IT Major Incident Management process across IT, ensures proper management and measurement of SLA's and root-cause-analysis for all major incidents.

Creates standards and ensures that area of responsibility provides the appropriate level of service to other departments so that they are using standard equipment and supported at a level that help them drive their business.

Effectively manages relationships with information systems vendors, service providers, consultants and others to build long-term, successful, and cost-effective partnerships.

Actively serves as a steward for customers' needs when designing and implementing technology solutions.

Performs other related duties as required

## Knowledge, Skills & Abilities Requirement:

Knowledge of and ability to apply management principles and techniques.

In depth knowledge of IT service management and tools.

Considerable knowledge of relevant state and federal laws, statutes, and regulations;

Excellent verbal and written communication skills in both technical and non-technical language in order to persuade and influence decision making of individuals, groups, or work teams, and to explain difficult issues.

Strong leadership, project, and team building skills - ability to lead teams and drive projects and initiatives by working effectively with others with a demonstrated ability to work cross-departmentally.

Ability to provide training and technical assistance.

Demonstrated bias for customer-centric/customer-focused thinking.

Ability to connect the people, processes, and technologies required to deliver business solutions.

Ability to collaborate with third party IT teams working at off-site locations.

## Qualification/Experience & Training:

Ten [10] years of IT Healthcare experience including IT service desks, call centers and distributed technical support teams, with 5 years of leadership experience in managing IT Service desk and technical support teams. Bachelor's degree in Information Technology, Business, or a closely related field may be substituted for four [4] years of the general experience

Demonstrated experience implementing ITIL best practices.

Demonstrated experience in a leadership role with responsibilities related to outsourced or remote hosted IT Services is preferred. Experience managing an enterprise IT Service Management platform such as Remedy, Service Now, Footprints or others that are equivalent is required. Direct experience with managing both service-focused and technical support resources who can troubleshoot, install and manage the client operating environment across multiple hardware devices (PC's, Peripherals, Mobile Devices, etc.) and software applications including productivity tools (MS Office), Anti-Virus, etc  
Demonstrated experience supporting an Enterprise EMR such as Epic, Cerner, Allscripts or the equivalent is required.

**Working Conditions:**

Expected to manage a 24/7 Service Desk

May be required to occasionally work outside normal business hours as assigned or on an emergency basis.

Salary: To be determined

**Why UConn Health**

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)



Req: 2018-481

Date Started: 1/19/2018

JobTitle: Director, Info 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	18	14	4	11	2	0	2	1	0	2	0
TOTAL REJECTED APPLICANT	17	13	4	10	2	0	2	1	0	2	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

SLA – Service Level Agreement

EMR – Electronic Medical Records

This position was posted on the UConn Health website.

The goal candidates, 2 BF, 1 HM, and 2 AM did not meet position requirements for the following reasons:

- 1 BF and 1 AM did not have ten years of IT Healthcare experience.
- 1 BF and 1 HM did not have 5 years of IT Service Desk leadership experience.
- 1 AM did not have Service Desk management experience and did not have knowledge of ITIL.

1 WM was selected. He had experience in Healthcare IT, with specific experience in the management of service desks. He also had experience with EPIC EMR support.



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Req: 2017-796

Date Started: 11/13/2017

JobTitle: Clinical Practice Manager 2

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	26	4	22	2	15	0	5	1	1	1	1
TOTAL REJECTED APPLICANT	15	2	13	1	7	0	4	1	1	0	1
TOTAL QUAL. APPLICANT	11	2	9	1	8	0	1	0	0	1	0
TOTAL INTERVIEWED	7	1	6	0	5	0	1	0	0	1	0
NOT OFFERED POSITION	6	0	6	0	5	0	1	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

A goal candidate, one (1) AM was selected.

Req: 2017-1081

Date Started: 3/2/2018

JobTitle: Nurse Manager

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	30	1	29	1	23	0	2	0	3	0	1
TOTAL REJECTED APPLICANT	22	0	22	0	19	0	2	0	0	0	1
TOTAL QUAL. APPLICANT	8	1	7	1	4	0	0	0	3	0	0
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:**

UMG – UConn Medical Group

JDH – John Dempsey Hospital

The position was posted on the UConn Health website.

The AM goal was met with a previous hire and was no longer an established hiring goal.

1 HF goal candidate was not interviewed because her ambulatory care experience was through home care not hospital based nursing.

The goal candidates, 2 HF were interviewed and not selected for the following reasons:

- 1 HF’s managerial experience was in an interim position and she was not able to articulate specific or key requirements of the Joint Commission standards of practice, a key component of the position.
- 1 HF had a Master’s degree in Nursing and a MBA from online universities. She was familiar with Joint Commission standards but not in the hospital based ambulatory areas.

1 WF was selected. She had 4 years’ experience both hospital and clinical inpatient and outpatient areas with Joint Commission standards. In her previous position, she had scheduled and staffed float pools. Her Master’s degree was in nursing education from Chamberlain College of Nursing.

# JOB OPPORTUNITY BULLETIN

**As of Friday, August 3, 2018**

**Department:** UMG-Administration

**Job Title:** Nurse Manager - Ambulatory Care

**Recruiter:** Julie Parrette

**Search Code:** 2017-1081

**Date Posted:** 8/28/2017

**Posting Deadline:** 1/21/2018

## PURPOSE OF CLASS:

At UConn Health, this class is responsible for managing the daily clinical activities of the Ambulatory Care float pool for UConn Medical Group. Along with the float pool this role will provide Nursing oversight in coordination with the ambulatory John Dempsey Hospital practice Directors, Practice Managers, physicians and multidisciplinary staff within these practices to uphold the mission, values and vision of UConn Health and UConn Medical Group.

## SUPERVISION RECEIVED:

Works under the general supervision of the Vice President of Ambulatory Services or delegated Director with a dotted line report to the Chief Nursing Officer for John Dempsey Hospital.

## SUPERVISION EXERCISED:

Provides nursing, clinical and administrative leadership to float pool staff and nursing oversight for, John Dempsey Hospital, hospital based outpatient clinics working collaboratively with practice managers and directors.

## EXAMPLES OF DUTIES:

Manages and coordinates three float pools within UMG; Provides nursing clinical oversight for the float pool outpatient practices within UMG; assess, implements and evaluates the clinical flow within these practices to ensure effective, timely movement of our patients through their visit; provides leadership and oversight in the delivery of quality patient care.

Administers personnel actions- assists in the recruitment of skilled nursing and clinical support staff; ensures adequate staffing is available to meet the business needs and financial parameters; coaches, counsels and disciplines employees; plans, monitors and appraises job results; develops the nursing and clinical support staff by providing information, educational opportunities and experiential professional growth opportunities.

Develops and interprets UConn Health's philosophies and standards of care; enforces adherence to regulatory requirements; measures health outcomes against standards; makes and/or recommends adjustments. Maintains the stability and reputation of the Practice by ensuring compliance with accreditation requirements.

Ensures effective and efficient patient care processes and flow including bidirectional patient-provider communication, which includes interviewing and hiring staff. Develops in collaboration with Ambulatory Directors, practice managers and physician leadership effective processes for clinical information to include the electronic medical record (EMR) and other information management technologies.

Establishes and maintains excellent communication between UMG practices as well as all ambulatory practices, departments, physicians, and specifically nursing personnel in order to stay consistent with practice and other healthcare professionals.

Assisting in the development and directs implementation of policies and procedures within assigned practices and recommends and/or participates in the development of policies and procedures as applicable. Interprets policies and objectives of nursing services to UMG and JDH staff and Health Center community.

Develops, implements and evaluates performance improvement plans in response to opportunities for improvement in patient care areas, and assures patient safety outcomes.

Provides leadership to ensure a compassionate patient-centered medical practice environment that offers emotional, psychological and spiritual support to patients and families.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies.

Performs other related duties incidental to the position or as assigned.

## KNOWLEDGE AND SKILLS:

Considerable knowledge of principles and practices of nursing and healthcare administration including knowledge of and ability to apply management principles and techniques; demonstrated ability to make sound clinical assessments and institute safe and efficacious care within the structure of a collaborative health team; considerable knowledge of requirements by federal, state or regulatory bodies; considerable knowledge of effective workforce utilization. Experience with direct interviewing, hiring, managing and evaluating of staff. Experience in patient care flow processes and effective workforce utilization.

Demonstrated managerial experience and ability in an outpatient ambulatory setting, knowledge of JDH standards of practice (Joint Commission, etc) in the hospital ambulatory settings.

Knowledge of general financial management in the healthcare setting; supervisory ability.

Considerable knowledge of relevant policies, procedures and processes within a complex health care setting such as an academic medical center, multidisciplinary physician group practice, and/or ambulatory health care setting.

Excellent interpersonal skills and highly effective oral and written communication skills.

## EXPERIENCE AND TRAINING:

General Experience:

Bachelor's Degree in Nursing with a minimum of four (4) years of outpatient clinic experience, with at least two (2) years of this experience in a management position. Experience with hospital based nursing ambulatory services and standards.

Special Requirement: Must possess and maintain a current State of Connecticut Registered Nurse license. Masters in Nursing preferred or in process of obtaining Masters' degree in related field

Work Schedule: This is a full-time, salaried position. Monday-Friday, days, with occasional off-shift holiday and weekend work as required.

Salary: commensurate with experience.



Req: 2017-1193

Date Started: 8/18/2017

JobTitle: Business Services Manager

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	57	10	47	8	31	2	8	0	7	0	1
TOTAL REJECTED APPLICANT	54	9	45	7	29	2	8	0	7	0	1
TOTAL QUAL. APPLICANT	3	1	2	1	2	0	0	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

**Abbreviations in Posting:**

HR – Human Resources

SAPC – Senior Appointments and Promotions Committee

IRB – Institutional Review Board

This position was posted on our UConn Health website.

The goal candidates, 2 BM and 7 HF did not meet the minimum requirements of seven years progressively responsible professional level administrative/financial/research experience with at least 3 years research experience.

1 WF was selected. She had 17 years of experience working in the Pharmacy/research field with 15 years of supervisory experience. Her experience in research includes research protocols, purchasing, statistical and cost analysis reporting. She also answered all Excel sampling related questions correctly.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, July 18, 2018

**Department:** Molecular Biology & Biophysics

**Job Title:** Business Services Manager (Academic

**Recruiter:** Pamela Rucker

**Search Code:** 2017-1193

**Date Posted:** 6/1/2017

**Posting Deadline:** 6/20/2017

## Purpose of Class:

In the UConn School of Medicine, this position is responsible for managing the overall administrative [administrative, financial management and operational] activities of the Molecular Biology & Biophysics Department, in direct support of the Department Chair. Assists Graduate Program Directors with program related needs.

## Reporting Relationship:

Reports to the Department Chair

## Supervision:

Supervises the administrative staff of Molecular Biology and Biophysics.

## Duties & Responsibilities:

### Human Resources Management:

Responsible for handling and processing all HR related documentation for the hiring of staff, including faculty appointments, re-appointments, promotions and tenures (SAPC).

Serves as the resource to faculty regarding appointment regulations and applicable benefit rates.

Plans, assigns and reviews the work of staff; provides training for administrative staff

Recruit, hire and train staff, develops goals and objectives for staff and evaluate staff. Serve as the primary contact for Human Resources issues (hiring, separation/non-renewal; assignment of staff duties, staff counseling and evaluation; workers' compensation, intermediary between faculty and staff, etc.).

### Financial & Grant Management:

Coordinates with faculty and the Office of the Vice President for Research Administration and Finance Sponsored Program Services to prepare grant submission, IRB, Animal Care and Safety protocols and consortium agreements.

Prepares long-range operational budget projections including personnel costs allocated to general funds, other expenses and equipment as applicable.

Maintains financial recordkeeping for grant accounts; tracking open commitments and expenses.

Drafts new competitive and non-competitive renewal budgets for grants and other extramural funding.

Monitor Time and effort and cost share data for personnel in accordance with UCHC and federal guidelines.

Prepares various reports financial reports such as, Expenditure/Financial status reports for close out of grant accounts; time and effort, etc.

Directs and oversees a variety of functions within Procurement and Contracts.

### Operational Management:

Works closely with Department Chair/Center Director to address/solve problems and/or establish and implement policies and procedures to improve operations.

Assess and periodically update the department infrastructure resources to support research, teaching and departmental related activities.

Oversees general facilities operations for department and laboratory facilities.

Resolves logistical problems and transactions with various agencies.

Coordinates retreats, workshops, seminar series and other faculty activities.

Coordinates details relative to Journal clubs, Research in progress and track matriculation.

Oversees the maintenance of the department's website.

Performs other related duties as required

### Knowledge, Skills & Ability:

Considerable knowledge of office administration and financial management including grant applications.

Considerable knowledge of relevant regulatory guidelines, policies and procedures.

Considerable interpersonal skills, oral and written communication skills.

Ability to understand and apply relevant State and Federal laws, statutes and regulations.

Ability to apply management principles and techniques; ability to prepare financial and statistical reports; ability to analyze budgetary and related problems;

ability to use computer programs including advanced excel, PowerPoint, grants submission applications and other related software applications; excellent time management to achieve deadlines is a must.

### General Experience & Training:

Seven [7] years progressively responsible professional level administrative/financial/research experience with at least three [3] years research experience.

Or, Bachelor's degree in business, finance, accounting or closely related field and three [3] years progressively responsible professional level administrative/fiscal/research experience.

Three [3] years supervisory experience.

Demonstrated experience coordinating retreats, conferences and other outreach programs.

Experience in managing federal programs/ projects.

Schedule : 40 hrs per week , Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

Full Time Equivalent Minimum Salary: \$73,694.00

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: 2018-048

Date Started: 10/13/2017

JobTitle: Administrative Manager

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	100	24	76	17	42	4	22	1	8	2	4
TOTAL REJECTED APPLICANT	74	17	57	11	32	3	17	1	5	2	3
TOTAL QUAL. APPLICANT	26	7	19	6	10	1	5	0	3	0	1
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

The position was posted on the UConn Health website.

The goal candidates, 3 BM, 1 HM, 5 HF and 2 AM did not meet the minimum requirements for the following reasons:

- 1 BM, 4 HF and 1 AM did not have a Master's degree in Public Administration, Business Administration, Human Services and five years' experience in administrative and grants management with at least two years at a supervisory level, nor the substitution.
- 2 BM, 1 HM, 1 HF and 1 AM did not have grants management experience.

The goal candidates, 1 BM and 3 HF were not interviewed because they did not have the preferred experience with an UCEDD or the field of developmental and other disabilities, especially federal, state and local policies and programs supporting people with disabilities.

1 WF was selected. She had over 6 years' experience working in a UCEDD. She had grants management experience and had worked in the field of developmental disabilities previously.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 3, 2018

**Department:** Child & Family Studies

**Job Title:** Administrative Manager

**Recruiter:** Pamela Rucker

**Search Code:** 2018-048

**Date Posted:** 7/19/2017

**Posting Deadline:** 9/25/2017

## Purpose of Class:

Administrative Manager - AJ Pappanikou Center for Excellence in Developmental Disabilities, Education, Research and Services  
At UConn Health this grant funded position 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.

## REPORTING RELATIONSHIP:

Reports directly to the Executive Director, UCEDD.

## SUPERVISION EXERCISED:

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

## 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).

Experience working in a grant -funded environment.

Experience in supervision and managing personnel and the production of reports.

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.

## 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 UConn Health 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 UConn Health 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.

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.

# JOB OPPORTUNITY BULLETIN

As of Monday, August 6, 2018

**Department:** Pediatrics

**Job Title:** Administrative Manager

**Recruiter:** Marisa Leone

**Search Code:** 2018-716

**Date Posted:** 1/22/2018

**Posting Deadline:** 1/29/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Administrative Manager to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

## 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, 8am - 4:30pm, 30 minute unpaid meal break; need to be flexible based on department needs.

#### Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)



Req: 2018-716

Date Started: 4/27/2018

JobTitle: Administrative Manager

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	54	16	38	12	24	1	10	2	2	1	2
TOTAL REJECTED APPLICANT	23	6	17	4	10	1	4	1	1	0	2
TOTAL QUAL. APPLICANT	31	10	21	8	14	0	6	1	1	1	0
TOTAL INTERVIEWED	10	3	7	3	6	0	1	0	0	0	0
NOT OFFERED POSITION	9	3	6	3	5	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:

IRB – Institutional Review Board

CT - Connecticut

The position was posted on the UConn Health website.

The AM goal was met with a previous hire and was no longer an established hiring goal.

The goal candidates, 1 BM, 1 HM and 1 HF did not meet the minimum qualifications because they did not have a Bachelor's degree in healthcare management or finance/accounting or a closely related field and four years' experience with at least two years of experience at a supervisory level nor budget experience and submission of grant proposals.

1 HM and 1 HF were not interviewed for the following reasons:

- 1 HM had 4 years of experience with 2 years supervisory experience in the manufacturing industry not related to healthcare.
- 1 HF had experience working with grants but not with the submission of grant proposals.

1 WF was selected. She had 11 years of experience in healthcare management and had used LEAN management (management principles) effectively in that position. Her previous position had focused on budgeting, grant preparation and submission and contracts. In addition, she had experience in management and process improvement.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, July 31, 2018

**Department:** Neuroscience

**Job Title:** Head Of Dept/Basic Sciences -

**Recruiter:** Joyce Smith

**Search Code:** 2017-707

**Date Posted:** 1/13/2017

**Posting Deadline:**

## Purpose of Class:

UCONN HEALTH SEARCH  
CHAIR, DEPARTMENT OF NEUROSCIENCE  
UNIVERSITY OF CONNECTICUT SCHOOL OF MEDICINE

The UConn School of Medicine is seeking an outstanding neuroscientist at a rank of Associate or Full Professor to become Chair of the Department of Neuroscience. Candidates with nationally recognized accomplishments in research, sustained NIH or extramural funding, and leadership experience are encouraged to apply. Desired areas of expertise include but are not limited to cellular and molecular neuroscience, chronic and neurodegenerative diseases, brain circuitry research, and neurogenesis and regeneration. This position is ideal for an energetic individual with the leadership skills and vision required to foster the health and growth of a department that values academic excellence and collaboration. The departmental faculty excel in a variety of research areas (neuroscience.uhc.edu), lead educational programs in the graduate, medical and dental schools, and provide a stimulating environment for research trainees.

The Chair of the Department of Neuroscience reports directly to the Dean of the UConn School of Medicine, and is responsible for oversight of all research, educational, and administrative activities in the department. The Chair will work to enhance the funded research portfolio of the department by supporting the professional development and mentoring of faculty, play a major role in institutional governance, and promote departmental and institutional financial integrity.

UConn Health is located in Farmington CT, is a vibrant, integrated academic medical center that is in an era of unprecedented growth. The campus is a core component of the Bioscience Connecticut initiative: a bold plan to strengthen Connecticut's leadership in bioscience innovation (<http://biosciencect.uhc.edu>). UConn Health has partnered with the Jackson Laboratory for Genomic Medicine as part of a major initiative in genomics, with state-of-the-art and renovated research laboratories.

Interested applicants should submit a cover letter indicating research interests, vision for the department and description of leadership style (maximum of 2 pages) with an up to date curriculum vitae in a single pdf file to the UConn Health Employment Services website (Search no. 2017-707) <https://jobs.uhc.edu>. Please address questions to the search committee chair, Dr. Anthony Vella c/o Shelly Lombardo (neurosciencechair@uhc.edu). Applications will be accepted and reviewed until the position is 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.uhc.edu](mailto:jobs@adp.uhc.edu).



Req: 2017-707

Date Started: 2/28/2018

JobTitle: Head of Department/Basic Science

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	25	22	3	14	1	0	0	1	0	7	2
TOTAL REJECTED APPLICANT	5	4	1	3	0	0	0	0	0	1	1
TOTAL QUAL. APPLICANT	20	18	2	11	1	0	0	1	0	6	1
TOTAL INTERVIEWED	6	4	2	2	1	0	0	0	0	2	1
NOT OFFERED POSITION	4	2	2	1	1	0	0	0	0	1	1
OFFERED POSITION	2	2	0	1	0	0	0	0	0	1	0
REFUSED POSITION	1	1	0	1	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	0	0	1	0

**Abbreviations in Posting:**

NIH – National Institute of Health

This position was posted on our UConn Health website.

The goal candidate, 1 HM was not interviewed because he withdrew his application.

1 AM was selected. He had served as Vice Chair in the Department of Neuroscience as well as Co-Director for the Center for Excellence in Neurodegeneration. He was an Endowed Chair in Biomedical Science and the recipient of the MetLife Award for Medical Research (the most prestigious award for Alzheimer's Research). His current funding includes 6 awards in Alzheimer's Disease as well as other neurodegeneration and neurological disorders.

Segar, Theresa

Segar, Theresa

Segar, Theresa Microsoft

World

# JOB OPPORTUNITY BULLETIN

As of Wednesday, August 1, 2018

**Department:** Genetics & Genome Sciences

**Job Title:** Chief, Division of Medical Genetics

**Recruiter:** Joyce Smith

**Search Code:** 2014-1059

**Date Posted:** 5/15/2014

**Posting Deadline:**

## Purpose of Class:

### CHIEF OF THE DIVISION OF MEDICAL GENETICS

Clinical Genetics and Genomic Medicine. The Department of Genetics and Genome Sciences of the University of Connecticut (UConn) School of Medicine, the Jackson Laboratory for Genomic Medicine (JAX-GM) and the Connecticut Children's Medical Center (CCMC) are inviting applications for a tenure-track or tenured faculty position at the Assistant, Associate or Full Professor level to serve as the Chief of the Division of Medical Genetics. The successful applicant will hold an MD or MD/PhD degree and have board-certification in Clinical Genetics. Their research should focus on the use of genetic and genomic strategies to advance precision medicine, understand human biology, identify the complex functional networks underlying health and disease, and/or the development of novel diagnostics and therapeutics. Candidates will benefit from a highly interactive and cooperative culture established between the participating institutions that encourages translational research and clinical practice. The successful candidate has the potential to be cross appointed at all three institutions, as well as within the UConn Institute for Systems Genomics, and may have the option of housing their research program in the new, state-of-the-art JAX-GM facility on the UConn School of Medicine campus in Farmington, CT. Successful candidates will complement a highly interdisciplinary environment that brings together clinicians, biologists, molecular geneticists, computer scientists, and quantitative scientists.

Applicants should apply at <https://jobs.uhc.edu>, search (2014-1059) with a CV, cover letter and concise statements of research and teaching interests. In addition, applicants should arrange to have at least three letters of reference sent to Dr. Brenton Graveley at [genomics@uchc.edu](mailto:genomics@uchc.edu) as a PDF document on letterhead with signature. The University of Connecticut, Connecticut Children's Medical Center and The Jackson Laboratory are all EOE/AA employers.

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](mailto:jobs@adp.uhc.edu).

Req: 2014-1059

Date Started: 8/18/2017

JobTitle: Professor/Basic Sciences – Genomic Medicine  
in the Department of Genetics and Genome Sciences  
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>	<i>UU</i>
TOTAL APPLICANTS	137	97	31	36	12	4	0	4	3	53	16	9
TOTAL REJECTED APPLICANT	4	1	2	0	1	0	0	0	0	1	1	1
TOTAL QUAL. APPLICANT	133	96	29	36	11	4	0	4	3	52	15	8
TOTAL INTERVIEWED	20	12	7	3	3	1	0	2	0	6	4	1
NOT OFFERED POSITION	12	5	6	1	2	0	0	0	0	4	4	1
OFFERED POSITION	8	7	1	2	1	1	0	2	0	2	0	0
REFUSED POSITION	5	5	0	1	0	1	0	2	0	1	0	0
TOTAL ACCESSIONS	*3	2	1	1	1	0	0	0	0	1	0	0

**Abbreviations in Posting:**

M.D. – Doctor of Medicine  
Ph.D. – Doctor of Philosophy  
CV – curriculum vitae  
PDF – Portable Document Format

This position was posted on the Myhealthtalent.com, Naturejobs, New England Journal of Medicine, Pedjobs.org, and UConn Health website.

The goal candidate, 1 WF, 1 AM, and 1 AF did not meet the minimum requirements for the following reasons:

- 1 WF was not a M.D. or M.D./Ph.D.
- 1 AM and 1 AF submitted an incomplete application and they did not submit the required CV, cover letter, statements of research and teaching interest as well as three letters of reference.

The goal candidates, 8 WF, 3 BM, 2 HM, 3 HF, 46 AM, and 11 AF were not interviewed for the following reasons:

- 7 WF, 2 BM, 2 HM, 2 HF, 32 AM, and 6 AF were not interviewed because their research did not focus on the use of genetic and genomic strategies to advance precision medicine, understand human biology, identify the complex functional networks underlying health and disease, and/or the development of novel diagnostics and therapeutics. Specifically, their areas of research were not in the following: Translational and Clinical Genomics, Computational Biology and Bioinformatics, Functional Genomics and Genomic Technologies, Genome Editing and Engineering, Genomics/Genetics of Metabolic and Cardiovascular Diseases, Genetics of Longevity and Aging, Microbial Genomic, Microbiome, and Infectious Diseases, Statistical and Systems Genomics, Cancer Genomics.

**Req: 2014-1059 continued**

- 1 WF, 4 AM and 1 AF did not submit the required CV, cover letter, statements of research and teaching interest as well as three letters of reference.
- 1 BM is not a research scientist.
- 1 HF, 3 AM, and 2 AF withdrew their applications.
- 1 AM did not have hands-on or published expertise in single cell analysis/genomics of mammalian systems.
- 1 AM's career track does not demonstrate trajectory toward a successful independent career. Specifically, he had only received 4 extramural funding in 16 years.
- 1 AM's career track does not demonstrate trajectory toward a successful independent career. Specifically, he had only received 2 extramural funding in 10 years.
- 1 AM's career track does not demonstrate trajectory toward a successful independent career. Specifically, he had only received 2 extramural funding in 14 years.
- 2 AM have been postdocs for 10 years and the period of postdoc training is normally not more than 5 years.
- 1 AM and 1 AF's career track does not demonstrate trajectory toward a successful independent career. Specifically, they had not received extramural funding.
- 1 AF has been a postdoc for the last 8 years at 4 different institutions which raised a red flag about her ability to have an independent research career.

The goal candidates, 2 WF, 4 AM, 4 AF were interviewed and not selected for the following reasons:

- 1 WF was contacted for a second visit and she did not respond to our request.
- 1 WF during her seminar and chalk talk her focus was on teaching rather than actual research work.
- 1 AM did not have a vision involving a wide picture of what could be; recognizing emerging trends, and engaging all in strategy.
- 1 AM had difficulty staying on topic during his presentation which raised concerns about his ability to establish a successful independent research program.
- 1 AM was not able to provide a detailed plan on moving his work and ideas into clinical/translational areas.
- 1 AM did not provide detailed examples of what differentiated him from anyone else who would have access to the same data, and his potential for innovation was unclear due to the lack of detailed responses.
- 1 AF's future research plans were focused on the fundamental biological questions of elucidating the functional mechanisms of small ribonucleic acid mediated regulatory networks. This plan was limited in scope and not in the scientific interests of UConn Health which is a concentration on genetic and genomic strategies to advance precision medicine, understand human biology, identify the complex functional networks underlying health and disease, and develop novel diagnostics and therapeutics.

**Req: 2014-1059 continued**

- 1 AF was only 3 years into her postdoc so there were concerns about her being able to establish a successful independent research program at this time.
- 1 AF did not have a clear plan for her future work, so her career track did not demonstrate trajectory toward a successful independent career.
- 1 AF was invited for a second interview, but she declined our offer.

The goal candidates, 1 BM, 2 HM, and 1 AM were offered positions and they declined our offers.

A goal candidate, 1 AM was selected for a Professor position.

\*1 WF was selected for an Assistant Professor position in job group 2D and her hire is discussed in the Goals Analysis hires section, job group 2D.

\*One (1) white male was selected for an Assistant Professor position in job group 2D in 2016 and his hire was discussed in the 2016 AAP.

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

**Professor/Clinical  
(Obstetrics and Gynecology)**

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

# ***JOB OPPORTUNITY BULLETIN***

***As of Saturday, August 4, 2018***

**Department:** Ob/Gyn

**Job Title:** Assoc Prof/Visiting

**Recruiter:** Joyce Smith

**Search Code:** 2016-562

**Date Posted:** 12/17/2015 **Posting Deadline:** 1/26/2017

## **Purpose of Class:**

Gynecologic Oncology - Department of Obstetrics and Gynecology

Responsibilities will primarily involve clinical care of patients as a Gynecologic Oncologist and as a member of the UConn Medical group, the faculty practice plan of the School of Medicine, including offices services at one or more locations designated for the specialty, and attending physician services at John Dempsey Hospital, as assigned by the department chair.

Additional responsibilities includes teaching and precepting of residents, fellows and medical students as part of the faculty responsibilities. Research opportunities available.

## **Qualifications:**

Board eligible or certified in Obstetrics and Gynecology by ABOG

Board eligible or certified in Gynecologic Oncology by ABOG

Valid State of Connecticut Medical License.

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: 2016-562

Date Started: 8/4/2017

JobTitle: Associate Professor/Visiting  
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	7	3	4	3	3	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	6	3	3	3	2	0	0	0	0	0	1
TOTAL INTERVIEWED	5	3	2	3	2	0	0	0	0	0	0
NOT OFFERED POSITION	4	2	2	2	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:**

ABOG – American Board of Obstetrics and Gynecology

The Search Firms MD Job Finders and Chejka were utilized for this position, and we posted this position on our UConn Health website.

No goal candidates applied for this position.

1 WM was selected. He was certified in Obstetrics and Gynecology and Gynecologic Oncology by ABOG and had 10 years of experience as a practicing Gynecologic Oncologist.

Req: 2016-933

Date Started: 8/18/2017

JobTitle: Associate Professor/Basic Science

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	37	20	17	11	10	5	5	1	1	3	1
TOTAL REJECTED APPLICANT	29	15	14	8	9	4	3	1	1	2	1
TOTAL QUAL. APPLICANT	8	5	3	3	1	1	2	0	0	1	0
TOTAL INTERVIEWED	3	2	1	1	0	1	1	0	0	0	0
NOT OFFERED POSITION	2	2	0	1	0	1	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) BF was selected.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 4, 2018

**Department:** BioMedical Engineering - SODM

**Job Title:** Asst Prof/Basic Sciences

**Recruiter:** Joyce Smith

**Search Code:** 2017-625

**Date Posted:** 12/15/2016 **Posting Deadline:**

## Purpose of Class:

Tenure Track Faculty Position in Biomedical Engineering at the University of Connecticut  
UConn Health Campus in Farmington, CT

The University of Connecticut (UConn) is seeking to fill a new tenure-track faculty position in the Department of Biomedical Engineering on the UConn Health (UCH), Farmington, CT campus. The position may be filled at the Assistant Professor, Associate Professor or Professor rank, commensurate with experience and scholarly achievement. Applications are now being accepted with an anticipated start date in fall 2019.

The University of Connecticut is in a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>) and the \$1B Bioscience Connecticut (<http://biosciencect.uhc.edu/>) investments and a bold new Academic Plan: Path to Excellence ([http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized\\_1](http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1)). As part of these initiatives, UConn has hired more than 450 new faculty across all ranks during the past five years and elevated Biomedical Engineering to department status. Biomedical Engineering has 25 faculty members (<https://www.bme.uconn.edu/faculty-staff/core-faculty>) on both the Storrs and Farmington campuses, under the leadership of Professor Ki Chon, PhD, head of BME. The Department of Biomedical Engineering at Farmington just completed major renovations to all offices, laboratories and common areas, and hired four new faculty in the past year. UConn Health's position in New England provides access to a wide range of pharmaceutical firms, medical device manufacturers, the insurance industry involved in these areas, and incubator support and space for start-ups.

Applications are invited from strong candidates that can benefit and contribute within the health science environment at Farmington. A preference may be given to those that can contribute to translational solutions for tissue and organ regeneration that complements strong existing strengths at UConn Health in musculoskeletal, craniofacial and oral/dental tissues, biomaterials, biophotonics, cell modeling and stem cell biology. Expertise is sought in the following areas, but not limited to: biofabrication, including bioprinting and microfluidics; vascular and neural tissue engineering; tissue bioreactors; inflammatory cell/biomaterial interactions; developmental/regenerative engineering; and optical and computational technologies extended to tissue and organ scales. In addition to biomedical engineers, cell and matrix biologists, immunologists and geneticists with a proven interest in applying their scientific approach to engineering solutions would also be competitive applicants. Those with an entrepreneurial spirit with experience in the development and commercialization of intellectual property are also encouraged to apply. Additional collaborative opportunities exist with faculty at the Jackson Laboratory for Genomic Medicine (JAX-GM). This world-renowned research institution has recently opened a new facility on the Farmington campus and strong candidates with research goals in line with JAX priorities; such as, big data analysis of wearable sensor data or computational analysis of the human microbiome may be selected to interview for a possible joint appointment between UConn Health and JAX-GM.

Candidates will have a full time academic appointment in the Department of Biomedical Engineering, School of Dental Medicine, with secondary appointments as appropriate. Candidates should have a doctoral degree, outstanding record of research, extramural funding, a vision for excellence, a strong collaborative spirit, teaching experience, a deep commitment to promoting diversity through their educational and research programs, and enthusiasm for helping to grow a new BME department.

Applicants should upload a full CV that includes a complete record of federal funding and journal publications; a 2-page vision statement regarding their evolving and future research opportunities and how they envision interacting with existing expertise at UCONN Health; and the names, addresses, e-mail addresses and telephone numbers of 5 references. Applicants please go to <https://jobs.uhc.edu/>, search code 2017-625; Applicant screening will begin immediately.

The positions will remain open until filled. For additional information about the application process please contact Joyce L. Smith, Director, Employment Services at [josmith@uchc.edu](mailto:josmith@uchc.edu) or (860) 679-1784. For additional information about this Job Description please contact Jon Goldberg, PhD, Chair of the Search Committee for Biomedical Engineering - UConn Health at [goldberg@uchc.edu](mailto:goldberg@uchc.edu) or (860) 679-4455.

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](mailto:jobs@adp.uhc.edu).

Req: 2017-625

Date Started: 9/01/2017

JobTitle: Associate Professor/Basic Science

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>	<i>UU</i>
TOTAL APPLICANTS	36	26	3	7	2	1	0	0	0	18	1	7
TOTAL REJECTED APPLICANT	6	5	1	1	1	1	0	0	0	3	0	0
TOTAL QUAL. APPLICANT	30	21	2	6	1	0	0	0	0	15	1	7
TOTAL INTERVIEWED	4	3	1	1	1	0	0	0	0	2	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	4	3	1	1	1	0	0	0	0	2	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*4	3	1	1	1	0	0	0	0	2	0	0

**Abbreviations in Posting:**

Ph.D. – Doctor of Philosophy  
BME – BioMedical Engineering  
CV – curriculum vitae

This position was posted on Polytechnic Positions website and our UConn Health website.

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

No goal candidates applied for this position.

1 WM was selected. His research was in biomedical engineering within biomechanics (biotribology), biomaterials, biointerface science and biochemistry/biophysics, all within the context of engineering health. He had been successful in developing recombinant human PRG4 (rhPRG4)-based treatments for osteoarthritis, dry eye, and other diseases. He contributed to the development and characterization of rhPRG4, and had experience with protein. In a recently completed clinical trial, rhPRG4 was demonstrated to be safe and effective in treating dry eye disease (signs and symptoms). He had 4 first-author publications and extramural funding experience.

**Req: 2017-625 continued**

\*A goal candidate, 1 WF and 1 AM were selected for two Assistant Professor of Basic Sciences positions in job group 2D.

- The WF's research focused on elucidating the relationship between the musculoskeletal system and the acid/base balance in the body. This understanding will create a foundation of knowledge for developing therapeutic treatments for diseases such as osteoporosis, muscle wasting, and metabolic acidosis. She had a great, 11 first-author publications, and extramural funding experience.
- The AM's research focused on cell-cell communication, cancer-stroma interaction, mechanobiology, regenerative cardiovascular biology, and cancer heterogeneity. He had a diverse background of computer science, bioengineering, systems biology, and mechanobiology to the mechanistic understanding of cancer invasion, and cardiovascular regeneration. He had a good, 6 first-author publications, and extramural funding experience.

\*1 AM was selected in the next reporting period and will be discussed in the 2019 Affirmative Action Plan.

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

**Associate Professor/Clinical  
(Center on Aging)**

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

**Associate Professor/Basic Science  
(Psychiatry)**

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

Req: 2013-665

Date Started: 9/1/2017

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

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	22	21	1	12	0	0	0	2	1	7	0
TOTAL REJECTED APPLICANT	9	9	0	3	0	0	0	1	0	5	0
TOTAL QUAL. APPLICANT	13	12	1	9	0	0	0	1	1	2	0
TOTAL INTERVIEWED	5	5	0	4	0	0	0	1	0	0	0
NOT OFFERED POSITION	3	3	0	2	0	0	0	1	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

A goal candidate, one (1) WM 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.

UCHC is an Affirmative Action/Equal Opportunity Employer M/F/N/PwD

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: 2014-703

Date Started: 9/15/2017

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	42	10	32	7	16	1	3	0	4	2	9
TOTAL REJECTED APPLICANT	5	0	5	0	3	0	0	0	1	0	1
TOTAL QUAL. APPLICANT	37	10	27	7	13	1	3	0	3	2	8
TOTAL INTERVIEWED	17	3	14	1	7	1	2	0	2	1	3
NOT OFFERED POSITION	3	0	3	0	2	0	0	0	1	0	0
OFFERED POSITION	14	3	11	1	5	1	2	0	1	1	3
REFUSED POSITION	3	1	2	1	1	0	1	0	0	0	0
TOTAL ACCESSIONS	*11	2	9	0	4	1	1	0	1	1	3

These positions were posted on the UConn Health website.

The goal candidate, 3 WF did not meet the minimum requirements because they were not board certified/board eligible (BC/BE) internists for primary care providers.

The goal candidates, 6 WM, 6 WF, and 1 BF were not interviewed for the following reasons:

- 1 WM was not board certified in primary care/internal medicine.
- 1 WM had completed an internal medicine residency.
- 1 WM submitted an application that did not contain a work history. An e-mail was sent, requesting submittal of curriculum vitae, and he did not send it.
- 1 WM was previously interviewed and had poor references.
- 1 WM did not have experience in Internal Medicine.
- 1 WM did not respond to requests to schedule an interview.
- 1 WF completed a Nephrology fellowship and did not have experience in internal medicine.
- 1 WF indicated she was interested in a strictly clinical position only. These positions were at the rank of Assistant Professor.
- 1 WF withdrew her application.
- 1 WF has not practiced internal medicine in the past five (5) years.
- 1 WF did not have any experience as a licensed physician.
- 1 WF completed a geriatric fellowship. She did not have experience in internal medicine.
- 1 BF indicated she was interested in a clinical occupational medicine position. This is position is in internal medicine.

The goal candidates, 2 WF were interviewed and not selected because they accepted positions elsewhere.

**Req: 2014-703 continued**

The goal candidates, 1 WM, 1 WF, and 1 BF were offered a position and they declined our offer.

\*In the 2015 reporting period the goal candidates, 1 WF and 1 HF along with 1 AF were selected and reported.

\*In the 2016 reporting period a goal candidate, 1 WF and 1 AF were selected and reported.

\*In the 2017 reporting period a goal candidate, 1 WF; a goal candidate, 1 BM; 1 BF, and 1 AM were selected and reported.

During this reporting period a goal candidate, 1 WF and 1 AF were selected.

- The AF had a Connecticut Physician License; was BC certified in Internal Medicine; and had 1 year of experience teaching medical residents.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, August 1, 2018

**Department:** Genetics & Genome Sciences

**Job Title:** Chief, Division of Medical Genetics

**Recruiter:** Joyce Smith

**Search Code:** 2014-1059

**Date Posted:** 5/15/2014

**Posting Deadline:**

## Purpose of Class:

### CHIEF OF THE DIVISION OF MEDICAL GENETICS

Clinical Genetics and Genomic Medicine. The Department of Genetics and Genome Sciences of the University of Connecticut (UConn) School of Medicine, the Jackson Laboratory for Genomic Medicine (JAX-GM) and the Connecticut Children's Medical Center (CCMC) are inviting applications for a tenure-track or tenured faculty position at the Assistant, Associate or Full Professor level to serve as the Chief of the Division of Medical Genetics. The successful applicant will hold an MD or MD/PhD degree and have board-certification in Clinical Genetics. Their research should focus on the use of genetic and genomic strategies to advance precision medicine, understand human biology, identify the complex functional networks underlying health and disease, and/or the development of novel diagnostics and therapeutics. Candidates will benefit from a highly interactive and cooperative culture established between the participating institutions that encourages translational research and clinical practice. The successful candidate has the potential to be cross appointed at all three institutions, as well as within the UConn Institute for Systems Genomics, and may have the option of housing their research program in the new, state-of-the-art JAX-GM facility on the UConn School of Medicine campus in Farmington, CT. Successful candidates will complement a highly interdisciplinary environment that brings together clinicians, biologists, molecular geneticists, computer scientists, and quantitative scientists.

Applicants should apply at <https://jobs.uhc.edu>, search (2014-1059) with a CV, cover letter and concise statements of research and teaching interests. In addition, applicants should arrange to have at least three letters of reference sent to Dr. Brenton Graveley at [genomics@uchc.edu](mailto:genomics@uchc.edu) as a PDF document on letterhead with signature. The University of Connecticut, Connecticut Children's Medical Center and The Jackson Laboratory are all EOE/AA employers.

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Req: 2014-1059

Date Started: 8/18/2017

JobTitle: Assistant Professor/Basic Sciences – Genomic Medicine  
in the Department of Genetics and Genome Sciences  
JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>	<i>UU</i>
TOTAL APPLICANTS	137	97	31	36	12	4	0	4	3	53	16	9
TOTAL REJECTED APPLICANT	4	1	2	0	1	0	0	0	0	1	1	1
TOTAL QUAL. APPLICANT	133	96	29	36	11	4	0	4	3	52	15	8
TOTAL INTERVIEWED	20	12	7	3	3	1	0	2	0	6	4	1
NOT OFFERED POSITION	12	5	6	1	2	0	0	0	0	4	4	1
OFFERED POSITION	8	7	1	2	1	1	0	2	0	2	0	0
REFUSED POSITION	5	5	0	1	0	1	0	2	0	1	0	0
TOTAL ACCESSIONS	*3	2	1	1	1	0	0	0	0	1	0	0

**Abbreviations in Posting:**

M.D. – Doctor of Medicine  
Ph.D. – Doctor of Philosophy  
CV – curriculum vitae  
PDF – Portable Document Format

This position was posted on the Myhealthtalent.com, Naturejobs, New England Journal of Medicine, Pedjobs.org, and UConn Health website.

The goal candidate, 1 WF did not meet the minimum requirements because she was not a M.D. or M.D./Ph.D.

The goal candidates, 33 WM, 8 WF, and 3 BM were not interviewed for the following reasons:

- 1 WM for the past 6 years did not receive extramural funding.
- 1 WM had a weak publication record because he had 6 senior author papers despite receiving Ph.D. over 35 years ago; he did not have extramural funding; and has held an academic faculty position for the past 10 years.
- 6 WM withdrew their applications.
- 1 WM had a weak publication record because he had only been first author on 12 publications despite receiving Ph.D. over 31 years ago; he also for the past 7 years did not receive extramural funding.
- 2 WM were selected for other UConn Health positions.

**Req: 2014-1059 continued**

- 1 WM's career track did not demonstrate trajectory toward a successful independent career. Specifically, he had a weak publication record because he only had 1 senior author paper despite receiving Ph.D. over 12 years ago and hadn't received extramural funding.
- 1 WM was a medical advisor, not a researcher.
- 1 WM did not have expertise in single cell biology.
- 1 WM and 1 WF did not submit the required CV, cover letter, statements of research and teaching interest as well as three letters of reference.
- 18 WM, 7 WF, and 2 BM were not interviewed because their research did not focus on the use of genetic and genomic strategies to advance precision medicine, understand human biology, identify the complex functional networks underlying health and disease, and/or the development of novel diagnostics and therapeutics. Specifically, their areas of research were not in the following: Translational and Clinical Genomics, Computational Biology and Bioinformatics, Functional Genomics and Genomic Technologies, Genome Editing and Engineering, Genomics/Genetics of Metabolic and Cardiovascular Diseases, Genetics of Longevity and Aging, Microbial Genomic, Microbiome, and Infectious Diseases, Statistical and Systems Genomics, Cancer Genomics.
- 1 BM is not a research scientist.

The goal candidates, 1 WM and 2 WF were interviewed and not selected for the following reasons:

- 1 WM's area of interest was in ovarian cancer, with a long term interest in aging which does not fit with our focus.
- 1 WF was contacted for a second visit and she did not respond to our request.
- 1 WF's focus was on her teaching rather than actual research work during her seminar and presentation.

The goal candidates, 1 WM and 1 BM were offered a position and they declined our offers.

A goal candidate, 1 WF was selected for an Assistant Professor position.

\*1 AM was selected for a Professor position in job group 2B and his hire was discussed in the Goals Analysis hires section, job group 2B.

\*One (1) white male was selected in 2016 and his hire was discussed in the 2016 AAP.

Req: 2015-866

Date Started: 10/27/2017

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

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	10	4	6	2	3	0	1	0	1	2	1
TOTAL REJECTED APPLICANT	4	2	2	1	0	0	1	0	1	1	0
TOTAL QUAL. APPLICANT	6	2	4	1	3	0	0	0	0	1	1
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) WF was selected.

Req: 2015-1162

Date Started: 11/13/2017

JobTitle: Assistant Professor/Basic Science

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	27	17	10	9	6	0	1	3	1	4	2
TOTAL REJECTED APPLICANT	15	9	6	4	3	0	1	1	1	3	1
TOTAL QUAL. APPLICANT	12	8	4	5	3	0	0	2	0	1	1
TOTAL INTERVIEWED	3	2	1	2	1	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	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

A goal candidate, one (1) WM was selected.

Req: 2016-329

Date Started: 7/7/2017

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

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	1	1	0	1	0	0	1	0	0	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	1	0	0	0
TOTAL INTERVIEWED	2	1	1	0	1	0	0	1	0	0	0
NOT OFFERED POSITION	1	1	0	0	0	0	0	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 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: 8/18/2017

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

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

### Abbreviations in Posting:

ABEM – American Board of Emergency Medicine

AOBEM – American Osteopathic Board of Emergency Medicine

M.D. – Doctor of Medicine

This position was posted on the UConn Health website.

The goal candidate, 1 WF did not meet the minimum requirements because she had not completed her fellowship.

The goal candidate, 1 WM was not interviewed because he had completed his residency in 2009, did not work as a physician until 2012, and had physician employment gaps.

The goal candidates, 2 WM were interviewed and not selected for the following reasons:

- 2 WM had not graduated from our UConn Emergency Medical Residency and they had 6 years of emergency experience. The selected goal candidate, 1 WM had graduated from our UConn Emergency Medical Residency and the other selected candidates had 9 or more years of emergency experience.

\*A goal candidate, 1 BM was selected in the 2016 reporting period and was reported in the 2016 Affirmative Action Plan.

\*1 AF was selected in the 2017 reporting period and was reported in the 2017 Affirmative Action Plan.

In this current reporting period a goal candidate, 1 WM was selected.

Req: 2016-833

Date Started: 7/21/2017

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

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	14	12	2	6	2	0	0	3	0	3	0
TOTAL REJECTED APPLICANT	7	6	1	2	1	0	0	2	0	2	0
TOTAL QUAL. APPLICANT	7	6	1	4	1	0	0	1	0	1	0
TOTAL INTERVIEWED	7	6	1	4	1	0	0	1	0	1	0
NOT OFFERED POSITION	6	6	0	4	0	0	0	1	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

A goal candidate, one (1) WF was selected.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, August 7, 2018

**Department:** Surgery

**Job Title:** Asst Prof/Clinical - Vascular Surgery

**Recruiter:** Joyce Smith

**Search Code:** 2016-856

**Date Posted:** 3/8/2016

**Posting Deadline:**

## Purpose of Class:

ACADEMIC VASCULAR SURGEON

UConn Health is actively seeking a fellowship trained and board certified or board eligible (RPVI certification is desirable) Vascular Surgeon to join a growing Vascular Program at our nationally recognized medical center. The position includes both clinical and academic responsibilities. The candidate must have expertise in all endovascular and open peripheral vascular procedures. We have a referral based vascular disease practice, which includes a busy inpatient vascular service, the full scope of open and endovascular procedures and an vascular laboratory. It is expected that the candidate will develop an experimental or clinical research program which incorporates trainees into the projects. Participation in our accredited Vascular Fellowship, General Surgery Residency and Medical Student programs is required. Salary and academic rank will be commensurate to background.

## Employment Criteria:

Must be fellowship trained through an approved program

Must be Board certified or eligible

Must be experience in endovascular procedures

RPVI certification is desirable.

Eligible to practice medicine in the State of Connecticut.

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Req: 2016-856

Date Started: 7/21/2017

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

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

RPVI – Registered Physician in Vascular Interpretation

This position was advertised in the Journal of Vascular Surgery; posted on the Journal of Vascular Surgery website and on our UConn Health website.

The goal candidates, 2 WM were not interviewed for the following reasons:

- 1 WM accepted another position.
- 1 WM did not return phone calls to schedule an interview.

The goal candidate, 1 WM was interviewed and not selected because he decided to not to move to Connecticut.

1 AM was selected. He was in the process of completing his residency as a vascular surgeon and was board eligible.

Req: 2017-092

Date Started: 10/13/2017

JobTitle: Assistant Professor/Clinical

JobGroup: 2D-ASSISTANT PROFESSOR

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

A goal candidate, one (1) WM was selected.

# ***JOB OPPORTUNITY BULLETIN***

***As of Thursday, August 9, 2018***

**Department:** Psychiatry

**Job Title:** Asst Prof/Clinical - General Psychiatrist

**Recruiter:** Joyce Smith

**Search Code:** 2017-148

**Date Posted:** 7/29/2016

**Posting Deadline:**

**Purpose of Class:**

The University of Connecticut Health Center, Department of Psychiatry is seeking applicants for a full time (1.0 FTE) General Psychiatrist at the Assistant Professor Level. This position will be devoted to providing outpatient clinical services at UConn Health Center in the new Mood and Anxiety clinic. Successful applicants will demonstrate both abilities in clinical team leadership and a commitment to the teaching and training of medical students and psychiatry residents. The position requires a license to practice psychiatry in the State of Connecticut and board eligibility in General Psychiatry. A CV, contact information for three (3) references, and a letter describing interest and career plans should be uploaded through this website. Questions regarding this search should be addressed to David C. Steffens, M.D., Chair, Department of Psychiatry, (860) 679-4282, [steffens@uchc.edu](mailto:steffens@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](mailto:jobs@adp.uchc.edu).

Req: 2017-148

Date Started: 9/1/2017

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

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	6	3	3	1	2	0	0	0	0	2	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	6	3	3	1	2	0	0	0	0	2	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:**

FTE – full time equivalent

CV – curriculum vitae

This position was posted on our UConn Health website.

The goal candidates, 1 WM and 2 WF were not interviewed for the following reasons:

- 1 WF withdrew her application after her interview.
- 1 WF applied for this position after an offer was accepted by the selected candidate.
- 1 WM applied for this position after an offer was extended to the selected candidate.

1 AF was selected. She had a State of Connecticut physician license; completed a Fellowship in Psychiatry; and was board eligible in General Psychiatry. She also was a Chief Resident where she supervised and trained residents and medical students as well as organized and prepared lectures for medical students.



# JOB OPPORTUNITY BULLETIN

As of Tuesday, August 7, 2018

**Department:** Orthopaedic Surgery

**Job Title:** Asst Prof-Physical Medicine and

**Recruiter:** Joyce Smith

**Search Code:** 2017-203

**Date Posted:** 8/11/2016

**Posting Deadline:** 11/13/2016

## Purpose of Class:

Physical Medicine and Rehabilitative Specialist

UConn Health Musculoskeletal Institute is looking for a Physical Medicine and Rehabilitation Physician (PM & R) to join our Comprehensive Spine Center. This is a unique opportunity in an Academic Health Center to work in a collaborative Comprehensive Spine Program devoted to the complete care of all operative and non-operative spine related issues. This physician would work with an established PM & R physician as well as integrate with both our neurosurgery and orthopaedic spine specialists. This group is unique in the fact they are extremely collaborative. This physician would see patients, perform nonoperative treatments for acute and chronic back problems, provide injections in our surgery center and would have leeway to explore and research areas of chronic pain management and evaluation and treatment of comprehensive spine problems. This physician would be a part of the Musculoskeletal Institute and a member of the Department of Orthopaedic Surgery at UConn Health. We are looking for a highly motivated, energetic physician that is willing to collaborate and work with our outstanding spine team. They would work in a state-of-the-art Outpatient Pavilion with a competitive salary and excellent benefits package. Board eligible/board certified is preferred.

Interested candidates please through this website and upload a CV and a brief letter of interest.

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Req: 2017-203

Date Started: 7/7/2017

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

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

CV – curriculum vitae

This position was posted on the American Academy of Physical Medicine and Rehabilitation and on our UConn Health website. It was also advertised in the Physiatrist newsletter and posted on its' website.

The goal candidates, 1 WM and 1 WF were not interviewed because they applied after interviews had been conducted.

The goal candidates, 3 WM were interviewed and not selected because they all stated that they were not interested in teaching, only patient care.

1 AM was selected. He had a Connecticut Physician License; was BC certified in PM & R; had 10 years of PM & R experience; and 1 year of experience teaching.

Req: 2017-417

Date Started: 10/27/2017

JobTitle: Assistant Professor/Clinical

JobGroup: 2D-ASSISTANT PROFESSOR

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

A goal candidate, one (1) WF was selected.

Req: 2017-461

Date Started: 8/18/2017

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

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<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

A goal candidate, one (1) WM was selected.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 9, 2018

**Department:** Medicine

**Job Title:** Asst Prof/Clinical - Occupational &

**Recruiter:** Joyce Smith

**Search Code:** 2017-618

**Date Posted:** 12/13/2016 **Posting Deadline:**

## Purpose of Class:

### Faculty Opening

The Division of Occupational and Environmental Medicine within the Department of Medicine at UConn Health invites applications for the following position:  
Occupational Medicine Physician, Assistant/Associate Professor Level

UConn Health has an exciting opportunity for an Occupational Medicine physician, to serve as Director of Clinical Services and Medical Director for the Employee Health Service at UConn Health. The position is in the Division of Occupational and Environmental Medicine, at the Assistant/Associate Professor level.

Principal Employee Health responsibilities include clinical care with support and oversight of a dedicated staff providing a full complement of services to the employees of a large university health center complex. Drafting and oversight of medical policies, conduct of surveillance and immunization procedures, and interaction with university and hospital health & safety professionals as well as workers' compensation staff are essential components of the position. Work with State agencies includes consultation with the Departments of Transportation, Health and Labor, and the University of Connecticut. The Division of Occupational and Environmental Medicine is engaged in clinical care, education, research, and policy development. Accordingly, candidates for this position should have a strong interest in teaching, research, and resident/medical student supervision. As a physician-educator, responsibilities involve training medical and public health students, masters and doctoral students, and medical residents. We offer a collegial environment, faculty appointment, competitive salary and benefits.

The positions encourage collaborative initiatives that advance the field of occupational medicine. Candidates with active research or related support are encouraged to apply and will be accommodated. Involvement with the broader research program of the Division of Occupational and Environmental Health and the Center for the Promotion of Health in the New England Workplace is encouraged.

This position requires strong patient care skills. Expectations for this position include BC/BE in Occupational Medicine with three to five years' experience, possession of a current valid license to practice medicine in Connecticut, and Medical Review Officer certification. Board certification in Internal Medicine and experience in an academic medical center are strongly desired. A thorough knowledge of and experience with the principles and practice of hospital occupational health is essential, as is knowledge of Connecticut workers' compensation and OSHA regulations. No J1 or H1 visas.

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Req: 2017-618

Date Started: 9/15/2017

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

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

### Abbreviations in Posting:

BC/BE – board certified/board eligible

OSHA – Occupational Safety and Health Administration

This position was posted on our UConn Health website.

The goal candidates, 2 WF and 1 BF were not interviewed for the following reasons:

- 1 WF applied after an offer had been made to the selected candidate.
- 1 WF has changed jobs every 3 to 4 months, she held 11 different jobs in 2 years in which 1 of them was in Occupational Medicine.
- 1 BF was not BC in Occupational Medicine and did not have experience in Employee Health Services.

The goal candidate, 1 WM was interviewed and not selected because his background was primarily in administration and this position requires patient care skills.

1 HM was selected. He was BC in Occupational Medicine; had 5 years of experience as the Medical Director at a Hospital Occupational Clinic; and had a Medical Review Officer certification. He also had knowledge of clinical and policy requirements for Employee Health Service Medical Director.

Req: 2017-619

Date Started: 8/18/2017

JobTitle: Assistant Professor/Clinical

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<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

A goal candidate, one (1) WM was selected.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 4, 2018

**Department:** BioMedical Engineering - SODM

**Job Title:** Asst Prof/Basic Sciences

**Recruiter:** Joyce Smith

**Search Code:** 2017-625

**Date Posted:** 12/15/2016 **Posting Deadline:**

## Purpose of Class:

Tenure Track Faculty Position in Biomedical Engineering at the University of Connecticut  
UConn Health Campus in Farmington, CT

The University of Connecticut (UConn) is seeking to fill a new tenure-track faculty position in the Department of Biomedical Engineering on the UConn Health (UCH), Farmington, CT campus. The position may be filled at the Assistant Professor, Associate Professor or Professor rank, commensurate with experience and scholarly achievement. Applications are now being accepted with an anticipated start date in fall 2019.

The University of Connecticut is in a transformational period of growth supported by the \$1.7B Next Generation Connecticut (<http://nextgenct.uconn.edu/>) and the \$1B Bioscience Connecticut (<http://biosciencect.uhc.edu/>) investments and a bold new Academic Plan: Path to Excellence ([http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized\\_1](http://issuu.com/uconnprovost/docs/academic-plan-single-hi-optimized_1)). As part of these initiatives, UConn has hired more than 450 new faculty across all ranks during the past five years and elevated Biomedical Engineering to department status. Biomedical Engineering has 25 faculty members (<https://www.bme.uconn.edu/faculty-staff/core-faculty>) on both the Storrs and Farmington campuses, under the leadership of Professor Ki Chon, PhD, head of BME. The Department of Biomedical Engineering at Farmington just completed major renovations to all offices, laboratories and common areas, and hired four new faculty in the past year. UConn Health's position in New England provides access to a wide range of pharmaceutical firms, medical device manufacturers, the insurance industry involved in these areas, and incubator support and space for start-ups.

Applications are invited from strong candidates that can benefit and contribute within the health science environment at Farmington. A preference may be given to those that can contribute to translational solutions for tissue and organ regeneration that complements strong existing strengths at UConn Health in musculoskeletal, craniofacial and oral/dental tissues, biomaterials, biophotonics, cell modeling and stem cell biology. Expertise is sought in the following areas, but not limited to: biofabrication, including bioprinting and microfluidics; vascular and neural tissue engineering; tissue bioreactors; inflammatory cell/biomaterial interactions; developmental/regenerative engineering; and optical and computational technologies extended to tissue and organ scales. In addition to biomedical engineers, cell and matrix biologists, immunologists and geneticists with a proven interest in applying their scientific approach to engineering solutions would also be competitive applicants. Those with an entrepreneurial spirit with experience in the development and commercialization of intellectual property are also encouraged to apply. Additional collaborative opportunities exist with faculty at the Jackson Laboratory for Genomic Medicine (JAX-GM). This world-renowned research institution has recently opened a new facility on the Farmington campus and strong candidates with research goals in line with JAX priorities; such as, big data analysis of wearable sensor data or computational analysis of the human microbiome may be selected to interview for a possible joint appointment between UConn Health and JAX-GM.

Candidates will have a full time academic appointment in the Department of Biomedical Engineering, School of Dental Medicine, with secondary appointments as appropriate. Candidates should have a doctoral degree, outstanding record of research, extramural funding, a vision for excellence, a strong collaborative spirit, teaching experience, a deep commitment to promoting diversity through their educational and research programs, and enthusiasm for helping to grow a new BME department.

Applicants should upload a full CV that includes a complete record of federal funding and journal publications; a 2-page vision statement regarding their evolving and future research opportunities and how they envision interacting with existing expertise at UCONN Health; and the names, addresses, e-mail addresses and telephone numbers of 5 references. Applicants please go to <https://jobs.uhc.edu/>, search code 2017-625; Applicant screening will begin immediately.

The positions will remain open until filled. For additional information about the application process please contact Joyce L. Smith, Director, Employment Services at [josmith@uchc.edu](mailto:josmith@uchc.edu) or (860) 679-1784. For additional information about this Job Description please contact Jon Goldberg, PhD, Chair of the Search Committee for Biomedical Engineering - UConn Health at [goldberg@uchc.edu](mailto:goldberg@uchc.edu) or (860) 679-4455.

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Req: 2017-625

Date Started: 1/05/2018

JobTitle: Assistant Professors/Basic Sciences

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>	<i>UU</i>
TOTAL APPLICANTS	36	26	3	7	2	1	0	0	0	18	1	7
TOTAL REJECTED APPLICANT	6	5	1	1	1	1	0	0	0	3	0	0
TOTAL QUAL. APPLICANT	30	21	2	6	1	0	0	0	0	15	1	7
TOTAL INTERVIEWED	4	3	1	1	1	0	0	0	0	2	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	4	3	1	1	1	0	0	0	0	2	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*4	3	1	1	1	0	0	0	0	2	0	0

### Abbreviations in Posting:

Ph.D. – Doctor of Philosophy  
BME – BioMedical Engineering  
CV – curriculum vitae

This position was posted on Polytechnic Positions website and our UConn Health website.

The goal candidates, 1 WM, 1 WF, and 1 BM did not meet the minimum requirements because they did not have a Ph.D.

The goal candidates, 5 WM were not interviewed for the following reasons:

- 1 WM's research did not focus on contributing to translational solutions for tissue and organ regeneration in craniofacial and oral/dental tissues, biomaterials, biophotonics, cell modeling and stem cell biology. He also did not have expertise in the following areas: biofabrication, including bioprinting and microfluidics; vascular and neural tissue engineering; tissue bioreactors; inflammatory cell/biomaterial interactions; developmental/regenerative engineering; and optical and computational technologies extended to tissue and organ scales.
- 1 WM only had 2 first-author publications and did not have extramural funding.

**Req: 2017-625 continued**

- 2 WM's research did not focus on contributing to translational solutions for tissue and organ regeneration in craniofacial and oral/dental tissues, biomaterials, biophotonics, cell modeling and stem cell biology. They also did not have expertise in the following areas: biofabrication, including bioprinting and microfluidics; vascular and neural tissue engineering; tissue bioreactors; inflammatory cell/biomaterial interactions; developmental/regenerative engineering; and optical and computational technologies extended to tissue and organ scales. They did not have any history of extramural funding.
- 1 WM did not have any research or extramural funding. He had been teaching at the community college level.

A goal candidate, 1 WF and 1 AM were selected.

- The AM's research focused on cell-cell communication, cancer-stroma interaction, mechanobiology, regenerative cardiovascular biology, and cancer heterogeneity. He had a diverse background of computer science, bioengineering, systems biology, and mechanobiology to the mechanistic understanding of cancer invasion, and cardiovascular regeneration. He had a good, 6 first-author publications, and extramural funding experience.

\*1 WM was selected for an Associate Professor of Basic Sciences position in job group 2C and his hire was discussed in the Goals Analysis hires section, job group 2C.

\*1 AM was selected in the next reporting period and will be discussed in the 2019 Affirmative Action Plan.

# JOB OPPORTUNITY BULLETIN

**As of Friday, August 10, 2018**

**Department:** Oral Health and Diag Sciences

**Job Title:** Asst Prof/Clinical - Oral Medicine

**Recruiter:** Joyce Smith

**Search Code:** 2017-670

**Date Posted:** 12/28/2016 **Posting Deadline:**

## **Purpose of Class:**

Assistant Professor of Oral Medicine

The University of Connecticut School of Dental Medicine invites applications for a full-time faculty position at the Assistant Professor level from individuals with training in Oral Medicine and a strong commitment to an academic career. The primary responsibilities of this position will be in the teaching and clinical training of DMD students in the management of patients with complex medical conditions. Additionally, ability and interest in teaching a pre-doctoral Orofacial Pain curriculum is highly desirable. The position will include opportunities in teaching, research, patient care, and service across the full realm of Oral Medicine. An academic focus is expected and can be developed in any number of areas across school programs and strengths.

Candidates should have a DMD, DDS, or international equivalent, and have graduated or be expected to graduate from an accredited specialty program in Oral Medicine (preferably including training in Orofacial Pain) based in North America by the time the appointment starts. Certification by or eligibility for the American Board of Oral Medicine is required. Academic appointment type will be dependent on academic background and interests of the candidate. Salary will be commensurate with qualifications and the position affords an excellent benefits package and work-life balance.

To apply, please complete on-line application and upload a cover letter, a complete Curriculum vitae, statement of interest, and the names and contact information for at least three professional references. In addition, a CV and any questions regarding the position should be directed to Dr. Douglas E. Peterson, Chair, Section of Oral Medicine, at depeterson@uchc.edu. Consideration of applicants will begin in January 2017 and continue until the position is filled. Target date of initial appointment is July 2017.

The University of Connecticut is an equal opportunity employer M/F.V.PwD.

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Req: 2017-670

Date Started: 3/16/2018

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

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	21	10	11	4	5	0	0	1	1	5	5
TOTAL REJECTED APPLICANT	6	3	3	0	0	0	0	1	1	2	2
TOTAL QUAL. APPLICANT	15	7	8	4	5	0	0	0	0	3	3
TOTAL INTERVIEWED	7	3	4	3	2	0	0	0	0	0	2
NOT OFFERED POSITION	6	3	3	3	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:

DMD/DDS – Doctor of Dental Medicine/Doctor of Dental Surgery  
CV – curriculum vitae

This position was posted on our UConn Health website.

The goal candidates, 1 WM and 3 WF were not interviewed for the following reasons:

- 1 WM and 2 WFs experience was in Orofacial Pain and they did not have Oral Medicine experience.
- 1 WF applied after an offer had been made to the selected candidate.

The goal candidates, 3 WM and 2 WF were interviewed and not selected for the following reasons:

- 1 WM during the interview indicated he was seeking a senior level dental position, and this is an entry level position.
- 1 WM's reference was concerned about his clinical skills.
- 1 WM indicated he would like to remain at his present university.
- 1 WF indicated that she was committed to Oral Medicine and did not want to concentrate on an academic career.
- 1 WF during the interview was unable to clearly articulate her responses to questions.

1 AF was selected. She had educational and clinical experience in Oral Medicine, as well as in 2017 she completed a residency program in Orofacial Pain. This dual credentialing is unique and positions her as the most highly qualified candidate.

# JOB OPPORTUNITY BULLETIN

**As of Tuesday, August 7, 2018**

**Department:** Psychiatry

**Job Title:** Asst Prof/Clinical

**Recruiter:** Jaishree Duggal

**Search Code:** 2017-818

**Date Posted:** 2/8/2017

**Posting Deadline:**

## **Purpose of Class:**

The University of Connecticut Health Center, Department of Psychiatry is seeking applicants for a full time (1.0 FTE) General Psychiatrist at the Assistant Professor Level. This position will be devoted to providing outpatient clinical services at UConn Health Center in the new Mood and Anxiety clinic and in the Intensive Outpatient Program. Successful applicants will demonstrate both abilities in clinical team leadership and a commitment to the teaching and training of medical students and psychiatry residents. The position requires a license to practice psychiatry in the State of Connecticut and board eligibility in General Psychiatry. A CV, contact information for three (3) references, and a letter describing interest and career plans should be uploaded through this website. Questions regarding this search should be addressed to David C. Steffens, M.D., Chair, Department of Psychiatry, (860) 679-4282, [steffens@uchc.edu](mailto:steffens@uchc.edu).

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Req: 2017-818

Date Started: 7/7/2017

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

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<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:**

CV – curriculum vitae

This position was posted on our UConn Health website.

No goal candidates, applied for this position.

1 AM was selected. He had a Connecticut Physician License; was board eligible in General Psychiatry; and had completed a residency in Psychiatry.

# JOB OPPORTUNITY BULLETIN

**As of Tuesday, August 7, 2018**

**Department:** Medicine

**Job Title:** Asst Prof/Clinical - Nephrology

**Recruiter:** Joyce Smith

**Search Code:** 2017-820

**Date Posted:** 2/8/2017

**Posting Deadline:** 3/24/2017

## **Purpose of Class:**

Academic Nephrologist

The Division of Nephrology, Department of Medicine, at the University of Connecticut School of Medicine is currently seeking an academic nephrologist. Our expanding division offers opportunities for teaching at all levels, and clinical, epidemiologic or basic science research. The candidate would participate in all aspects of the clinical practice of the division, but could focus in intensive care nephrology, chronic kidney disease or dialysis, familial or immune kidney diseases, stones, or geriatric nephrology. Rank and salary to be determined based upon candidate's experience.

The University of Connecticut School of Medicine will be adding new faculty members over the next few years as part of an exciting new initiative (Bioscience Connecticut), which also includes a new state of the art patient care hospital tower, a new outpatient pavilion, renovation of research space, and expansion of the medical student class size.

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Req: 2017-820

Date Started: 8/4/2017

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

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

The goal candidates, 1 WM and 1 WF were not interviewed because they applied after a candidate had been chosen.

1 AF was selected. She completed her residency at UConn Health and completed her Nephrology fellowship at Yale University.



Req: 2017-826

Date Started: 8/18/2017

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

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<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	3	0	3	0	2	0	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

A goal candidate, one (1) WF was selected.

Req: 2017-881

Date Started: 9/1/2017

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

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<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

A goal candidate, one (1) WM was selected.

Req: 2017-950

Date Started: 9/1/2017

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

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	19	2	17	2	16	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	17	2	15	2	14	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

A goal candidate, one (1) WF was selected.

# JOB OPPORTUNITY BULLETIN

**As of Friday, August 10, 2018**

**Department:** Cell Biology

**Job Title:** Asst Prof/Basic Sciences

**Recruiter:** Joyce Smith

**Search Code:** 2018-004

**Date Posted:**

**Posting Deadline:** 7/14/2017

**Purpose of Class:**

Assistant Professor In-Residence position available to investigate physiological functions of guanylyl cyclases.

**Required Experience:**

The successful candidate will have obtained a Ph.D. in cell biology, and have at least 2 years of postdoctoral experience in studying physiological functions of guanylyl cyclases. This position requires extensive experience in research in cell and developmental biology, including microdissection and culture of tissues from newborn mice, confocal and FRET microscopy of intact living tissues, measurement of cyclic nucleotides, and genomic modification of mice. The candidate should have at least 5 publications in high quality journals during the past 5 years. In depth computing skills are necessary for image analysis.

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Req: 2018-004

Date Started: 8/4/2017

JobTitle: Assistant Professor/Basic Science

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<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

**Abbreviations in Posting:**

Ph.D. – doctoral degree

This position was posted on our UConn Health website for our employees only.

No goal candidates applied for this position.

1 HF was selected. She had a P.h.D. in cell biology; 2 years of postdoctoral experience in studying physiological functions of guanylyl cyclases at UConn Health; 8 publications in journals; and experience in research in cell and developmental biology, including microdissection and culture of tissues from newborn mice, confocal and FRET microscopy of intact living tissues, measurement of cyclic nucleotides, and genomic modification of mice. She also had in depth computing skills for image analysis.

# JOB OPPORTUNITY BULLETIN

**As of Friday, August 10, 2018**

**Department:** Medicine

**Job Title:** Asst Prof/Internal Medicine Associates -

**Recruiter:** Joyce Smith

**Search Code:** 2018-060

**Date Posted:** 7/21/2017

**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 and supervising APRNs in an independent primary care setting affiliated with UConn. Opportunities for medical student and resident education are available.

Interested candidates should submit a cover letter and curriculum vitae this website. Questions regarding this search should be addressed to Cherell Curtis at 860-679-3493.

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Req: 2018-060

Date Started: 10/13/2017

JobTitle: Assistant Prof/Clinical

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	0	0	0	1	1	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	1	2	0	0	0	0	1	1	0	1
TOTAL INTERVIEWED	2	1	1	0	0	0	0	1	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	1	1	0	0	0	0	1	1	0	0
REFUSED POSITION	1	0	1	0	0	0	0	0	1	0	0
TOTAL ACCESSIONS	1	1	0	0	0	0	0	1	0	0	0

**Abbreviations in Posting:**

BC/BE – board certified/board eligible

APRNs – Advanced Practice Registered Nurses

This position was posted on our UConn Health website.

No goal candidates applied for this position.

1 HM was selected. He was a board certified in Internal Medicine with 18 years of experience as a primary care physician.

# JOB OPPORTUNITY BULLETIN

**As of Friday, August 10, 2018**

**Department:** Center on Aging

**Job Title:** Asst Prof/Clinical - Geriatrics

**Recruiter:** Joyce Smith

**Search Code:** 2018-154

**Date Posted:** 8/23/2017

**Posting Deadline:** 11/20/2017

## **Purpose of Class:**

ASSISTANT PROFESSOR/CLINICAL (Department of Medicine or Family Medicine)

90% time will be devoted to clinical care, with 10% dedicated to education or research. Responsibilities will include on campus and off campus clinical care, medical directorship/medical advisory duties at affiliated facilities and attending physician/geriatrics consultative care services at the John Dempsey Hospital. The successful candidate will participate in the Geriatrics Service call schedule. He/She will teach and precept residents, fellows, and medical students as part of his/her faculty responsibilities and may be assigned other duties and responsibilities as may be necessary (e.g., community outreach, lectures, committee membership, etc.)

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Req: 2018-154

Date Started: 1/5/2018

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

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	2	0	2	0	1	0	0	0	0	0	1
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	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

This position was posted on our UConn Health website.

The goal candidate, 1 WF was not interviewed because she had applied after the interview had been conducted.

1 AF was selected. She was a fellowship-trained and board-certified family physician and geriatrician.

# JOB OPPORTUNITY BULLETIN

**As of Friday, August 10, 2018**

**Department:** Medicine

**Job Title:** Asst Prof/Basic Sciences

**Recruiter:** Joyce Smith

**Search Code:** 2018-238

**Date Posted:** 9/13/2017

**Posting Deadline:**

## **Purpose of Class:**

UConn Health is seeking a Ph.D. research scientist with expertise in microbiome research. Candidate must have computational and laboratory skills in microbiome research and a history of collaborating with clinicians. History of extramural funding is preferred. Candidate should be appropriate for Assistant or Associate Professor. This position is tenure track.

The University of Connecticut School of Medicine will be adding new faculty members over the next few years as part of an exciting new initiative (Bioscience Connecticut), which also includes a new state of the art patient care hospital tower, a new outpatient pavilion, renovation of research space, and expansion of the medical student class size.

Interested applicants should submit a letter of interest and curriculum vitae via this website.

Req: 2018-238

Date Started: 4/13/2018

JobTitle: Assistant Professor/Basic Science

JobGroup: 2D-ASSISTANT PROFESSOR

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

This position was posted on our UConn Health website.

The goal candidates, 3 WM and 1 WF were not interviewed for the following reasons:

- 1 WM did not have the preferred extramural funding.
- 2 WM applied after the position was offered to the selected candidate.
- 1 WF was completing her Ph.D. program and was currently in a postdoctoral fellowship.

1 AF was selected. She had a Ph.D. in Microbiology; extramural funding which will transfer to UConn Health; and 17 years in Academia in the field of Microbiome research.

# JOB OPPORTUNITY BULLETIN

**As of Friday, August 10, 2018**

**Department:** Neuroscience

**Job Title:** Asst Prof/Basic Sciences

**Recruiter:** Joyce Smith

**Search Code:** 2018-581

**Date Posted:** 12/13/2017 **Posting Deadline:** 1/23/2018

## **Purpose of Class:**

### Purpose of Class:

The Department of Neuroscience at the University of Connecticut Health Center seeks an outstanding investigator for an Associate Professor rank working in the field of Alzheimer's disease (AD) Research. We are seeking highly motivated individuals with demonstrated potentials for creative researches and securing extramural funding. In this position, we are specifically seeking an investigator who understands the pathologies of Alzheimer's diseases and has experiences in various AD mouse models in addressing question related to the formation of amyloid deposition, neurofibrillary tangles and dystrophic neurites. A focus on the study of Alzheimer's B-secretase is the most desirable. Minimum qualifications include a Ph.D. and/or M.D. A track record in demonstrating outstanding publications in the aforementioned area is preferred.

Applicants should apply through this site, and upload a CV, cover letter and concise statements of research and teaching interests. To ensure full consideration, applications should be received by January 1, 2018.

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: 2018-581

Date Started: 4/2/2018

JobTitle: Assistant Professor/Basic Science

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	2	1	1	0	0	0	0	0	1	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	2	1	1	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:**

Ph.D. - doctoral degree

M.D. - doctor of medicine

CV - curriculum vitae

This position was posted on our UConn Health website.

The goal candidate, 1 WM was not interviewed because his focus of research was not related to the formation of amyloid deposition. His research was focused on genetically encoded voltage indicators and their use in analyzing the olfactory system.

1 AM was selected. He has worked in the field of Alzheimer's disease, and particularly amyloid plaque deposition for 15 years.

Req: 2018-923

Date Started: 4/27/2018

JobTitle: Assistant Professor/Basic Science

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<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) WF was selected.

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

**Assistant Professor/Basic Science  
(Calhoun Cardiology Center)**

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

**Assistant Professor/Basic Science  
(Cell Biology)**

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

**Assistant Professor/Clinical  
(Vascular Surgery)**

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

**Assistant Professor/Clinical  
(Calhoun Cardiology Center)**

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

**Assistant Professor/Clinical  
(General Medicine)**

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

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

**Assistant Professor/Basic Science  
(Psychiatry)**

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



# JOB OPPORTUNITY BULLETIN

**As of Saturday, June 9, 2018**

**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: 9/29/2017

JobTitle: Instructor/Clinical  
JobGroup: 2E-INSTRUCTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	9	2	4	2	1	0	1	0	3	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	11	9	2	4	2	1	0	1	0	3	0
TOTAL INTERVIEWED	2	2	0	0	0	0	0	1	0	1	0
NOT OFFERED POSITION	1	1	0	0	0	0	0	0	0	1	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

**Abbreviations in Posting:**

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

ADA CODA – American Dental Association Commission on Dental Accreditation

US – United States

CV – Curriculum Vitae

This position was posted on our UConn Health website.

The goal candidates, four (4) WM and one (1) BM were not interviewed for the following reasons:

- One (1) WM did not meet the requirements for dental licensure in CT.
- One (1) WM withdrew his application.
- One (1) WM indicated he was not interested in a position with significant (4 days a week) clinical obligations.
- While one (1) WM was a dental student he was counseled on several occasions regarding his disregard for institutional policies and faculty associated with his residency program reflected similar concerns.
- One (1) BM had applied for a previous faculty position and his salary demand was unrealistic.

One (1) HM was selected. He was a DDS who completed his residency and fellowship training with UConn Health; was eligible for a Connecticut dental license; and had the preferred experience in educational and community settings.

# JOB OPPORTUNITY BULLETIN

As of Saturday, June 9, 2018

**Department:** Surgery

**Job Title:** Instructor/Clinical - Audiologist

**Recruiter:** Joyce Smith

**Search Code:** 2017-418

**Date Posted:** 10/20/2016 **Posting Deadline:** 5/26/2017

## 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: 2017-418

Date Started: 7/7/2017

JobTitle: Instructor/Clinical  
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	16	1	15	1	12	0	0	0	1	0	2
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	14	1	13	1	11	0	0	0	0	0	2
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

BAHA – Bone-Anchored Hearing Aid

ENT – Ear, Nose, and Throat

AuD – Doctor of Audiology

ASHA – American Speech-Language-Hearing Association

This position was posted on our UConn Health website.

The goal candidate, one (1) WM was not interviewed because he did not have experience with BAHA manufactured by Cochlear Corporation.

One (1) WF was selected. She had an AuD; ASHA Certificate of Clinical Competency in Audiology; and had completed her capstone “Central Auditory Assessment in Individuals with Bilateral Cochlear Implants”. She also had one (1) year of experience and currently specializes in Cochlear implant evaluations, programming, and troubleshooting.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, July 31, 2018

**Department:** Craniofacial Sciences

**Job Title:** Instructor/Clinical

**Recruiter:** Joyce Smith

**Search Code:** 2017-779

**Date Posted:** 1/30/2017

**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: 2017-779

Date Started: 7/1/2017

JobTitle: Instructor/Clinical  
JobGroup: 2E-INSTRUCTOR

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

**Abbreviations in Posting:**

DDS/DMD – Doctor of Dental Surgery/Doctor of Dental Medicine  
ADA – American Dental Association  
CODA – Commission on Dental Accreditation  
CT – Connecticut  
US – United States  
CV – curriculum vitae

This position was posted on our UConn Health website.

The goal candidates, 1 WM and 1 BM were not interviewed for the following reasons:

- 1 WM did not meet the requirements for licensure in CT.
- 1 BM had been previously interviewed for another position and his salary demands were unrealistic.

1 HM was selected. He had a DDS degree; completed his advanced training in general dentistry at UConn Health; and was eligible for a CT dental license.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, July 31, 2018

**Department:** Craniofacial Sciences

**Job Title:** Instructor/Clinical

**Recruiter:** Joyce Smith

**Search Code:** 2017-930

**Date Posted:** 3/10/2017

**Posting Deadline:** 3/17/2017

## Purpose of Class:

The Division of Pediatric Dentistry at University of Connecticut School of Dental Medicine has a faculty position at the Clinical Instructor level. The positions are 12 month appointments with the option for renewal. The Clinical Instructor will commit to four days of direct patient care in an affiliated community based practice site as well as care delivery in the hospital based operating room facilities. The remaining effort permits participation in undergraduate didactic and clinical teaching.

The position provides the opportunity for individuals to provide oral health care services to a diverse populations of pediatric patients, including underserved children and children with special care needs.

Minimum qualifications include as DDS/DMD degree, or its equivalent, and specialty training in Pediatric Dentistry from an ADA accredited Pediatric Dentistry residency program. Graduates of non-US dental schools are eligible to apply.

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Req: 2017-930

Date Started: 8/1/2017

JobTitle: Instructor/Clinical

JobGroup: 2E-INSTRUCTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<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	1	1	0	0	0	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:**

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

ADA – American Dental Association

US – United States

This position was posted on our UConn Health website.

No goal candidates applied for this position.

1 WF was selected. She was a DDS and had completed her specialty training in Pediatric Dentistry at UConn Health.



# JOB OPPORTUNITY BULLETIN

As of Tuesday, July 31, 2018

**Department:** Medicine

**Job Title:** Instructor/Basic Sciences

**Recruiter:** Joyce Smith

**Search Code:** 2018-482

**Date Posted:**

**Posting Deadline:** 11/22/2017

## Purpose of Class:

### Job Description

UConn Health is seeking a faculty member with training in microbiology, molecular biology, microbial genetics, and experimental and in silico methodologies required to conduct state-of-the-art research in *Borrelia burgdorferi* physiology, molecular biology, and Lyme disease pathogenesis. The preferred candidate should be proficient in techniques used to genetically manipulate *B. burgdorferi*; *B. burgdorferi* genomics and transcriptomics; and mouse and tick models used to study Lyme disease pathogenesis. The ultimate objective of this recruitment is to strengthen Lyme disease research currently being conducted in the Spirochete Research Laboratories within the Department of Medicine and to enhance the competitiveness of the Department of Medicine for extramural funding in Lyme disease and other tick-borne illnesses.

### Job Duties

#### Research:

Under the supervision of senior investigators in the Spirochete Research Laboratories, conduct research in the molecular pathogenesis of Lyme disease, with a focus on peptide acquisition by *B. burgdorferi* via its oligopeptide transport system and amino acid acquisition via single amino acid transporters.

Collaborate with investigators in the Spirochete Research Laboratories on projects relating to Lyme disease, syphilis, and leptospirosis.

#### Educational:

Contribute to undergraduate and graduate educational and training programs of the University of Connecticut School of Medicine, particularly the Infectious Diseases fellowship training program.

#### Job Requirements:

Ph.D. in microbiology

Minimum of three years of postdoctoral training in Lyme disease research

Research skills including

Genetic manipulation of *Borrelia burgdorferi*

Light and electron microscopic techniques for studying *B. burgdorferi* motility, morphology, and cell division

Real-time PCR and RT-PCR

Mouse and tick models for studying Lyme disease

SDS-PAGE and immunoblot analysis

Computational skills for *B. burgdorferi* genomics, transcriptomics, and proteomics

#### Preferred Qualifications:

Experience working with collaborators with expertise in structural biology and microbial physiology

Ability to train graduate students

Proven experience in oral and written scientific communication, including publication of self-generated data in high-quality peer review journals.

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Req: 2018-482

Date Started: 12/22/2017

JobTitle: Instructor/Basic Science

JobGroup: 2E-INSTRUCTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<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:**

Ph.D. – Doctor of Philosophy

PCR – polymerase chain reaction

RT-PCR – real time polymerase chain reaction

SDS-PAGE – sodium dodecyl sulfate-polyacrylamide gel electrophoresis

This position was posted on our UConn Health website for our employees only.

No goal candidates applied for this position.

1 WF was selected. She had a Ph.D. in Microbiology and Immunology with 3 years of postdoctoral training in Lyme disease research at UConn Health performing the functions of this position.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, July 31, 2018

**Department:** Craniofacial Sciences

**Job Title:** Instructor/Clinical

**Recruiter:** Joyce Smith

**Search Code:** 2018-822

**Date Posted:** 2/21/2018

**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: 2018-822

Date Started: 3/16/2018

JobTitle: Instructor/Clinical

JobGroup: 2E-INSTRUCTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<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:**

- DDS/DMD – Doctor of Dental Surgery/Doctor of Dental Medicine
- ADA – American Dental Association
- CODA – Commission on Dental Accreditation
- CT – Connecticut
- US – United States
- CV – curriculum vitae

This position was posted on our UConn Health website.

No goal candidates applied for this position.

1 AM was selected. He had a DDS degree; completed his advanced training in general dentistry at UConn Health; and had a provisional CT dental license.

Segar, Theresa  
Segar, Theresa  
World...} 2

Req: 2016-1173

Date Started: 7/21/2017

JobTitle: Staff Nurse CN1

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	41	9	32	6	19	2	6	0	4	1	3
TOTAL REJECTED APPLICANT	28	6	22	4	14	1	3	0	3	1	2
TOTAL QUAL. APPLICANT	13	3	10	2	5	1	3	0	1	0	1
TOTAL INTERVIEWED	8	2	6	1	3	1	1	0	1	0	1
NOT OFFERED POSITION	5	2	3	1	1	1	1	0	0	0	1
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) WF was selected.

# JOB OPPORTUNITY BULLETIN

As of Saturday, June 9, 2018

**Department:** CMHC-Garner

**Job Title:** Nurse (Correctional Facility) - Functional

**Recruiter:** Noreen Logan

**Search Code:** 2017-756

**Date Posted:** 1/26/2017

**Posting Deadline:** 4/5/2017

## 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 (RN).

**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:** 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.uconn.edu.

Req: 2017-756

Date Started: 7/7/2017

JobTitle: Nurse Correction

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	5	8	2	3	2	4	1	1	0	0
TOTAL REJECTED APPLICANT	4	2	2	0	0	2	2	0	0	0	0
TOTAL QUAL. APPLICANT	9	3	6	2	3	0	2	1	1	0	0
TOTAL INTERVIEWED	4	3	1	2	0	0	0	1	1	0	0
NOT OFFERED POSITION	3	2	1	1	0	0	0	1	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

**Abbreviations in Posting:**

BSN – Bachelor’s Degree in Nursing

ASN – Associate Nursing Degree

LPN – Licensed Practical Nurse

This position was posted on our UConn Health website.

The goal candidates, three (3) WF were not interviewed for the following reasons:

- Two (2) WF did not respond to requests to schedule an interview.
- One (1) WF withdrew her application.

One (1) WM was selected. He had a BSN degree and a RN license.



# JOB OPPORTUNITY BULLETIN

As of Monday, July 16, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Staff Nurse CN II - Outpatient Cancer

**Recruiter:** Julie Parrette

**Search Code:** 2017-766

**Date Posted:** 8/23/2017

**Posting Deadline:** 11/2/2017

## Purpose of Class:

UConn Health is looking for a highly skilled Oncology RN with experience in acute healthcare and a passion for patient experience. This highly desirable day shift is located in the award winning Neag Cancer Center at the brand new UConn Health Outpatient Pavilion!

Benefits of this position include:

- Competitive pay structures
- Desirable day shift with major holidays off
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

View our Outpatient facility at: [https://www.youtube.com/watch?v=K0\\_9vrzhfoY](https://www.youtube.com/watch?v=K0_9vrzhfoY)

**SCHEDULE:** This is a full time position, 40 hours/week, Mon - Fri 8:30 a.m.- 5:30 p.m., minor holidays as needed; One hour unpaid meal break.

This crucial role is responsible for independently performing a full range of tasks in providing nursing care to assigned patients. Employee will guide and supervise assigned personnel in the delivery of patient care. Collaborates with health care professionals in providing holistic patient care. This position will be in the Outpatient Pavilion Cancer Center in Farmington, CT

**MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:** - Knowledge of the principles and practices of nursing;

- Knowledge of relevant health center policies and procedures

- Excellent demonstrated interpersonal skills; oral and written communication skills

- Proven 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, and abilities as stated above. **SPECIAL REQUIREMENTS:** Minimum 2 years acute care experience.

**PREFERRED:**

BSN; Gynecologic oncology experience; Oncology/hematology experience; Outpatient clinic experience; ONS chemotherapy/biotherapy provider card; OCN certification

**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. Primary responsibilities include patient teaching, care coordination, providing supportive care, and assisting with clinic flow. Direct nursing care involved, includes blood draws, implanted port access, flushing central lines, IV fluids, pain management, blood product infusions, chemotherapy/infusion therapies and injections. Ability to work in a team environment. Must work closely with nursing in the chemotherapy infusion room and chemotherapy APRN. Communication is key to making this position a team approach. **FULL TIME EQUIVALENT SALARY MINIMUM:** \$56,454.

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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](mailto:jobs@adp.uhc.edu).

Req: 2017-766

Date Started: 1/5/2018

JobTitle: Staff Nurse CN2 - Outpatient

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	63	1	62	1	47	0	5	0	7	0	3
TOTAL REJECTED APPLICANT	31	1	30	1	21	0	3	0	4	0	2
TOTAL QUAL. APPLICANT	32	0	32	0	26	0	2	0	3	0	1
TOTAL INTERVIEWED	10	0	10	0	7	0	1	0	1	0	1
NOT OFFERED POSITION	8	0	8	0	6	0	1	0	1	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

### Abbreviations in Posting:

RN – Registered Nurse

CT – Connecticut

BSN – Bachelor’s Degree in Nursing

ONS – Oncology Nursing Society

OCN – Oncology Certified Nurse

IV - intravenous

APRN – Advanced Practice Registered Nurse

This position was posted on our UConn Health website.

The goal candidates, 21 WF did not meet the minimum requirements because they did not have the special requirements of 2 years acute care experience.

The goal candidates, 19 WF were not interviewed for the following reasons:

- 1 WF declined an interview.
- 1 WF did not have the preferred gynecologic oncology experience, oncology/hematology experience, ONS chemotherapy/biotherapy provider card, and OCN certification.
- 1 WF has not worked as a RN since March 2007.
- 2 WF did not have the preferred BSN.

**Req: 2017-766 continued**

- 1 WF did not have the preferred OCN certification.
- 1 WF did not have the preferred BSN, gynecologic oncology experience, oncology/hematology experience, outpatient clinic experience, ONS chemotherapy/biotherapy provider card, and OCN certification.
- 2 WF did not return messages to schedule an interview.
- 4 WF withdrew her application.
- 1 WF did not have the preferred BSN.
- 4 WF did not have the preferred gynecologic oncology experience, oncology/hematology experience, outpatient clinic experience, ONS chemotherapy/biotherapy provider card, and OCN certification.
- 1 WF was previously employed at UConn Health and did not pass her working test period.

The goal candidates, 6 WF were interviewed and not selected for the following reasons:

- 1 WF's acute care experience was over 3 years ago and she did not have excellent written communication skills because her resume contained errors and misspelled words.
- 1 WF was interviewed in November 2017 for another Staff Nurse position in our Cancer Center. During the interview she was unable to demonstrate excellent communication skills because she was unable to articulate her education and job history which raised concerns with her ability to communicate effectively.
- 1 WF did not have the preferred outpatient clinic experience.
- During the interview it was discovered that 1 WF did not have the preferred outpatient clinic experience or oncology experience. She had experience in labor and delivery.
- 1 WF accepted another position.
- 1 WF did not have current (since February 2016) acute care experience, and had not been providing direct patient care.

The goal candidate, 1 WF was offered the position and she declined it.

1 AF was selected. She had 16 years of gynecologic experience which included the preferred oncology and outpatient clinic experience.

Req: 2017-802

Date Started: 8/4/2017

JobTitle: Nurse Correction

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	6	0	0	0	0	1	1
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	7	2	5	1	4	0	0	0	0	1	1
TOTAL INTERVIEWED	3	1	2	0	2	0	0	0	0	1	0
NOT OFFERED POSITION	2	1	1	0	1	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

A goal candidate, one (1) WF was selected.

Req: 2017-805

Date Started: 7/21/2017

JobTitle: Staff Nurses CN1

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	26	5	21	3	11	1	6	0	3	1	1
TOTAL REJECTED APPLICANT	15	2	13	1	5	1	5	0	3	0	0
TOTAL QUAL. APPLICANT	11	3	8	2	6	0	1	0	0	1	1
TOTAL INTERVIEWED	4	1	3	1	3	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	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

Two (2) goal candidates WFs were selected.

# JOB OPPORTUNITY BULLETIN

As of Saturday, June 9, 2018

**Department:** CMHC-MacDougall/Walker

**Job Title:** Nurse (Correctional Facility) - Functional

**Recruiter:** Noreen Logan

**Search Code:** 2017-919

**Date Posted:** 3/9/2017

**Posting Deadline:** 4/12/2017

## 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:** 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: 2017-919

Date Started: 8/4/2017

JobTitle: Nurse Correction

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	1	1	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	1	2	1	1	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

**Abbreviations in Posting:**

BSN – Bachelor’s Degree in Nursing

ASN – Associate Nursing Degree

LPN – Licensed Practical Nurse

This position was posted on our UConn Health website.

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

One (1) BF was selected. She had a BSN degree; RN license; one (1) year of RN experience; and had completed a correctional rotation during nursing school.

# JOB OPPORTUNITY BULLETIN

As of Saturday, June 9, 2018

**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.

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: 2017-1037

Date Started: 8/4/2017

JobTitle: Staff Nurse CN2 - Outpatient

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	15	2	13	2	9	0	2	0	1	0	1
TOTAL REJECTED APPLICANT	3	0	3	0	2	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	12	2	10	2	7	0	1	0	1	0	1
TOTAL INTERVIEWED	8	2	6	2	4	0	1	0	0	0	1
NOT OFFERED POSITION	5	1	4	1	2	0	1	0	0	0	1
OFFERED POSITION	3	1	2	1	2	0	0	0	0	0	0
REFUSED POSITION	2	0	2	0	2	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

RN – Registered Nurse

BSN – Bachelor’s Degree in Nursing

EMR – electronic medical record

IDX – scheduling, billing, and accounts receivable software

This position was posted on our UConn Health website.

The goal candidates, two (2) WF did not meet the minimum requirements because they did not have the required two (2) years of professional nursing experience.

The goal candidates, three (3) WF were not interviewed for the following reasons:

- One (1) WF withdrew her application.
- One (1) WF was interviewed for another position. She lacked considerable communication skills because she asked questions out of scope. She also responded to two of three situational questions as an Advanced Practice Registered Nurse and not as a RN indicating a lack of understanding of the scope of the position, and her communication style was curt.
- One (1) WF’s experience was in Psychology and management which was not a good fit for this position. A medical/surgical background is needed for this position in Endocrinology.

**Req: 2017-1037 continued**

The goal candidates, two (2) WF were interviewed and not selected for the following reasons:

- One (1) WF did not answer the questions asked demonstrating poor communication skills. She also made an inappropriate comment, and stated she takes one hour per patient when her peers take twenty to thirty minutes.
- One (1) WF only answered four out of twelve didactic questions correctly and did not have the preferred EMR experience.

The goal candidates, two (2) WF were interviewed and each offered the position and they both declined our offer.

One (1) WM was selected. He had nineteen (19) years of RN experience which included experience in an outpatient setting and Emergency Room. He also had EMR experience; answered nine out of twelve didactic questions correctly and his questions to situational responses were based on safety and they were accurate.

Req: 2017-1102

Date Started: 8/4/2017

JobTitle: Staff Nurse CN2 - Outpatient

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	31	2	29	2	22	0	2	0	4	0	1
TOTAL REJECTED APPLICANT	6	0	6	0	2	0	1	0	3	0	0
TOTAL QUAL. APPLICANT	25	2	23	2	20	0	1	0	1	0	1
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

A goal candidate, one (1) WF was selected.

Req: 2017-1103

Date Started: 7/21/2017

JobTitle: Staff Nurse CN2 - Outpatient

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	40	3	37	2	28	1	4	0	2	0	3
TOTAL REJECTED APPLICANT	12	1	11	0	7	1	1	0	1	0	2
TOTAL QUAL. APPLICANT	28	2	26	2	21	0	3	0	1	0	1
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

A goal candidate, one (1) WF was selected.

Req: 2017-1125

Date Started: 11/24/2017

JobTitle: Nurse Correction

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	3	0	5	1	4	0	1
TOTAL REJECTED APPLICANT	8	1	7	0	1	0	4	1	2	0	0
TOTAL QUAL. APPLICANT	8	2	6	2	2	0	1	0	2	0	1
TOTAL INTERVIEWED	4	1	3	1	0	0	0	0	2	0	1
NOT OFFERED POSITION	3	0	3	0	0	0	0	0	2	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

One (1) WM was selected. He was an 1199 union member at another state agency, and he had contractual bargaining rights to the position.

Req: 2017-1167

Date Started: 9/1/2017

JobTitle: Staff Nurse CN2

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	3	9	2	5	1	2	0	0	0	2
TOTAL REJECTED APPLICANT	2	1	1	0	0	1	1	0	0	0	0
TOTAL QUAL. APPLICANT	10	2	8	2	5	0	1	0	0	0	2
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

A goal candidate, one (1) WF, part-time UConn Health employee was selected.

Req: 2017-1168

Date Started: 7/21/2017

JobTitle: Staff Nurse CN2

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	2	1	1	0	0	0	1
TOTAL REJECTED APPLICANT	1	1	0	0	0	1	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	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

A goal candidate, one (1) WF, part-time UConn Health employee was selected.

Req: 2017-1191

Date Started: 9/15/2017

JobTitle: Nurse Correction

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	1	15	1	6	0	5	0	3	0	1
TOTAL REJECTED APPLICANT	5	1	4	1	2	0	0	0	2	0	0
TOTAL QUAL. APPLICANT	11	0	11	0	4	0	5	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) WF, part-time UConn Health employee was selected.



Req: 2017-1227

Date Started: 12/22/2017

JobTitle: Nurse Correction

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	2	6	0	1	0	1	1	0
TOTAL REJECTED APPLICANT	3	0	3	0	2	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	8	3	5	2	4	0	1	0	0	1	0
TOTAL INTERVIEWED	3	2	1	2	1	0	0	0	0	0	0
NOT OFFERED POSITION	2	2	0	2	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) WF was selected.

Req: 2017-1251

Date Started: 9/1/2017

JobTitle: Nurse Correction

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	4	0	4	0	0	0	0
TOTAL REJECTED APPLICANT	3	0	3	0	1	0	2	0	0	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	3	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) BF, part-time UConn Health employee, 1199 union member was selected. She had contractual bargaining rights to the position.

# JOB OPPORTUNITY BULLETIN

As of Saturday, June 9, 2018

**Department:** CMHC-York

**Job Title:** Nurse (Correctional Facility) - Functional

**Recruiter:** Noreen Logan

**Search Code:** 2017-1253

**Date Posted:** 6/22/2017

**Posting Deadline:** 6/28/2017

## 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/ADN degree + RN license + 1 year of RN full-time experience

ASN/ADN 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

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: 2017-1253

Date Started: 9/15/2017

JobTitle: Nurse Correction

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	4	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	3	0	3	0	3	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

**Abbreviations in Posting:**

BSN – Bachelor’s Degree in Nursing

RN – Registered Nurse

ASN/ADN – Associate Nursing Degree/Associate Degree in Nursing

LPN – Licensed Practical Nurse

This position was posted on our UConn Health website.

The goal candidates, three (3) WF did not meet the minimum requirements because they were LPNs and did not have the required RN license or the educational requirements to acquire an RN license.

The goal candidate, one (1) WF was not interviewed because she did not respond to requests to schedule an interview.

One (1) BF was selected. She had an ADN; RN license; and one (1) year of RN full-time experience.

Req: 2018-005

Date Started: 4/27/2018

JobTitle: Nurse Correction

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	1	9	1	6	0	2	0	1	0	0
TOTAL REJECTED APPLICANT	3	0	3	0	2	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	7	1	6	1	4	0	1	0	1	0	0
TOTAL INTERVIEWED	6	0	6	0	4	0	1	0	1	0	0
NOT OFFERED POSITION	5	0	5	0	3	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) WF was selected.

# JOB OPPORTUNITY BULLETIN

As of Saturday, June 9, 2018

**Department:** CMHC-Bridgeport

**Job Title:** Nurse (Correctional Facility) - Functional

**Recruiter:** Noreen Logan

**Search Code:** 2018-050

**Date Posted:** 7/20/2017

**Posting Deadline:** 7/26/2017

## **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/ADN degree + RN license + 1 year of RN full-time experience

ASN/ADN 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:** 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: 2018-050

Date Started: 9/1/2017

JobTitle: Nurse Correction

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	2	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	2	1	1	0	0	1	1	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

**Abbreviations in Posting:**

BSN – Bachelor’s Degree in Nursing

RN – Registered Nurse

ASN/ADN – Associate Nursing Degree/Associate Degree in Nursing

LPN – Licensed Practical Nurse

This position was posted on our UConn Health website.

No goal candidates applied for it.

One (1) black male was selected. He had an ADN degree; RN license and seven (7) years of previous LPN full-time experience.

# JOB OPPORTUNITY BULLETIN

As of Saturday, June 9, 2018

**Department:** CMHC-Corrigan/Radgowski

**Job Title:** Nurse (Correctional Facility) - Functional

**Recruiter:** Noreen Logan

**Search Code:** 2018-051

**Date Posted:** 7/20/2017

**Posting Deadline:** 7/26/2017

## 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/ADN degree + RN license + 1 year of RN full-time experience

ASN/ADN 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: 4:00 pm - 12:00 am, every other weekend and holiday, 72 hours per 2 week pay period

FULL TIME EQUIVALENT MINIMUM SALARY: \$55,530

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Req: 2018-051

Date Started: 11/27/2017

JobTitle: Nurse Correction

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	1	3	1	2	0	1	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	2	0	1	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

**Abbreviations in Posting:**

BSN – Bachelor’s Degree in Nursing

RN – Registered Nurse

ASN/ADN – Associate Nursing Degree/Associate Degree in Nursing

LPN – Licensed Practical Nurse

This position was posted on our UConn Health website.

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

The goal candidate, one (1) WF was interviewed and not selected because during the interview she stated that her preference was for a first shift position and this position is for second shift.

One (1) WM was selected. He had an ADN; RN license; and one (1) year of RN full-time experience.

Req: 2018-065

Date Started: 2/2/2018

JobTitle: Staff Nurse CN1

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	42	6	36	5	18	0	10	0	7	1	1
TOTAL REJECTED APPLICANT	38	6	32	5	16	0	10	0	6	1	0
TOTAL QUAL. APPLICANT	4	0	4	0	2	0	0	0	1	0	1
TOTAL INTERVIEWED	2	0	2	0	1	0	0	0	0	0	1
NOT OFFERED POSITION	1	0	1	0	0	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) WF was selected.

# JOB OPPORTUNITY BULLETIN

As of Saturday, June 9, 2018

**Department:** CMHC-Osborn

**Job Title:** Nurse (Correctional Facility) - Functional

**Recruiter:** Noreen Logan

**Search Code:** 2018-138

**Date Posted:** 8/17/2017

**Posting Deadline:** 8/23/2017

## 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/ADN degree + RN license + 1 year of RN full-time experience

ASN/ADN 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:** 3:00 pm - 11:00 pm, every other weekend and holiday, 72 hours per 2 week 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: 2018-138

Date Started: 11/27/2017

JobTitle: Nurse Correction

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	1	0	1	0	1	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	0	0	1	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:**

BSN – Bachelor’s Degree in Nursing

RN – Registered Nurse

ASN/ADN – Associate Nursing Degree/Associate Degree in Nursing

LPN – Licensed Practical Nurse

This position was posted on our UConn Health website.

The goal candidate, one (1) WF did not meet the minimum requirements of one (1) year of experience as a RN or the allowable substitutions.

One (1) AF was selected. She had a BSN degree; RN license; and two (2) years of RN full-time experience.

Req: 2018-140

Date Started: 10/13/2017

JobTitle: Nurse Correction

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	2	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	2	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

A goal candidate, one (1) WF was selected.

Req: 2018-162

Date Started: 10/27/2017

JobTitle: Staff Nurse CN2 - Outpatient

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	15	1	14	0	12	0	0	0	1	1	1
TOTAL REJECTED APPLICANT	11	0	11	0	9	0	0	0	1	0	1
TOTAL QUAL. APPLICANT	4	1	3	0	3	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) WF, part-time UConn Health employee was selected.

# JOB OPPORTUNITY BULLETIN

As of Monday, June 11, 2018

<b>Department:</b> UConn Health Surgery Center - OR	<b>Job Title:</b> Staff Nurse CNII - Surgery Center OR		
<b>Recruiter:</b> Julie Parrette	<b>Search Code:</b> 2018-171	<b>Date Posted:</b> 8/28/2017	<b>Posting Deadline:</b> 11/8/2017

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

UConn Health is searching for an Surgery Center Registered Nurse to join our patient-focused care team at our new, state of the art OR. Gain experience in a world-class facility with the highest level of technology, designed specifically with patient safety and experience in mind. View our video on YouTube to get an in-depth look at our UConn Health Operating Rooms:

<https://www.youtube.com/watch?v=BbdYfdxJFqU>

## COMPREHENSIVE BENEFITS OFFERED:

- Industry-leading health insurance options and affordability
- Competitive Sign on bonuses for Operating Room Nurses
- Shift Differentials for off shifts
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Rte 9 and surrounding areas
- State of the art facility and campus

**SCHEDULE:** 40 hours per week - 7am - 5:30pm (4 days/week with minor holidays).

## 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 and collaborates with staff to implement patient care plans. Also, 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

## 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

## POSITION REQUIREMENTS:

**MINIMUM QUALIFICATIONS:** Candidates must possess and maintain or be eligible for a current RN license in the State of CT; must prove graduation from an accredited nursing program. Must have at least 1-2 years of experience working in an operating room over the last 5 years. Current CPR certification required.

**SPECIAL:** BSN or active enrollment in a BSN program.

**STRONGLY PREFERRED:** Two (2) or more years of general operating room experience. Experience in an Ambulatory Surgery Operating Room; ACLS; Epic Experience

**MINIMUM full time equivalent salary:** \$61,734, based on experience

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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: 2018-171

Date Started: 12/8/2017

JobTitle: Staff Nurse CN2

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	3	26	2	17	0	4	1	2	0	3
TOTAL REJECTED APPLICANT	22	3	19	2	12	0	3	1	2	0	2
TOTAL QUAL. APPLICANT	7	0	7	0	5	0	1	0	0	0	1
TOTAL INTERVIEWED	3	0	3	0	2	0	0	0	0	0	1
NOT OFFERED POSITION	1	0	1	0	1	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

**Abbreviations in Posting:**

OR – Operating Room

RN – Registered Nurse

CPR – Cardiopulmonary Resuscitation

BSN – Bachelor’s Degree in Nursing

ACLS – Advanced Cardiac Life Support

Epic – integrated electronic medical records system

This position was posted on our UConn Health website.

The goal candidates, 12 WF did not meet the minimum requirements for the following reasons:

- 10 WF did not have the required one to two years of experience working in an operating room over the last five years.
- 2 WF did not have the special requirement of having a BSN or active enrollment in a BSN program.

The goal candidates, 3 WF were not interviewed for the following reasons:

- 1 WF UConn Health employee accepted another position.
- 2 WF did not have the preferred ACLS and Epic experience.



**Req: 2018-171 continued**

The goal candidate, one (1) WF was interviewed and not selected. She was currently an UConn Health Staff Nurse CN2, University Health Professional (UHP) union member with contractual bargaining rights to be interviewed. She did not have a BSN, her Bachelor's degree was in biology; her last Ambulatory Surgery Operating Room experience was in March 2012; and she did not have Epic experience.

The goal candidate, one (1) WF was offered the position and she declined it.

One (1) AF was selected. She had a BSN; a current RN license in the State of Connecticut; seven (7) years of experience working in an operating room; CPR and ACLS certification; and Epic experience.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, June 20, 2018

**Department:** N.N.I.C.U.

**Job Title:** Clinical Systems/Informatics Analyst

**Recruiter:** Julie Parrette

**Search Code:** 2018-198

**Date Posted:** 9/5/2017

**Posting Deadline:** 10/25/2017

## Purpose of Class:

In the Neonatal ICU unit at UConn Health, this class is accountable for independently performing duties in the assessment of information and knowledge needs of health care professionals and patients; participates in the procurement, customization, development, implementation, management, evaluation and continuous improvement of clinical information systems.

### SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade.

### SUPERVISION EXERCISED:

May lead project teams and/or lead end users during implementations and training sessions

### EXAMPLES OF DUTIES:

Participates in the planning, development, maintenance and evaluation of clinical information systems; serves as liaison between users and programming staff in the development of technology based business solutions; provides clinical expertise in designing, analyzing and modeling of clinical practices and health care information into computerized information systems; monitors the daily clinical information systems operational issues focusing on efficient and effective delivery of complete and accurate information in order to achieve quality outcomes; performs system analysis which includes needs assessment, workflow analysis, capabilities and limitations of systems, system change designs, identification of gaps and redundancies in data gathering; identifies outcomes and develops performance measurements; performs system testing, writes functional specifications and business rules; provides system support including, troubleshooting, systems monitoring, installation and maintenance of software; updates operational documents and provides input in the development of policies and procedures; prepares training manuals and conducts workshops and classes for personnel assists in presentations to project teams and management and may facilitate meetings with end users, physicians, and the clinical system advisory committee; ensures the ethical use of data, as well as data integrity, security and confidentiality of protected health information; works as part of a project team; performs other related duties as required.

### MINIMUM QUALIFICATION REQUIRED:

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of clinical operations and policies and procedures; knowledge of applicable clinical standards of practice as required by State, Federal and accreditation organizations; knowledge of standards/codes pertaining to the patient care environment; knowledge of desktop computer operations and networked environments, operating systems as it relates to clinical applications; knowledge of project management principles, techniques and tools; excellent written and oral communication skills; considerable computer literacy skills; strong analytical skills; ability to utilize quality improvement methods and tools; ability to plan and coordinate projects, ability to analyze and evaluate hardware, software and data processing systems; ability to analyze and interpret technical data; ability to prepare and conduct training classes; ability to resolve and recommend solutions related to system performance and user problems; ability to apply continuous improvement methodologies; demonstrated ability to work effectively in a multidisciplinary environment.

#### GENERAL EXPERIENCE:

Bachelor's degree in nursing, healthcare administration, business administration, computer science or closely related field and five (5) years of experience in a health care setting with demonstrated experience on performance improvement teams or Lean/Six Sigma training and demonstrated basic knowledge of the functions and application of clinical information systems or information technology or and electronic health record experience. The experience requirement is five (5) years nursing experience with demonstrated participation in nursing practice workgroups and/or performance Improvement teams and demonstrated basic knowledge of the functions and applications of clinical information systems and information technology.

#### Substitutions Allowed:

Registered nurse with the equivalent of seven (7) years nursing experience and participation in nursing practice workgroups and/or performance Improvement teams and demonstrated basic knowledge of the functions and applications of clinical information systems and information technology may be substituted for the general experience.

Nine (9) years of experience in a health care setting with demonstrated experience on performance improvement teams or Lean/Six Sigma training and demonstrated basic knowledge of the functions and application of clinical information systems or information technology or and electronic health record experience may be substituted for the general experience.

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

ANCC Informatics Nurse Certification (or equivalent) or certification in electronic health record systems may be substituted for two (2) years of the general experience.

#### SPECIAL REQUIREMENTS:

If nursing informatics must possess and maintain a current active RN license for the State of Connecticut.

Knowledge of a specific application and/or specialty may be required.

#### WORKING CONDITIONS:

Occasional variable working hours during system implementation.

Revised 3/



Req: 2018-198

Date Started: 3/30/2018

JobTitle: Clinical Systems/Informatics Analyst

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	8	0	2	0	1	1	3
TOTAL REJECTED APPLICANT	10	3	7	2	4	0	1	0	0	1	2
TOTAL QUAL. APPLICANT	7	0	7	0	4	0	1	0	1	0	1
TOTAL INTERVIEWED	4	0	4	0	3	0	1	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	3	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:

ICU – Intensive Care Unit

ANCC – American Nurses Credentialing Center

RN - Registered Nurse

This position was posted on our UConn Health website.

The goal candidates, four (4) WF did not meet the minimum requirements of possessing a current active RN license for the State of Connecticut (CT).

The goal candidate, 1 WF was not interviewed because she did not have experience on performance improvement teams or Lean/Six Sigma training.

The goal candidates, three (3) WF were interviewed and not selected for the following reasons:

- One (1) WF did not have the required current active RN license for the State of CT.
- One (1) WF accepted another position and was no longer interested in the position.
- One (1) WF had five (5) years nursing experience with participation in nursing practice workgroups and/or performance improvement teams and basic knowledge of the function and applications of clinical information systems and information technology. She did not have a background in Neonatal.

One (1) BF, part-time UConn Health employee was selected. She had ten (10) years of Neonatal ICU nursing experience which included performance improvement teams; basic knowledge of the functions and applications of clinical information systems, information technology, and CT Children's applications.

Req: 2018-208

Date Started: 10/27/2017

JobTitle: Staff Nurses CN4

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	15	1	14	1	11	0	3	0	0	0	0
TOTAL REJECTED APPLICANT	10	1	9	1	7	0	2	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	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	2	0	0	0	0	0	0

Two (2) goal candidates, WFs were selected.

Req: 2018-209

Date Started: 1/5/2018

JobTitle: Staff Nurse CN2

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	36	2	34	2	23	0	4	0	4	0	3
TOTAL REJECTED APPLICANT	18	1	17	1	13	0	1	0	2	0	1
TOTAL QUAL. APPLICANT	18	1	17	1	10	0	3	0	2	0	2
TOTAL INTERVIEWED	6	1	5	1	4	0	1	0	0	0	0
NOT OFFERED POSITION	3	1	2	1	2	0	0	0	0	0	0
OFFERED POSITION	3	0	3	0	2	0	1	0	0	0	0
REFUSED POSITION	2	0	2	0	1	0	1	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) WF was selected.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, July 17, 2018

**Department:** CMHC-Bridgeport

**Job Title:** Nurse (Correctional Facility) - Functional

**Recruiter:** Noreen Logan

**Search Code:** 2018-226

**Date Posted:** 9/14/2017

**Posting Deadline:**

## 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/ADN degree + RN license + 1 year of RN full-time experience

ASN/ADN 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:** 4:00 pm - 12:00 am, every other weekend and holiday, 72 hours per 2 week 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: 2018-226

Date Started: 4/13/2018

JobTitle: Nurse Correction

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	18	3	15	2	5	1	10	0	0	0	0
TOTAL REJECTED APPLICANT	6	1	5	0	2	1	3	0	0	0	0
TOTAL QUAL. APPLICANT	12	2	10	2	3	0	7	0	0	0	0
TOTAL INTERVIEWED	3	1	2	1	0	0	2	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	0	0	2	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:**

BSN – Bachelor’s Degree in Nursing

RN – Registered Nurse

ASN/ADN – Associate Nursing Degree/Associate Degree in Nursing

LPN – Licensed Practical Nurse

This position was posted on our UConn Health website.

The goal candidates, 2 WF did not meet the minimum requirements because they did not have the required year of experience as a licensed RN and they did not have any of the allowable substitutions.

The goal candidates, 3 WF were not interviewed for the following reasons:

- 2 WF did not respond to repeated requests to schedule interviews.
- 1 WF was an ASN RN graduate June 2006, with RN experience running flu clinics at CVS and working in the boys and girls village where she monitored medication compliance. She did not have any clinical skills experience.

1 WM was selected. He was an ASN RN graduate June 2015, with 2 years of clinical experience as a licensed RN.



# JOB OPPORTUNITY BULLETIN

As of Tuesday, July 17, 2018

**Department:** CMHC-Corrigan/Radgowski

**Job Title:** Nurse (Correctional Facility) - Functional

**Recruiter:** Noreen Logan

**Search Code:** 2018-228

**Date Posted:** 9/14/2017

**Posting Deadline:** 1/31/2018

## 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/ADN degree + RN license + 1 year of RN full-time experience

ASN/ADN 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 hours per 2 week 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: 2018-228

Date Started: 5/11/2018

JobTitle: Nurse Correction

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	1	15	1	13	0	2	0	0	0	0
TOTAL REJECTED APPLICANT	4	0	4	0	3	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	12	1	11	1	10	0	1	0	0	0	0
TOTAL INTERVIEWED	4	0	4	0	3	0	1	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	3	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:

BSN – Bachelor’s Degree in Nursing

RN – Registered Nurse

ASN/ADN – Associate Nursing Degree/Associate Degree in Nursing

LPN – Licensed Practical Nurse

This position was posted on our UConn Health website.

The goal candidates, 3 WF did not meet the minimum requirements for the following reasons:

- 2 WF were ASN graduates and they did not have the required 1 year of RN full-time experience.
- 1 WF was a LPN and did not have the required RN license or the educational requirements to acquire one.

The goal candidates, 7 WF were not interviewed for the following reasons:

- 1 WF was selected for an identical vacancy.
- 2 WF did not respond to requests to schedule interviews and tours.
- 2 WF withdrew their applications prior to scheduling interviews.
- 1 WF did not respond to requests to provide information for custody background check for permittance to be interviewed.
- 1 WF’s previous employer provided a negative reference and stated that she was not eligible for rehire.

**Req: 2018-228 continued**

The goal candidates, 3 WF were interviewed and not selected because after their interviews they withdrew their applications from consideration.

1 BF was selected. She was a BSN graduate with 4 years of RN full-time experience and a RN license.

Req: 2018-246

Date Started: 4/2/2018

JobTitle: Staff Nurse CN2

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	2	0	2	0	2	0	0	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

A goal candidate, one (1) WF was selected.

Req: 2018-248

Date Started: 5/11/2018

JobTitle: Staff Nurse CN2

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	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) WF was selected.

Req: 2018-256

Date Started: 1/5/2018

JobTitle: Staff Nurse CN2

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	51	2	49	2	32	0	5	0	8	0	4
TOTAL REJECTED APPLICANT	26	0	26	0	17	0	3	0	3	0	3
TOTAL QUAL. APPLICANT	25	2	23	2	15	0	2	0	5	0	1
TOTAL INTERVIEWED	5	1	4	1	3	0	0	0	1	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
OFFERED POSITION	3	1	2	1	2	0	0	0	0	0	0
REFUSED POSITION	1	1	0	1	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	2	0	0	0	0	0	0

Goal candidates, two (2) WF, part-time UConn Health employees were selected.

Req: 2018-334

Date Started: 2/2/2018

JobTitle: Staff Nurse CN2 - Outpatient

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	0	14	0	10	0	3	0	1	0	0
TOTAL REJECTED APPLICANT	9	0	9	0	7	0	2	0	0	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	3	0	1	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

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

Req: 2018-409

Date Started: 1/5/2018

JobTitle: Staff Nurses CN2

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>	<i>Unknown</i>
TOTAL APPLICANTS	51	4	46	3	31	0	4	1	8	0	3	1
TOTAL REJECTED APPLICANT	26	2	23	2	13	0	2	0	6	0	2	1
TOTAL QUAL. APPLICANT	25	2	23	1	18	0	2	1	2	0	1	0
TOTAL INTERVIEWED	14	1	13	1	10	0	2	0	1	0	0	0
NOT OFFERED POSITION	9	1	8	1	5	0	2	0	1	0	0	0
OFFERED POSITION	5	0	5	0	5	0	0	0	0	0	0	0
REFUSED POSITION	2	0	2	0	2	0	0	0	0	0	0	0
TOTAL ACCESSIONS	3	0	3	0	3	0	0	0	0	0	0	0

Three (3) WF goal candidates, were selected.



Req: 2018-471

Date Started: 5/11/2018

JobTitle: Nurse Correction

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	4	0	6	0	0	0	1
TOTAL REJECTED APPLICANT	3	0	3	0	0	0	3	0	0	0	0
TOTAL QUAL. APPLICANT	8	0	8	0	4	0	3	0	0	0	1
TOTAL INTERVIEWED	4	0	4	0	2	0	2	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	1	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

A goal candidate, one (1) WF was selected.

Req: 2018-486

Date Started: 12/22/2017

JobTitle: Staff Nurse CN3

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	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) WF, part-time UConn Health employee was selected.

Req: 2018-494

Date Started: 3/2/2018

JobTitle: Staff Nurse CN2

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	2	8	2	5	0	1	0	1	0	1
TOTAL REJECTED APPLICANT	5	0	5	0	4	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	5	2	3	2	1	0	0	0	1	0	1
TOTAL INTERVIEWED	3	1	2	1	1	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	3	1	2	1	1	0	0	0	1	0	0
REFUSED POSITION	2	1	1	1	0	0	0	0	1	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) WF was selected.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, July 17, 2018

**Department:** CMHC-Osborn

**Job Title:** Nurse (Correctional Facility) - Functional

**Recruiter:** Noreen Logan

**Search Code:** 2018-510

**Date Posted:** 11/23/2017

**Posting Deadline:** 3/14/2018

## **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/ADN degree + RN license + 1 year of RN full-time experience

ASN/ADN 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:** 3:00 p.m. - 11:00 p.m., every other weekend and holiday. 72 hour pay period.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$55,530

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Req: 2018-510

Date Started: 5/25/2018

JobTitle: Nurse Correction

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	3	0	4	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	2	0	4	0	1	0	0
TOTAL INTERVIEWED	4	0	4	0	1	0	2	0	1	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0
OFFERED POSITION	2	0	2	0	0	0	1	0	1	0	0
REFUSED POSITION	1	0	1	0	0	0	0	0	1	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/ADN – Associate Nursing Degree/Associate Degree in Nursing

LPN – Licensed Practical Nurse

This position was posted on our UConn Health website.

The goal candidate, 1 WF did not meet the minimum requirements because she did not have the required RN license or the educational requirements to acquire one.

The goal candidate, 1 WF was not interviewed because she withdrew her application prior to scheduling an interview.

The goal candidate, 1 WF was interviewed and not selected because after her interview she withdrew her application from consideration.

1 BF was selected. She was a BSN graduate with 1 year of RN full-time experience and a RN license.

Req: 2018-525

Date Started: 3/16/2018

JobTitle: Nurse Correction

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	1	3	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	0	0	1	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) WF, part-time UConn Health employee was selected.

Req: 2018-526

Date Started: 2/2/2018

JobTitle: Nurse Correction

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	0	9	0	8	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	8	0	8	0	7	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

One (1) WF 1199 UConn Health Correction Managed Healthcare Registered Nurse per diem was selected. She had contractual bargaining rights to the position.

Req: 2018-541

Date Started: 3/2/2018

JobTitle: Staff Nurse CN2

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	2	0	0	0	0
TOTAL REJECTED APPLICANT	5	0	5	0	4	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	4	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

A goal candidate, 1 WF was selected.



Req: 2018-552

Date Started: 5/11/2018

JobTitle: Staff Nurse CN2

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	23	0	3	0	0	1	1
TOTAL REJECTED APPLICANT	14	1	13	0	10	0	2	0	0	1	1
TOTAL QUAL. APPLICANT	16	2	14	2	13	0	1	0	0	0	0
TOTAL INTERVIEWED	10	2	8	2	7	0	1	0	0	0	0
NOT OFFERED POSITION	6	1	5	1	5	0	0	0	0	0	0
OFFERED POSITION	4	1	3	1	2	0	1	0	0	0	0
REFUSED POSITION	3	1	2	1	1	0	1	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

A goal candidate, one (1) WF was selected.

Req: 2018-569

Date Started: 5/11/2018

JobTitle: Staff Nurse CN2

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	2	15	1	11	0	3	0	0	1	1
TOTAL REJECTED APPLICANT	5	1	4	0	2	0	2	0	0	1	0
TOTAL QUAL. APPLICANT	12	1	11	1	9	0	1	0	0	0	1
TOTAL INTERVIEWED	7	1	6	1	5	0	1	0	0	0	0
NOT OFFERED POSITION	4	0	4	0	3	0	1	0	0	0	0
OFFERED POSITION	3	1	2	1	2	0	0	0	0	0	0
REFUSED POSITION	2	1	1	1	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) WF was selected.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, June 19, 2018

**Department:** UMG-Ob/Gyn

**Job Title:** Staff Nurse CN II - Women's Health

**Recruiter:** Julie Parrette

**Search Code:** 2018-727

**Date Posted:** 1/23/2018

**Posting Deadline:** 1/30/2018

## Purpose of Class:

UConn Health is looking for an experienced OB/GYN Nurse for our UMG Women's Health Center to provide the best in patient care in Farmington, CT.

Benefits of this position include:

- Competitive pay structures
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment...and more

**SCHEDULE:** FT - 40 hours; 8 hour shifts between 7:30 am and 5:30 pm. Also required to travel to other UMG sites as necessary.

## 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 all other duties as required.

**MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:** - Knowledge of the principles and practices of nursing;

- Knowledge of relevant health center policies and procedures
- Excellent demonstrated interpersonal skills; oral and written communication skills
- Proven 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. Graduation from an accredited nursing program and two (2) years professional nursing experience.

## SPECIAL:

BSN or enrolled in BSN program.

Must have OB/GYN nursing experience.

**PREFERRED:** Minimum 3 years' OB/GYN experience.

**MINIMUM FULL-TIME SALARY EQUIVALENT:** \$61,743.

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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: 2018-727

Date Started: 3/2/2018

JobTitle: Staff Nurses CN2 - Outpatient

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>	<i>UF</i>
TOTAL APPLICANTS	11	0	11	0	5	0	1	0	4	0	0	1
TOTAL REJECTED APPLICANT	6	0	6	0	3	0	1	0	2	0	0	0
TOTAL QUAL. APPLICANT	5	0	5	0	2	0	0	0	2	0	0	1
TOTAL INTERVIEWED	3	0	3	0	1	0	0	0	2	0	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0	0
OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	1	0	0	0	1	0	0	0

**Abbreviations in Posting:**

OB/GYN – Obstetrics/Gynecology

UMG – UConn Medical Group

RN – Registered Nurse

BSN – Bachelor’s Degree in Nursing

This position was posted on our UConn Health website.

The goal candidates, three (3) WF did not meet the minimum requirements for the following reasons:

- One (1) WF did not have the required BSN or enrolled in BSN program.
- One (1) WF did not have the required OB/GYN nursing experience.
- One (1) WF did not have the required recent OB/GYN nursing experience. She had two (2) years of experience that was over twelve (12) years ago.

The goal candidate, one (1) WF was not interviewed because she did not respond to our request to schedule an interview.

A goal candidate, one (1) WF and one (1) HF were selected. The HF was enrolled in a BSN program and had been working for the past two and a half (2.5) years in OB/GYN.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, July 17, 2018

<b>Department:</b> CMHC-Cheshire	<b>Job Title:</b> Nurse (Correctional Facility) - Functional		
<b>Recruiter:</b> Noreen Logan	<b>Search Code:</b> 2018-759	<b>Date Posted:</b> 2/1/2018	<b>Posting Deadline:</b> 2/7/2018

## 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/ADN degree + RN license + 1 year of RN full-time experience

ASN/ADN 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:** 11:00 p.m. - 7:00 a.m., every other weekend and holiday. 72 hour two week pay period.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$55,530

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Req: 2018-759

Date Started: 4/27/2018

JobTitle: Nurse Correction

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	1	0	0	0	0
TOTAL REJECTED APPLICANT	2	1	1	0	0	1	1	0	0	0	0
TOTAL QUAL. APPLICANT	3	1	2	1	2	0	0	0	0	0	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:**

BSN – Bachelor’s Degree in Nursing

RN – Registered Nurse

ASN/ADN – Associate Nursing Degree/Associate Degree in Nursing

LPN – Licensed Practical Nurse

This position was posted on our UConn Health website.

The goal candidates, 2 WF were interviewed and not selected for the following reasons:

- During the interview, it was explained to 1 WF that inmates at times display behavior that is disrespectful towards nursing staff (examples: yelling, swearing, spitting, throwing bodily fluids, etc.) and she demonstrated a small amount of uneasiness by gasping and stating that she was not aware that these potential hazards comes with a position of a correctional nurse.
- 1 WF withdrew her application.

1 WM was selected. He was a RN graduate July 2015 who was currently working as a RN in a hospital and did not demonstrate uneasiness during the interview.

Req: 2018-849

Date Started: 5/25/2018

JobTitle: Staff Nurse CN2

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	1	19	1	13	0	3	0	1	0	2
TOTAL REJECTED APPLICANT	10	1	9	1	5	0	2	0	1	0	1
TOTAL QUAL. APPLICANT	10	0	10	0	8	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	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

A goal candidate, one (1) WF, part-time UConn Health employee was selected.

Req: 2018-886

Date Started: 4/27/2018

JobTitle: Staff Nurse CN2

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	4	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	3	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) WF, part-time UConn Health employee was selected.



**3A. (Registered Nurse) Hires – Part Time to Full Time – Adjusted Work Schedule**

**Staff Nurse CN2 - Outpatient  
(Infectious Diseases)**

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

# JOB OPPORTUNITY BULLETIN

As of Monday, June 4, 2018

**Department:** Medical/Surgical 5

**Job Title:** Asst Nursing Mgr - Med/Surg - DOC 5

**Recruiter:** Julie Parrette

**Search Code:** 2018-083

**Date Posted:** 7/31/2017

**Posting Deadline:** 10/4/2017

## Purpose of Class:

At UConn Health, this class is responsible for providing guidance, managing the daily activities, administrative and clinical of the Department of Corrections nursing unit, in patient and outpatient and supervising assigned personnel in the delivery of care and independently performing a full range of tasks in providing nursing care to assigned patients. The ANM collaborates with health care professional in providing holistic patient care, consistent with the hospital's mission.

## MINIMUM QUALIFICATIONS REQUIRED:

Knowledge of the principles and practices of nursing. Knowledge of UConn Health resources, policies and procedures, standards of practice for nursing care, and patient's bill of rights. Knowledge of hospital and community resources. Must be skilled in receptive listening and have considerable oral and written communication skills. Ability to effectively resolve conflicts, work under stressful conditions, and effectively prioritize. Knowledge of UConn Health's mission and department goals. Ability to assist in resolving performance issues, establish priorities and manage effectively. Must have excellent customer service and communication skills.

**EXPERIENCE AND TRAINING:** A Bachelors degree in nursing and three (3) years of acute care nursing experience, Two (2) years of current experience must be in medical surgical services. Demonstrated supervisory or charge function responsibilities.

**SPECIAL:** Incumbents must possess and maintain a license to practice nursing in the State of Connecticut.

Preferred: Previous DOC experience.

## EXAMPLES OF DUTIES:

Responsible for performing a full range of nursing tasks in providing care on the Unit. Collaborates with the health care team. Provides assistance to the Nurse Manager in the daily functioning of the unit with respect to staffing and scheduling, oversees the day to day functioning of the unit, evaluates staff, and collaborates with other departments and community physicians to ensure the smooth operation of the unit. Assists in the education and orientation of staff and supervises personnel in the delivery of patient care. Other related duties as required.

**SCHEDULE:** This position is a full time day, 10 hour shift position, 7:00 a.m. - 5:30 p.m., with rotation to weekends and holidays as needed; ½ hour unpaid meal break

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Req: 2018-083

Date Started: 10/13/2017

JobTitle: Assistant Nursing Manager

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	14	3	11	3	7	0	4	0	0	0	0
TOTAL REJECTED APPLICANT	9	1	8	1	5	0	3	0	0	0	0
TOTAL QUAL. APPLICANT	5	2	3	2	2	0	1	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

**Abbreviations in Posting:**

ANM – Assistant Nursing Manager

DOC – Department of Correction

This position was posted on our UConn Health website.

The goal candidates, 5 WF did not meet the minimum requirements for the following reasons:

- 1 WF did not have the required 2 years of current experience in medical surgical services.
- 3 WF did not have the required Bachelor’s degree in Nursing and the required 2 years of current experience in medical surgical services.
- 1 WF did not have the required Bachelor’s degree in Nursing.

The goal candidates, 2 WF were not interviewed for the following reasons:

- 1 WF withdrew her application.
- 1 WF did not have the preferred DOC experience.

1 WM, part-time UConn Health employee, was selected. He had nineteen (19) years of the preferred DOC experience.

**3B. (Nursing Supervisor) Hires – Part Time to Full Time – Adjusted Work Schedule**

**Assistant Nursing Manager  
(Emergency Room)**

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

**Assistant Nursing Manager  
(Psychiatry)**

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

Segar, Theresa  
Segar, Theresa  
Word

# JOB OPPORTUNITY BULLETIN

As of Tuesday, June 5, 2018

**Department:** N.N.I.C.U.

**Job Title:** Lactation Team Lead

**Recruiter:** Julie Parrette

**Search Code:** 2017-608

**Date Posted:** 12/2/2016

**Posting Deadline:** 1/16/2018

## **Purpose of Class:**

This position assists in supervising and coordinating the day-to-day activities and operations of the Lactation Program; ensures adherence to organizational and unit policies and procedures. Collaborates with patients, families, peers, physicians and other members of the health care team in coordination of lactation services. Performs direct lactation consultation in addition to leadership responsibilities.

## **SUPERVISION RECEIVED:**

Works under general supervision of the Neonatal Intensive Care Unit Nurse Manager

## **SUPERVISION EXERCISED:**

Lead/supervises Lactation nurses and other staff as assigned.

## **EXAMPLES OF DUTIES:**

**Unit Leadership** - Assists the NICU Manager in supervising and coordinating the day-to-day activities and operations of the Lactation Service; ensures adequate staffing levels by functioning as a Team Leader; understands and takes into consideration all lactation needs within the institution, and appropriately allocates/assigns staffing resources based on those needs; facilitates teamwork and cooperation among staff, effectively follows up and resolves routine employee relations issues, seeking support from NICU manager with more complex issues; participates in the selection, hiring and orientation process for unit staff; participates in all phases of the performance management process (planning, ongoing feedback/coaching, appraisal) for assigned staff; facilitates staff meetings; participates in a variety of administrative managerial activities such as the development, implementation, and enforcement of Lactation policies and procedures.

**Clinical** - Demonstrates theory-based practice in evaluating infant readiness for breastfeeding; interpreting the changing physiological and developmental attributes of the mother-infant dyad; and recommending 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. Supervises planning and implementation of plans of care for very difficult/complex clinical cases.

**Multi-disciplinary Collaboration** - Demonstrates effective communication and collaboration skills with all members of the health care team; develops, or assists others in developing comprehensive plans of care that recognize the multidisciplinary contributions to patient care; represents Lactation Services at Health Care Team meetings and other multidisciplinary planning groups as scheduling permits.

**Documentation** - Completes all required documentation in a timely manner, according to approved policies and standards; necessary information is effectively communicated to all members of the health care team; serves as a role model and provides feedback to lactation staff regarding compliance with hospital documentation standards; supervises efforts and works directly on new documentation tools and procedures.

**Patient /Family Partnership and Education** - Follows through to resolution issues identified in patient satisfaction survey. Partners with family in evaluating outcomes. Monitors, trends, and evaluates patient/family responses to treatment. Provides appropriate education to families regarding all aspects of lactation support according to the approved policies and standards; supports the organization's efforts to patient/family education.

**Quality Improvement** - - Demonstrates commitment to continuous quality improvement; leads change processes by independently coordinating lactation based quality improvement activities for the department and or organization; collaborates in the review and development of policies and procedures. Implements improvements, ensuring appropriate education of affected staff; and ensures system for ongoing monitoring and evaluation; identifies department issues and leads quality improvement and/or research activities directed toward improving patient care.

**Population Specific** - Demonstrates knowledge of the differences and needs of patients in appropriate, specific populations from neonate through adolescence and applies them to practice. Demonstrates cultural sensitivity in all interactions with patients/families; collaborates with manager and others to develop a systematic approach to addressing the population-specific differences of patients/families

Coordinates and performs lactation education activities while partnering with the Education Department and other members of the health care team. Performs other related duties as required.

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of theory, principles, techniques and practice of professional nursing and lactation consulting; State regulations regarding nursing practice; clinical standards of care; documentation and patient record policies and standards; teaching techniques; identification of learning needs and provision of patient/family and staff education; developmental and population-specific patient & family assessment techniques and how to apply to practice. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community; proficiency in utilization of personal computers in networked Sunrise-based health care environment to access related software applications; SMS, NICU database, Lactation Database: locate, open, edit and print files; and use of Internet as research tool. Demonstrate leadership and management skills or potential to learn including communication, conflict resolution, team building, problem solving and decision-making. Ability to work individually or with within teams and/or other organizations within the medical and research community; make clinical and procedural decisions using the nursing process. Maintain confidentiality of information; delegate appropriately to ancillary staff; communicate effectively with individuals and groups both orally and in writing; supervise and train employees, foster employee development and performance management.

## **GENERAL EXPERIENCE AND TRAINING:**

Graduate of accredited nursing program, Bachelor's Degree in Nursing preferred.

Five [5] years NICU, special care nursery, or postpartum nursing experience required.

Current State of Connecticut Registered Nurse licensure, required to maintain thereafter.

Current Basic Life Support (BLS) / CPR in adult, child & infant is required and maintained current.

Current International Board Certified Lactation Consultant Certification, required to maintain.

**WORKING CONDITIONS:**

May have exposure to communicable/infectious diseases.

May have some weekend and evening requirements within the realm of the job responsibility

**SCHEDULE:** This is a full time salaried position, 5 eight hour day/evening shifts/week, weekend and holiday rotation, 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$77,438





Req: 2017-608

Date Started: 1/19/2018

JobTitle: Lactation Team Lead

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	15	1	14	0	12	1	2	0	0	0	0
TOTAL REJECTED APPLICANT	12	1	11	0	9	1	2	0	0	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

**Abbreviations in Posting:**

NICU – Neonatal Intensive Care Unit

SMS – Short Message Service

CPR – Cardiopulmonary Resuscitation

This position was posted on our UConn Health website.

The goal candidates, one (1) BM and two (2) BF did not meet the minimum requirements for the following reasons:

- One (1) BM did not have nursing experience or a State of Connecticut (CT) Registered Nurse (RN) licensure.
- Two (2) BF did not have a current International Board Certified Lactation Consultant Certification.

One (1) WF, part-time UConn Health employee, was selected. She had a Bachelor’s Degree in Nursing; five (5) years of NICU experience; current State of CT RN licensure; current BLS/CPR in adult, child and infant certification; and current International Board Certified Lactation Consultant Certification. She also had experience in this role acting as interim for the past year.

# JOB OPPORTUNITY BULLETIN

As of Monday, June 4, 2018

**Department:** Organization & Staff

**Job Title:** Clinical Nurse Specialist

**Recruiter:** Julie Parrette

**Search Code:** 2017-814

**Date Posted:** 2/3/2017

**Posting Deadline:** 7/21/2017

## Purpose of Class:

At the UCHC, this class is responsible for supporting professional nursing practice by applying advanced knowledge, clinical and research skills, through the education, guidance, planning, support and evaluation of nursing care with direct care givers. Delivers direct patient care when appropriate. This position will cover Cardiology, Medicine and Surgical patients at an intermediate care level.

## SUPERVISION RECEIVED:

Works under the general supervision of a Director, Nursing

## EXAMPLES OF DUTIES:

Clinical Nurse Specialist: serves as a clinical consultant and resource person to Nursing Managers, other clinical nurse specialists, physicians, preceptors, nursing staff from other departments, students, outside agencies and affiliated institutions to positively impact standards of care, nursing care delivery and patient outcomes; serves as a consultant in areas of clinical specialty, orientation of new staff and career advancement development; acts as liaison by establishing effective collegial relationships; initiates, facilitates and participates in research activities having implications for the understanding/improvement of clinical activities and nursing practice; demonstrates an understanding of the group process; uses learning methods in working with individuals and groups to impact standards of care and nursing delivery; assists in coordinating and implementing educational/orientation/quality improvement programs; facilitates the education process of staff and students; performs related duties as required.

## MINIMUM QUALIFICATIONS REQUIRED:

### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of current clinical literature, research in practice and therapeutic nursing interventions; considerable knowledge of the principles/theories of adult learning; knowledge of unit based orientation plans; skill in the process of educational needs assessment skill in planning, developing, implementing and evaluating of educational programs to meet the needs of the nursing department; considerable interpersonal skills; considerable oral and written communication skills; ability to provide therapeutic interactions with patients/clients; ability to evaluate patient care plans; ability to incorporate research findings into standards of care; teaching ability.

### GENERAL EXPERIENCE:

Registered Nurse with a Master's degree in Nursing or Education and a minimum of two (2) years of experience in an acute care environment with at least one (1) year in education.

### SPECIAL EXPERIENCE:

Must obtain certification as a Certified Nurse Specialist (CNS) or certification in the specialty of the practice. Certification must be maintained during employment. Incumbents must possess and maintain during employment a license to practice nursing in the State of Connecticut.

Required: Two years of step/down intermediate care experience.

### WORKING CONDITIONS:

Incumbents in this classification may be exposed to communicable and infectious diseases. Incumbents may be required to travel in course of their daily work.

**SCHEDULE:** This is a full time salaried position, 40 hours/week, generally 8:00 a.m. - 4:30 p.m. with a 1/2 hour unpaid meal break, but must be flexible for occasional off shift and weekend work for special assignment/projects; minr holidays as needed.

**FULL TIME EQUIVALENT SALARY MINIMUM:** \$84,552.

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: 2017-814

Date Started: 9/15/2017

JobTitle: Clinical Nurse Specialist

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	27	1	26	1	20	0	5	0	0	0	1
TOTAL REJECTED APPLICANT	15	1	14	1	9	0	4	0	0	0	1
TOTAL QUAL. APPLICANT	12	0	12	0	11	0	1	0	0	0	0
TOTAL INTERVIEWED	6	0	6	0	5	0	1	0	0	0	0
NOT OFFERED POSITION	5	0	5	0	4	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

This position was posted on our UConn Health website.

The goal candidates, four (4) BF did not meet the minimum requirements for the following reasons:

- One (1) BF did not have the required one (1) year of experience in education.
- One (1) BF did not have the required step/down intermediate care experience.
- Two (2) BF did not have the required Master's degree in Nursing or Education.

The goal candidate, one (1) BF was interviewed and not selected because she was not an UConn Health employee. Selected a qualified internal candidate.

One (1) WF, part-time UConn Health employee, was selected. She had a Master's degree in Nursing along with four (4) years of UConn Health step/down intermediate care (Cardiology) experience which included two (2) years of experience in education.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 11, 2018

**Department:** Anesthesiology

**Job Title:** Nurse Anesthetist

**Recruiter:** Joyce Smith

**Search Code:** 2017-949

**Date Posted:** 3/13/2017

**Posting Deadline:** 5/21/2017

## Purpose of Class:

NURSE ANESTHETIST POSITION AVAILABLE

At the UCHC, this class is accountable for independently performing a full range of tasks in the administration of anesthetics to patients in a variety of areas in the hospital. Works under the general supervision of an Anesthesiologist.

## SUPERVISION RECEIVED:

Works under the general supervision of an Anesthesiologist.

## MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Considerable knowledge of the different disciplines and disease states including the chemistry and physics of anesthesia; knowledge of complex anesthesia equipment; knowledge of the side effects and interactions of anesthesia drugs/cardiac drugs; knowledge of anatomy and physiology, fluids and electrolytes; nursing skills; skill in identifying and treating arrhythmia; considerable interpersonal skills; ability to interpret EKG's; ability to develop nursing care plans; ability to work under extreme pressures in emergency situations.

## GENERAL EXPERIENCE REQUIREMENTS:

Registered Nurse with two (2) year post graduate education in Anesthesia.

\*Nurse Anesthetists certification

\*Advanced Practice Registered Nurse license

\*CPR certification

## WORKING CONDITIONS:

Incumbents in this class may be exposed to communicable and infectious diseases. Incumbents are also exposed to a high degree of stress in the operating room/emergency situations.

## EXAMPLES OF DUTIES:

Administers anesthesia; inserts endotracheal tubes; places patients on respirators; inserts arterial, central and peripheral venous lines; monitors, maintains and interprets data and waveforms; monitors vital signs; estimates blood volume loss and administers blood products as appropriate; takes patient histories; writes pre /postoperative medication orders co-signed by an anesthesiologist; formulates care plans; responds to emergencies throughout the hospital; provides preoperative, intra-operative and post operative care and teaching to surgical patients; participates in clinical teaching of students, residents and other health care providers; performs related duties as required.

WORK SCHEDULE: 7:00 am-3:30 pm, 3:00 pm-7:00 am, 7:00 am-7:00 am, 7:00 am to 5:30 pm

FULL TIME EQUIVALENT MINIMUM ANNUAL SALARY: \$126,152

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Req: 2017-949

Date Started: 8/4/2017

JobTitle: Nurse Anesthetist

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	4	1	3	1	2	0	1	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	2	0	1	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

**Abbreviations in Posting:**

UCHC – UConn Health Center

CPR – Cardiopulmonary Resuscitation

This position was posted on our UConn Health website.

The goal candidate, 1 BF was not interviewed because since 2016 she had only been working per diem, and experience was not current.

1 WM was selected. He had 4 years of full-time work experience as a CRNA and received positive references.

Req: 2017-958

Date Started: 3/23/2018

JobTitle: Clinical Nurse Consultant, Risk M

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	55	5	50	3	45	0	1	0	3	2	1
TOTAL REJECTED APPLICANT	43	4	39	2	37	0	1	0	1	2	0
TOTAL QUAL. APPLICANT	12	1	11	1	8	0	0	0	2	0	1
TOTAL INTERVIEWED	5	0	5	0	3	0	0	0	1	0	1
NOT OFFERED POSITION	3	0	3	0	2	0	0	0	0	0	1
OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
REFUSED POSITION	1	0	1	0	0	0	0	0	1	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

**Abbreviations in Posting:**

UMG – UConn Medical Group

This position was posted on our UConn Health website.

The goal candidates, 1 BF and 2 AM did not meet the minimum requirements for the following reasons:

- 1 BF’s application contained one to two sentences to describe her job duties. This information was insufficient to determine her qualifications, and she did not submit a resume.
- 1 AM did not have the required Bachelor or Master of Science in nursing.
- 1 AM did not have the required knowledge of the principles and practices of risk management.

1 WF was selected. She had a Bachelor of Science in nursing and 9 ½ years of professional nursing experience which included risk management experience. She excelled at our risk management simulation exercise by identifying gaps in care from de-identified patient records.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 11, 2018

**Department:** Office of General Counsel

**Job Title:** Clinical Nurse Consultant, Risk

**Recruiter:** Joyce Smith

**Search Code:** 2017-958

**Date Posted:** 3/28/2017

**Posting Deadline:** 1/25/2018

## Purpose of Class:

### SCOPE OF POSITION:

The Risk Management Clinical Nurse Consultant is responsible for the organization's clinical risk management activities which includes, but not limited to: identifying, examining and responding to risk-related issues and complaints involving UConn Health, employees and medical staff; managing or assisting in risk-related investigations; monitoring event reporting throughout the organization; managing and analyzing risk management information (e.g., from investigations, data); proposing, recommending and implementing solutions and resolutions to risk-related issues and events; following up on the implementation and impact of proposed solutions and resolutions. The Clinical Nurse Consultant will participate in multidisciplinary teams, standing work groups and committees for the purpose of evaluating and improving patient care.

The Risk Management Clinical Nurse Consultant provides or assists in risk management training and educational programs; complies with risk management standards for purposes of accreditation and regulatory compliance with the objective of promoting and enhancing patient safety, quality care, and minimizing losses to protect the assets of the organization.

The Clinical Nurse Consultant will collaborate / communicate with various UConn Health departmental leadership and staff (e.g., Quality and Patient Care Services, Public Safety, Clinical Engineering, Graduate Medical Education, Legal, Compliance, Patient Relations, UMG Operations, Medical School, and Dental School).

### REPORTING RELATIONSHIP:

The Risk Management Clinical Nurse Consultant reports to the Senior Health Attorney overseeing Risk Management.

### SUPERVISION EXERCISED:

As delegated by the Senior Health Attorney overseeing Risk Management.

### RESPONSIBILITIES:

#### Identification and Investigation of Risk-Related Events

Review events and complaints requiring attention and investigation and develop appropriate responses in collaboration with Quality and Patient Relations departments.

Participate in Safety Huddles to discuss recent incidents and conduct necessary follow-up.

Participate in investigations of events with high harm and potential for compensation.

#### Participate in Patient Safety and Risk Mitigation Activities

Analyze event reporting data and make recommendations for focused reviews.

Participate in activities designed to reduce risk exposure and improve quality / safety of patient care (e.g., Root Cause Analysis (RCA), Failure Modes Effects Analysis (FMEA) and other quality improvement teams.

Facilitate Risk Assessments as needed in order to proactively identify and evaluate areas of risk.

Act as a liaison and resource to staff to assess risk exposures in specific clinical and other situations (e.g., facilities safety).

Participate as member of various organizational committees to provide risk management perspective / input for purposes of managing organizational risk and promoting patient safety activities.

#### Participate in Claims Management Process and Data Analysis

Conduct investigation and analysis of potentially compensable events (PCEs) and liability claims filed against the UConn Health (facilities, employees, medical staff).

Evaluate claims using clinical expertise to review related clinical information ( e.g., clinical record, relevant medical literature); conduct investigatory interviews with individuals involved / named parties / other clinical experts.

Participate in all aspects of claims process which includes but is not limited to: coordination of depositions; response to interrogatories; requests for production of evidence; insuring documentation and data management of all claims and PCEs.

Coordinate with internal / external legal counsel to successfully manage, mitigate, and resolve claims.

Assist in collection and dissemination of confidential claims information and data to authorized individuals and institutions for purposes of credentialing, reappointment and other purposes e.g. clarifying coverage / licensing issues for faculty, Graduate Medical Education trainees, Advance Practice Providers and other staff.

#### Develop, Coordinate and Provide Risk Management Training and Educational Programs

Collaborate with various UConn Health departments to analyze data (e.g., complaints / grievances claims / lawsuits) to identify priority topics and audiences for targeted education / training.

Utilize external data (local, state, national) to identify high-risk topic areas and focus groups for targeted education.

Offer risk educational programming / training on a regular basis and per request to a variety of audiences including organization-wide presentations as well as specialty specific.

Maintain risk management web page and utilize available technology resources.

Maintain presentation library and database of scheduled programming.

### KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of the principles and practices of risk management; knowledge of the operations of the healthcare industry and the healthcare delivery systems; knowledge of state, federal and regulatory agencies regulations and risk standards; knowledge of office management principles and practices; demonstrated analytical skills; strong facilitation and consultant skills; demonstrated project management and facilitation skills; strong interpersonal skills; ability to conduct continuous improvement statistical analysis and assessments; ability to communicate effectively, both written and oral (to be able to make presentations and conduct orientations and training programs); ability to establish strong working relationships with physician and staff at all levels.

**EXPERIENCE AND TRAINING:**

Bachelor or Master of Science in nursing.

Four (4) years professional nursing (practice) experience which includes healthcare risk management experience.

Must possess and maintain State of Connecticut Registered Nurse license.

Preferred, Certified Professional in Healthcare Risk Management (CPHRM) by the American Hospital Association (AHA) or Legal Nurse Consultant (LNC) certification by American Association of Legal Nurse Consultants (AALNC).

If not certified at time of hire must acquire certification within one [1] year of hire.





# JOB OPPORTUNITY BULLETIN

As of Wednesday, August 15, 2018

**Department:** Organization & Staff

**Job Title:** Clinical Nurse Specialist

**Recruiter:** Julie Parrette

**Search Code:** 2017-1259

**Date Posted:** 6/27/2017

**Posting Deadline:** 1/10/2018

## Purpose of Class:

At the UCHC, this class is responsible for supporting professional nursing practice by applying advanced knowledge, clinical and research skills, through the education, guidance, planning, support and evaluation of nursing care with direct caregivers. Delivers direct patient care when appropriate. This position will cover the medical surgical units and may have some responsibility for the coordination of education/orientation /quality improvement on the inpatient psychiatry unit.

## SUPERVISION RECEIVED:

Works under the general supervision of a Director, Nursing

## MINIMUM QUALIFICATIONS REQUIRED:

### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of current clinical literature, research in practice and therapeutic nursing interventions; considerable knowledge of the principles/theories of adult learning; knowledge of unit based orientation plans; skill in the process of educational needs assessment skill in planning, developing, implementing and evaluating of educational programs to meet the needs of the nursing department; considerable interpersonal skills; considerable oral and written communication skills; ability to provide therapeutic interactions with patients/clients; ability to evaluate patient care plans; ability to incorporate research findings into standards of care; teaching ability.

## GENERAL EXPERIENCE:

Registered Nurse with a Master's degree in Nursing or Education and a minimum of two (2) years of experience in an acute care environment with at least one (1) year in education.

## SPECIAL EXPERIENCE:

Minimum three (3) years acute care nursing experience in specialty area(s). Must have medical surgical experience, psychiatry experience may be included.

Must obtain certification as a Certified Nurse Specialist (CNS) or certification in the specialty of the practice. Certification must be maintained during employment.

Incumbents must possess and maintain during employment a license to practice nursing in the State of Connecticut.

## PREFERRED:

Certification in the specialty area of nursing.

## WORKING CONDITIONS:

Incumbents in this classification may be exposed to communicable and infectious diseases.

Incumbents may be required to travel in course of their daily work.

## EXAMPLES OF DUTIES:

Clinical Nurse Specialist: serves as a clinical consultant and resource person to Nursing Managers, other clinical nurse specialists, physicians, preceptors, nursing staff from other departments, students, outside agencies and affiliated institutions to positively impact standards of care, nursing care delivery and patient outcomes; serves as a consultant in areas of clinical specialty, orientation of new staff and career advancement development; acts as liaison by establishing effective collegial relationships; initiates, facilitates and participates in research activities having implications for the understanding/improvement of clinical activities and nursing practice; demonstrates an understanding of the group process; uses learning methods in working with individuals and groups to impact standards of care and nursing delivery; assists in coordinating and implementing educational/orientation/quality improvement programs; facilitates the education process of staff and students; performs related duties as required.

**SCHEDULE:** This is a full time salaried position, 40 hours/week, generally 8:00 a.m. - 4:30 p.m. Monday - Friday with a 1/2 hour unpaid meal break, minor holidays as needed. Hours may require some flexibility depending on the needs of the department.

**FULL TIME EQUIVALENT SALARY MINIMUM:** \$ 84,552.

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Req: 2017-1259

Date Started: 4/2/2018

JobTitle: Clinical Nurse Specialist

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	23	3	20	2	15	0	2	0	2	1	1
TOTAL REJECTED APPLICANT	14	2	12	1	8	0	2	0	1	1	1
TOTAL QUAL. APPLICANT	9	1	8	1	7	0	0	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

This position was posted on our UConn Health website.

The goal candidates, 2 BF and 1 AM did not meet the minimum requirements for the following reasons:

- 1 BF did not have the required 3 years of acute care nursing experience in specialty areas; and did not have medical surgical experience and/or psychiatry experience.
- 1 BF did not have a Registered Nurse (RN) license or experience.
- 1 AM did not have the required Master's degree in Nursing or Education.

1 WF was selected. She was a licensed RN who had a Master's degree in Nursing along with 6 years of acute care nursing experience which included 1 year of education and psychiatry experience. She also had the preferred certification in Medical Surgical RN.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 11, 2018

**Department:** Anesthesiology

**Job Title:** Nurse Anesthetist

**Recruiter:** Joyce Smith

**Search Code:** 2018-127

**Date Posted:** 8/15/2017

**Posting Deadline:** 8/30/2017

## Purpose of Class:

NURSE ANESTHETIST POSITION AVAILABLE

At the UCHC, this class is accountable for independently performing a full range of tasks in the administration of anesthetics to patients in a variety of areas in the hospital. Works under the general supervision of an Anesthesiologist.

## SUPERVISION RECEIVED:

Works under the general supervision of an Anesthesiologist.

## MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Considerable knowledge of the different disciplines and disease states including the chemistry and physics of anesthesia; knowledge of complex anesthesia equipment; knowledge of the side effects and interactions of anesthesia drugs/cardiac drugs; knowledge of anatomy and physiology, fluids and electrolytes; nursing skills; skill in identifying and treating arrhythmia; considerable interpersonal skills; ability to interpret EKG's; ability to develop nursing care plans; ability to work under extreme pressures in emergency situations.

## GENERAL EXPERIENCE REQUIREMENTS:

Registered Nurse with two (2) year post graduate education in Anesthesia.

\*Nurse Anesthetists certification

\*Advanced Practice Registered Nurse license

\*CPR certification

## WORKING CONDITIONS:

Incumbents in this class may be exposed to communicable and infectious diseases. Incumbents are also exposed to a high degree of stress in the operating room/emergency situations.

## EXAMPLES OF DUTIES:

Administers anesthesia; inserts endotracheal tubes; places patients on respirators; inserts arterial, central and peripheral venous lines; monitors, maintains and interprets data and waveforms; monitors vital signs; estimates blood volume loss and administers blood products as appropriate; takes patient histories; writes pre /postoperative medication orders co-signed by an anesthesiologist; formulates care plans; responds to emergencies throughout the hospital; provides preoperative, intra-operative and post operative care and teaching to surgical patients; participates in clinical teaching of students, residents and other health care providers; performs related duties as required.

WORK SCHEDULE: 7:00 am-3:30 pm, 3:00 pm-7:00 am, 7:00 am-7:00 am, 7:00 am to 5:30 pm

FULL TIME EQUIVALENT MINIMUM ANNUAL SALARY: \$126,152

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Req: 2018-127

Date Started: 10/27/2017

JobTitle: Nurse Anesthetist

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	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

CPR – Cardiopulmonary Resuscitation

This position was posted on our UConn Health website.

No goal candidates, applied for this position.

1 WF was selected. She had a Nurse Anesthetists certification; an Advanced Practice Registered Nurse License; and 13 years of Nurse Anesthetist's experience.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, June 5, 2018

**Department:** Case Management

**Job Title:** Clinical Case Manager - Care Coordination

**Recruiter:** Julie Parrette

**Search Code:** 2018-213

**Date Posted:** 9/8/2017

**Posting Deadline:** 9/26/2017

## Purpose of Class:

UConn Health is looking for a highly skilled Clinical Case Manager with experience in acute healthcare and a passion for patient experience. This highly desirable position is located at the John Dempsey Hospital.

Benefits of this position include:

- Competitive pay structures
- Desirable day shift
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

**SCHEDULE:** This is a full time position, 40 hours/week, 8:00 am - 4:30pm rotating to 10:30am - 7:00 pm shift with rotating holidays and weekends and weekend on-call.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the 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,

Knowledge of UCHC 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.

## MINIMUM REQUIREMENTS:

Candidates must possess and maintain or be eligible for a current RN license in the State of CT, a licensed Certified Professional Counselor in the State of CT, or must be a Licensed Certified Social Worker (LCSW) or eligible for such certification from the State of CT DPH and obtain licensure within six (6) months of employment in the position.

Graduation from an accredited nursing program.

Master's Degree in Nursing or Social Work or Bachelor's degree in Nursing with three years' experience in relative specialty.

Minimum 2 years case management experience.

## EXAMPLES OF DUTIES:

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.

Performs a full range of tasks in providing nursing care to assigned patients.

**FULL TIME EQUIVALENT SALARY MINIMUM:** \$77,438

## Why UConn Health

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Req: 2018-213

Date Started: 11/10/2017

JobTitle: Clinical Case Manager

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	42	2	40	1	27	1	7	0	6	0	0
TOTAL REJECTED APPLICANT	30	1	29	1	18	0	5	0	6	0	0
TOTAL QUAL. APPLICANT	12	1	11	0	9	1	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 Health Center

RN – Registered Nurse

CT – Connecticut

DPH – Department of Public Health

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, five (5) BF did not meet the minimum requirements for the following reasons:

- Two (2) BF did not have the required two (2) years of case management experience.
- Two (2) BF did not have the required Master’s Degree in Nursing or Social Work or Bachelor’s degree in Nursing.
- One (1) BF did not have the required LCSW or eligible for such certification from the State of CT DPH; Master’s Degree in Nursing or Social Work or Bachelor’s degree in Nursing with three years of experience in relative specialty.

The goal candidate, one (1) BM and two (2) BF 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.



**Req: 2018-213 continued**

One (1) WF, part-time UConn Health employee, UHP union member was selected. She had a RN license in the State of CT; with a Bachelor's degree in Nursing with twenty-one (21) years of experience in relative specialty, which included two (2) years of case management experience; and is eligible for LCSW certification.

Req: 2018-250

Date Started: 3/2/2018

JobTitle: Nurse Anesthetist

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	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

**Abbreviations in Posting:**

CRNA – Certified Registered Nurse Anesthetist  
EKGs – Electrocardiogram  
ACLS – Advanced Cardiac Life Support

This position was posted on LinkedIn and on our UConn Health website.

No goal candidates applied for this position.

1 WF was selected. She had a Nurse Anesthetists certification; an Advanced Practice Registered Nurse License; and 5 years of Nurse Anesthetist's experience.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 11, 2018

**Department:** Anesthesiology

**Job Title:** Nurse Anesthetist CRNA

**Recruiter:** Julie Parrette

**Search Code:** 2018-250

**Date Posted:** 9/15/2017

**Posting Deadline:**

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

UConn Health is searching for a Nurse Anesthetist - CRNA to join our patient-focused care team within our new, state of the art OR. Gain experience in a world-class facility with the highest level of technology, designed specifically with patient safety and experience in mind.

View our video on YouTube to get an in-depth look at our UConn Health Operating Rooms: <https://www.youtube.com/watch?v=BbdYfdxJFgU>

## COMPREHENSIVE BENEFITS OFFERED:

Competitive wages

Sign on bonuses for CRNAs

Industry-leading health insurance options and affordability

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus

**SCHEDULE:** 40 hours per week - most common shift: 7a-3:30p - 8,10,16 and 24hr shifts available

At UConn Health this crucial role is responsible for independently performing a full range of tasks in the administration of anesthetics to patients within the hospital.

## Examples of Duties:

Administers anesthesia, inserts endotracheal tubes, places patients on respirators and inserts arterial, central and peripheral venous lines

Monitors, maintains and interprets data and waveforms

Monitors vital signs, estimates blood volume loss and administers blood products as appropriate

Takes patient histories, writes pre/post-operative medication orders co-signed by an anesthesiologist

Formulates care plans and responds to emergencies throughout the hospital

Provides pre-operative, intra-operative and post-operative care and teaching to surgical patients

Participates in the clinical teaching of students, residents and other healthcare providers

Performs other related duties as required.

## Minimum Qualifications Required:

### Knowledge, Skills And Abilities:

Considerable knowledge of the different disciplines and disease states, including the chemistry and physics of anesthesia; knowledge of complex anesthesia equipment; knowledge of the side effects and interactions of anesthesia drugs/cardiac drugs; knowledge of anatomy and physiology, fluids and electrolytes; nursing skills; skill in identifying and treating arrhythmia; considerable interpersonal skills; ability to interpret EKGs; ability to develop nursing care plans; ability to work under extreme pressure in emergency situations

### General Experience And Training:

Registered Nurse with (2) two year post graduate education in Anesthesia

### Special Requirements:

Must be certified as a Nurse Anesthetist and licensed as an Advanced Practice Registered Nurse

Must be ACLS certified at the time of hire, or certified within 6 months of hire

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Req: 2018-347

Date Started: 12/8/2017

JobTitle: Infection Control Specialist

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	8	0	1	0	1	0	2
TOTAL REJECTED APPLICANT	8	0	8	0	4	0	1	0	1	0	2
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

**Abbreviations in Posting:**

RN – Registered Nurse

CT - Connecticut

This position was posted on our UConn Health website.

The goal candidate, 1 BF did not meet the minimum requirements because she did not have the required epidemiological experience in an acute care environment (patient receives short-term treatment for a severe injury, episode of illness, urgent medical condition, or recovery from surgery). Her experience was in subacute rehabilitation which is less intensive than an acute care environment.

1 WF was selected. She had a RN license in the State of CT; graduation from an accredited nursing program; Bachelor’s degree in Nursing; and 18 years of experience as a RN with 3 years of experience working in an acute care facility working in the area of infection control, conducting/monitoring epidemiological surveillance.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 11, 2018

**Department:** Epidemiology

**Job Title:** Infection Control Specialist II - Epidemiology

**Recruiter:** Julie Parrette

**Search Code:** 2018-347

**Date Posted:** 10/6/2017

**Posting Deadline:** 10/25/2017

## Purpose of Class:

UConn Health is looking for a highly skilled Infection Control Specialist with experience in Epidemiology and a passion for patient experience.

Benefits of this position include:

- Competitive pay
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: FT with hours 8am - 4:30 pm

## EXAMPLES OF DUTIES:

Develops, implements, educates, monitors, and evaluates the epidemiology program for the surveillance, prevention and control of infections including identification, analysis, and control of epidemic infections.

Monitors and assures compliance with regulations and requirements of all regulatory bodies related to infection control.

Designs, implements, and analyzes special epidemiological studies to understand the spread of infections in the hospital and clinics, and to prevent their occurrence.

Assists in the development of policy and formulation of long range programs to control hospital acquired infections.

Provides training through rounds, meetings, seminars, etc.

Maintains a surveillance environment system to detect risk factors for changes in disease patterns.

Maintains contact with public health and other applicable agencies and health professionals to facilitate disease follow-up and surveillance.

Evaluates and presents outcomes to appropriate parties on new equipment.

Develops strategies to identify and control epidemic infections.

Serves as liaison to department to facilitate disease prevention, screenings, and health promotion activities.

Serves on health center and statewide committees relevant to infection control.

Performs all other duties as assigned.

## KNOWLEDGE, SKILLS, & ABILITIES:

Considerable knowledge of the epidemiology of hospital acquired infections and community acquired infectious disease.

Considerable knowledge of surveillance screening methods, and statistical analysis.

Considerable knowledge and understanding of regulatory bodies.

Knowledge of microbiology.

Considerable interpersonal skills; considerable verbal and written communication skills.

Ability to apply infection control principles and techniques.

Considerable teaching ability.

## EXPERIENCE AND TRAINING:

### MINIMUM REQUIREMENTS:

Candidates must possess and maintain a current RN license in the State of CT; graduation from an accredited nursing program.

Bachelor's degree in Nursing and a minimum of five (5) years of clinical experience in direct patient/client care.

### SPECIAL REQUIREMENTS:

Three (3) years of experience must have been working in the area of infection control, conducting/monitoring epidemiological surveillance.

Incumbents must be willing to be immunized for communicable disease or undergo screening for infectious disease as necessary and appropriate.

Incumbents may be required to work flexible hours or be on-call.

FULL TIME EQUIVALENT SALARY MINIMUM: \$84,552

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Req: 2018-495

Date Started: 3/2/2018

JobTitle: Wound & Ostomy Nurse

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>	<i>UU</i>
TOTAL APPLICANTS	6	1	5	1	4	0	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	4	1	3	1	2	0	0	0	0	0	0	1
TOTAL QUAL. APPLICANT	2	0	2	0	2	0	0	0	0	0	0	0
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0	0

This position was posted on LinkedIn and on our UConn Health website.

No goal candidates applied for this position.

1 WF was selected. She had a bachelor's degree in Nursing and was in the process of obtaining her Master's. She had a Wound and Ostomy Certification from an accredited institution; a license to practice nursing in the State of Connecticut; current certification in BLS; and 5 years of experience in wound ostomy care in an acute care facility.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 11, 2018

**Department:** Organization & Staff

**Job Title:** Wound & Ostomy Nurse

**Recruiter:** Julie Parrette

**Search Code:** 2018-495

**Date Posted:** 11/17/2017

**Posting Deadline:** 1/18/2018

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Wound Ostomy Nurse with a passion for delivering best-in-class academic and patient experience, we are looking for you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Sign on bonuses for qualified nursing staff  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours/week, Mon - Fri 8:30 a.m.- 5:30 p.m., minor holidays as needed; One hour unpaid meal break.

## EXAMPLES OF DUTIES:

Utilizes the nursing process when directing or delivering care to patients with Wound/Ostomy needs including assessment, diagnosis, outcomes identification, planning and implementation (e.g., coordination of care delivery, health teaching and promotion, consultation), and evaluation. Utilizes and maintains current physical, psychosocial, clinical assessment, and therapeutic communication skills to determine individual patient needs and expected outcomes.

Participates in committees or task forces related to wound, ostomy, and continence issues. Collaborates with leadership and multidisciplinary clinical practice teams to establish protocols, which support best practices to achieve optimal clinical benefits for patients needing Wound/Ostomy care. Provides consultation for individuals with altered skin integrity (e.g., pressure ulcers, draining wounds, fistulae) to develop individualized plans of care and attain expected outcomes.

Provides guidance to staff in implementing protocols to identify, control, or eliminate etiologic factors for skin breakdown, including selection of appropriate support surfaces.

With a physician's order, provides appropriate debridement of devitalized tissue (e.g., conservative sharp debridement, silver nitrate [AgNO<sub>3</sub>] cauterization of nonproliferative wound edges, hypergranulation tissue, or to control minor bleeding).

Provides appropriate education to patients, caregivers, and staff regarding skin care, wound management, care of percutaneous tubes, draining wound/fistulae management and postoperative and discharge instructions about care, referrals, and supply needs.

Validates pressure ulcer data collection for nursing quality indicators (e.g., pressure ulcers and restraint use).

Provides pre- and postoperative education to patients (and their families) who are undergoing ostomy surgery, with consideration of the need for physical and psychological adaptation.

Marks the stoma site preoperatively by determining the appropriate site for stoma placement with consideration of the patient's anatomical markings, physical capabilities, and lifestyle.

Assesses the stoma and stoma functioning and initiates appropriate procedures for stoma care (e.g., removes rod/sutures, measures/fits a pouching system, teaches care of stoma/peristomal skin and pouch).

Serves as a resource for patients after discharge through telephone consultation.

Participates in developing and implementing procedures and protocols, based on current national guidelines, to deliver care to patients with the following: Urinary or intestinal disorders resulting in the need for an ostomy; conditions requiring wound management; impaired or altered skin integrity; urinary and/or fecal continence issues.

Assists the nursing and medical staff in maintaining current knowledge and competence in Wound/Ostomy care by providing the following: formal or informal continuing education programs; clinical rounds; lunch and learn sessions; orientation sessions; collaborative practice committees; nursing councils.

Attends continuing education programs related to Wound/Ostomy nursing to maintain current knowledge and skills.

Maintains and submits required activity and statistical reports to the appropriate department supervisor.

Contributes to the selection of cost-effective supplies and equipment related to Wound/Ostomy care, which might need to be individualized for different units/departments.

Performs other related duties as assigned.

## 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.

## MINIMUM REQUIREMENTS:

Bachelor's degree in Nursing, Master's preferred.  
Three [3] years of recent relevant nursing experience  
Graduation from an accredited wound and ostomy nursing education program, or satisfactory completion of these accredited programs within 6 months after assuming the position.  
Wound and Ostomy Certifications from an accredited institution, if not certified, must become certified with one year of assuming the position.  
Must possess and maintain a current during employment license to practice nursing in the State of Connecticut.  
Current certification in Basic Life Support [BLS].

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### **3D. Clinical Supervisors**

No hiring activity occurred in this job group during the reporting period.

Req: 2017-992

Date Started: 8/4/2017

JobTitle: Physical Therapist 2 - UHP

JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	3	0	3	0	3	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	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) WF was selected.

Req: 2017-1072

Date Started: 7/7/2017

JobTitle: Poison Information Specialist

JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	6	2	4	1	4	0	0	0	0	1	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	2	3	1	3	0	0	0	0	1	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) WF, part-time UConn Health employee was selected.

Req: 2017-1098

Date Started: 3/30/2018

JobTitle: Principal Psychiatrist

JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<i>WF</i>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<b>AF</b>
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	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

1 WM was selected. He was an 1199 Principal Psychiatrist union member at another state agency with contractual bargaining rights to this position.

Req: 2017-1113

Date Started: 9/29/2017

JobTitle: Clinical Documentation Specialist

JobGroup: 3E-CLINICAL GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	39	5	34	3	22	1	9	0	0	1	3
TOTAL REJECTED APPLICANT	15	3	12	2	3	1	7	0	0	0	2
TOTAL QUAL. APPLICANT	24	2	22	1	19	0	2	0	0	1	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) WF, part-time UConn Health employee was selected.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, August 15, 2018

**Department:** Pharmacy

**Job Title:** Pharmacy Clinical Coordinator

**Recruiter:** Donna Seklecki

**Search Code:** 2018-008

**Date Posted:** 8/7/2017

**Posting Deadline:** 8/10/2017

## **Purpose of Class:**

At UConn Health, this class is accountable for coordination of training and teaching activities, the supervision of the non-dispensing aspects of the Pharmacy Service, as well as providing pharmacy services to patients. This position is located at the UConn Health John Dempsey Hospital in Farmington, CT.

**SUPERVISION RECEIVED:** Works under the limited supervision of an employee of higher grade.

**SUPERVISION EXERCISED:** May lead/supervise lower level employees, students and others as assigned.

## **MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of the principles and practices of pharmacotherapy, pharmacokinetics, pathophysiology and medical diagnosis; considerable knowledge of the operation of a hospital pharmacy or outpatient facility; considerable knowledge of relevant Federal and State Laws; considerable interpersonal skills; considerable oral and written communication skills; teaching ability; ability to proficiently utilize technical automated equipment and information systems.

## **EXPERIENCE AND TRAINING:**

**General Experience:**

PharmD, Master's or Bachelor's degree in Pharmacy from an accredited Pharmacy program

Five (5) years clinical hospital experience. One (1) year American Society of Health-systems Pharmacists [ASHP] accredited resident program may be substituted for two [2] years of the required hospital experience.

Incumbents in this class must possess and maintain a license as a Registered Pharmacist in the State of Connecticut.

## **WORKING CONDITIONS:**

May be exposed to hazardous materials, infectious/communicable diseases and some disagreeable conditions.

Frequent standing & walking and lifting of 5 - 10 pounds.

Manual dexterity required using fine hand manipulation to operate prescription medications and computer key board.

Handling and admixing of hazardous medications utilizing proper protective equipment, policies and procedures.

## **PREFERRED QUALIFICATIONS:**

Two years working in critical care practice areas inclusive of the required 5 years' experience.

Completion of PGY2 Specialty Pharmacy Residency program.

Board Certified in Pharmacotherapy or Critical Care.

Experience using Pyxis, Pharmogistics, EPIC and/or Siemens.

ACLS trained (must obtain certification within six (6) months of hire to retain employment).

## **EXAMPLES OF DUTIES:**

Leads pharmacy clinical services to critical care areas of the hospital; performs and serves as an expert resource relative to their specialty; participates directly in patient care and daily patient care rounds; provides consultations concerning drug therapy; disseminates pertinent drug information and its applicability in practice to staff; answers the most complex drug information inquiries from staff and other health professionals; serves as an active participant on committees relative to their specialty (e.g. critical care committee, CPR committee); reviews literature and prepares medication related items (e.g. monographs, policy, drug use evaluations) for committee activities; acts as preceptor for hospital pharmacy residents, introductory and advanced practice pharmacy students; performs related duties as required

**SCHEDULE:** Full time, days, 7:30 a.m. to 4:00 p.m., Monday - Friday, holidays as assigned, 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM 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: 2018-008

Date Started: 11/13/2017

JobTitle: Pharmacy Clinical Coordinator

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	3	3	3	3	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	3	1	3	1	0	0	0	0	0	0
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:**

PharmD – Doctor of Pharmacy degree

Pyxis Pharmogistics – medication management and dispensing system

EPIC and/or Siemens – integrated electronic medical records systems

ACLS – Advanced Cardiac Life Support

CPR - Cardiopulmonary Resuscitation

This position was posted on our UConn Health website.

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

No goal candidates applied for this position.

1 WM was selected. He had a Bachelor’s degree in Pharmacy from the University of Connecticut; 10 years of clinical hospital experience which included critical care experience and residency teaching; and had a Registered Pharmacist license in the State of Connecticut. He had the preferred qualifications of experience using Pyxis and EPIC and ACLS certification. He also provided specific examples to support his responses to interview questions.



# JOB OPPORTUNITY BULLETIN

As of Tuesday, June 5, 2018

**Department:** Emergency Medicine

**Job Title:** Poison Information Specialist-CT Poison

**Recruiter:** Donna Seklecki

**Search Code:** 2018-012

**Date Posted:** 7/19/2017

**Posting Deadline:** 11/16/2017

## Purpose of Class:

At UConn Health, this class is accountable for independently performing multiple tasks for triage, assessment and management of poison exposures reported by health care professionals and the public. Responds to drug and toxicology inquiries. This is a full time position working in the Connecticut Poison Center within the department of Emergency Medicine in Farmington, CT.

## SUPERVISION RECEIVED:

Works under the general direction and reports to the CPCC Directors.

## SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

## MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of pharmacology/toxicology; human anatomy/physiology; Intermediate or better knowledge of desktop PC applications for informational data mining and data collection. Principles of general/organic chemistry and general medicine. Considerable interpersonal, oral and written communication skills, ability to work under stressful, fast paced conditions, ability to prioritize medical emergencies and use considerable judgment, ability to gain the interest, cooperation, trust and confidence of clients.

## EXPERIENCE AND TRAINING:

General Experience:

Graduation from an accredited Nursing Program and one (1) year experience in critical care, emergency room, or hotline/crisis service OR Bachelor's degree in Pharmacy (5 year program), PharmD OR other relevant clinical provider (i.e., APRN, PA, MD).

**SPECIAL REQUIREMENTS:** Incumbents in this class must possess and maintain the relevant license to practice in the State of Connecticut.

AAPCC Certification as Poison Specialist within the second year of eligibility.

## PREFERRED REQUIREMENTS:

PharmD, BSN or MD with one (1) year of poison center experience.

**WORKING CONDITIONS:** Office environment. Incumbents are exposed to significant mental stress caused by distressed patients/families in a crisis situation. Incumbents may be subject to long periods of sitting, using a telephone and working in an area of limited mobility.

## EXAMPLES OF DUTIES:

Triages exposure calls, gathers history, assesses risk, and recommends appropriate management such as, referrals to ER and private physicians, advises health professionals in management of poison victims. Integrates information resources to respond effectively to all poison/drug exposures and queries. Performs timely patient follow-up consultations. Documents patient data and updates electronic medical record for all poison exposures, keeps records/statistics. Documents informational queries and response in database. Complies with HIPAA policies regarding patient/caller protected health information (PHI). Participates in quality assurance and organizational improvement activities. Contributes to CPCC newsletters/publications, and presentation for scientific meetings. Contributes to the upgrade and maintenance of information resources, guidelines and protocols, assist in preparation of educational/promotional materials. Precepts new personnel, continues professional development through continuing education and AAPCC activities. Performs other duties as required. Maintains flexibility in duties and availability to meet the needs of the center.

**WORK SCHEDULE:** Full time, 80 hours every two (2) weeks, 10 hour evening and night shifts, 2:00 p.m. to 12:00 a.m., 9:00 p.m. to 7:00 a.m., weekends and holidays as required.

**MINIMUM FULL-TIME EQUIVALENT SALARY:** \$65,811

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Req: 2018-012

Date Started: 1/5/2018

JobTitle: Poison Information Specialist

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	11	2	9	1	7	0	1	0	1	1	0
TOTAL REJECTED APPLICANT	3	1	2	0	1	0	1	0	0	1	0
TOTAL QUAL. APPLICANT	8	1	7	1	6	0	0	0	1	0	0
TOTAL INTERVIEWED	7	1	6	1	5	0	0	0	1	0	0
NOT OFFERED POSITION	5	1	4	1	3	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

**Abbreviations in Posting:**

CPCC – Connecticut Poison Control Center

PC – Personal Computers

PharmD – Doctor of Pharmacy

APRN – Advanced Practice Registered Nurse

PA – Physician Assistant

MD – Medical Doctor

AAPCC – American Association of Poison Control Centers

BSN – Bachelor of Science in Nursing

ER – Emergency Room

HIPAA – Health Insurance Portability and Accountability Act

This position was posted on our UConn Health website.

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

The goal candidate, one (1) BF did not meet the minimum requirements of having the required license to practice in the State of Connecticut (CT).

The goal candidate, one (1) HF was interviewed and not selected because during the interview she stated that she did not have the required intermediate or better knowledge of desktop PC applications for informational data mining and data collection.

One (1) WF, part-time UConn Health employee, was selected. She had a BSN; seventeen (17) years of ER experience; and had a CT Registered Nurse license.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 16, 2018

**Department:** Emergency Room

**Job Title:** Physician Assistant - Emergency

**Recruiter:** Julie Parrette

**Search Code:** 2018-387

**Date Posted:** 10/19/2017 **Posting Deadline:** 10/26/2017

## Purpose of Class:

UConn Health is looking for a highly skilled Physician Assistant in emergency medicine and a passion for patient experience. This highly desirable position is located at the newly renovated Emergency Department at the John Dempsey Hospital.

### Purpose of Class:

The UCONN Health PA provides medical care and patient follow-up. The PA plays a key role in ensuring patient loyalty and success through the delivery of high quality, compassionate, and patient-centric care. The PA coordinates the prompt delivery of excellent care by supporting the oversight of the clinical team. Care and follow-up is documented in each patient's medical record. The PA may also support and participate in quality care and peer review activities.

Benefits of this position include:

- Competitive pay
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

**SCHEDULE:** FT with hours - 2 twelve hour shifts 11am - 11:30pm and 2 eight hour shifts 3p-1130p per week with rotating shifts, weekends and holidays as needed by the department.

## EXAMPLES OF DUTIES:

Provides a broad range of diagnostic, therapeutic, and preventive health care services including initial assessment and ongoing medical care. Works with considerable independence as a member of an interdisciplinary health care team, taking medical histories, examining, and treating patients/offenders, ordering and interpreting laboratory tests, and x-rays, formulating diagnoses and treatment plan and prescribing medications, and monitoring responses to medications and adjusting accordingly. Documents and records progress notes and notifies attending physician of significant problems. Makes medical rounds to observe and document pertinent progress of hospitalized patients/offenders. Orders referrals to specialists as necessary. Responds to emergency situations. Counsels and instructs patients/offenders in preventive care and health issues such as effects of nutrition, exercise, and prescribed treatments. Performs minor surgical procedures such as suturing, splintering, and casting. Orders medical devices as necessary. Attends in-service training programs on various health care services and treatment in conformance with mandated licensure requirements. Provides education and/or instruction to various health care staff members. Educates patients/offenders and guardians regarding disease process. Communicates to agency health care staff and community providers change in patient/offender well-being, treatment plan, medication side effects and appropriateness of daily activities. May serve on hospital committees. Performs all other duties as assigned.

## KNOWLEDGE, SKILLS, & ABILITIES:

Considerable knowledge of and ability to apply medical principles, techniques, and standards to coordinator the care of patients/offenders suffering from chronic illness, mental illness, and/or physical handicap(s). Knowledge of relevant state and federal laws, statutes, and regulations. Knowledge of principles and practices of general medicine for a diverse patient/inmate population. Knowledge of clinical diagnostic and treatment protocols and procedures. Knowledge of prescriptive practices, protocols and procedures. Considerable interpersonal skills, oral and written communication skills, clinical assessment and evaluations skills. Ability to examine, diagnose, assess, and treat patients. Ability to interpret diagnostic tests. Ability to prescribe appropriate medications. Ability to utilize computer software.

## EXPERIENCE AND TRAINING:

### MINIMUM REQUIREMENTS:

Bachelor's Degree and graduate of an accredited school for Physician Assistants or Physician Assistant Program  
Current unencumbered Physician Assistant (PA) Licensure in the State of CT  
Must possess and maintain CT Controlled Substance Registration for Practitioners  
Must possess and maintain eligibility for participation in federal health care programs

### Certification

ACLS Certification

### Special Requirements:

Must have completed ER medicine as part of PA clinical rotation  
Exceptional communication and customer service skills  
The ability to work and flourish in a fast-paced and patient-centric environment

FULL TIME EQUIVALENT SALARY MINIMUM: \$94,765

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

Req: 2018-387

Date Started: 12/8/2017

JobTitle: Physician Assistant - UHP

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	0	2	0	1	0	0	0	1	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	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:**

CT - Connecticut

ACLS – Advanced Cardiac Life Support

ER – Emergency Room

This position was posted on our UConn Health website.

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

The goal candidate, 1 HF did not meet the minimum requirements because she did not have a Bachelor’s Degree and graduate of an accredited school for PA or PA program and she did not have a PA license.

1 WF was selected. She had a Bachelor’s Degree and was a graduate of an accredited school for PA; she had a PA license; and had the special requirement of completing ER medicine as part of PA clinical rotation.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 16, 2018

**Department:** CMHC-Osborn

**Job Title:** Principal Physician - Functional Unit #1

**Recruiter:** Noreen Logan

**Search Code:** 2018-411

**Date Posted:** 10/26/2017 **Posting Deadline:**

## Purpose of Class:

In the Correctional Managed Health Care Program, this class is accountable for providing clinical administrative and/or supervisor functions and/or direct care medical services as a board certified physician.

**EXPERIENCE AND TRAINING:** Incumbents in this class must possess and retain certification in the specialty field of internal medicine or family medicine from an appropriate medical specialty board.

**SPECIAL REQUIREMENTS:** Incumbents in this class must possess and retain a license to practice medicine and surgery in Connecticut (A temporary license may be granted for a period not to exceed one (1) year); may be required to possess and retain certification as a specialist in addiction medicine from the American Society for Addiction Medicine (ASAM); must possess and maintain eligibility for participation in federal health care programs as defined in 42 U.S. 1320a-7b(f); may be required to be bilingual.

In Correctional Managed Health Care, the incumbent must have an active prescriber's license to prescribe narcotics and have a DEA active license. In addition, prescribers must adhere to NCCHC requirements for physicians.

**PREFERRED QUALIFICATIONS:** A general practitioner or family medicine physician with comfort/experience prescribing psychotropic medications for treatment of psychiatric disorders; experience working with the inmate population.

## MINIMUM QUALIFICATIONS REQUIRED

**KNOWLEDGE, SKILLS, ABILITY:** Incumbents in this class must possess considerable knowledge of methods and principles of medicine and surgery; considerable knowledge of current principles and methods of assessment and treatment of patients with medical illness, mental illness and substance abuse disorders; considerable knowledge of recent developments in the field of medicine and substance abuse including treatment models and best practices; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to examine for, diagnose, assess, and treat patients with illnesses and substance abuse disorders; considerable ability to prescribe medications and other treatments specific to medical illness, mental illness and substance abuse disorders; ability to develop a collaborative group practice environment with other physicians, psychiatrists, and members of interdisciplinary teams; ability to analyze and interpret laboratory reports, xray reports and other medical reports and findings; administrative/supervisory ability.

**EXAMPLES OF DUTIES:** Incumbents in this class provide medical supervision to inmates and facility coverage as scheduled, including on-call and weekend coverage; make rounds and provide direct care and clinical oversight of multi-disciplinary treatment teams; coordinate work of medical staff with related programs; review treatment plans, medical records, diagnoses and patient discharge plans for adherence to policies and/or JCAHO AND HCFA standards; provide education and training as indicated, e.g. grand rounds and case conferences; assign, oversee and evaluate work of staff and on-site night duty physicians; conduct and/or participate in meetings on medical and administrative policy, research programs, medical program development and treatment techniques; assess, examine and evaluate inmates for admission or discharge; monitor the use of special treatment procedures; assess, examine, diagnose and prescribe appropriate medications and other biologic treatments; consult on difficult and/or complex cases; develop and implement QA/QI process improvement initiatives; prepare and/or review reports, medical records and correspondence; perform utilization review and management functions; attend court hearings as a state witness; perform other related duties as required.

**PHYSICAL REQUIREMENTS:** Incumbents must possess general good health and retain sufficient stamina, agility, 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 exposure to communicable/infectious diseases and/or to 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, 40 hour work week.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$179,078

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Req: 2018-411

Date Started: 3/2/2018

JobTitle: Staff Physician

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	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:**

DEA – Drug Enforcement Administration

NCCHC – National Commission on Correctional Health Care

JCAHO – Joint Commission on the Accreditation of Healthcare Organizations

HCFA – Health Care Financing Administration

QA/QI – quality assessment and quality improvement

This position was posted on our UConn Health website.

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

No goal candidates applied for this position.

1 AM was selected. He had a license to practice medicine and surgery in Connecticut; American Board of Internal Medicine certified; and 1 ½ years of experience working in Correctional Managed Health Care.

### **3E. (Clinical Group) Hires – Part Time to Full Time – Adjusted Work Schedule**

#### **Pharmacist - UHP (CMHC - Pharmacy)**

Two (2) AM adjusted their work schedules from part time to full time during the reporting period.

#### **Principal Psychiatrist (CMHC – Cheshire - MH)**

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



Segar, Theresa  
Segar, Theresa Microsoft  
Word - '2

Segar, Theresa  
Segar, Theresa  
Word - '2

Req: 2017-880

Date Started: 1/05/2018

JobTitle: Research Associate 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>	<i>Unknown</i>
TOTAL APPLICANTS	172	34	128	24	76	2	19	1	7	7	26	10
TOTAL REJECTED APPLICANT	169	33	126	23	75	2	18	1	7	7	26	10
TOTAL QUAL. APPLICANT	3	1	2	1	1	0	1	0	0	0	0	0
TOTAL INTERVIEWED	1	1	0	1	0	0	0	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	1	0	1	1	0	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	1	0	0	0	0	0	0	0	0

A goal candidate, one (1) WM was selected.

Req: 2017-1089

Date Started: 8/18/2017

JobTitle: Research Associate 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	26	8	18	2	7	1	5	0	0	5	6
TOTAL REJECTED APPLICANT	14	5	9	2	3	0	3	0	0	3	3
TOTAL QUAL. APPLICANT	12	3	9	0	4	1	2	0	0	2	3
TOTAL INTERVIEWED	5	2	3	0	1	1	1	0	0	1	1
NOT OFFERED POSITION	4	2	2	0	1	1	0	0	0	1	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) BF was selected.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, August 7, 2018

**Department:** Dean's Office - Med

**Job Title:** Clinical Research Assistant I

**Recruiter:** Marisa Leone

**Search Code:** 2017-1188

**Date Posted:** 6/6/2017

**Posting Deadline:** 6/16/2017

## Purpose of Class:

At UCHC this position is responsible for independently performing related support task for assigned clinical research projects/programs or segments of programs/projects.

## 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; performs tests and interact 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 and maintains other regulatory documents; performs data entry, querying, editing and retrieval; coordinates the procurement, preparation and shipment of research specimens; maintains research charts on all protocol registered patients; reviews medical records and other source documents in order to abstract data; reviews study data report forms for completeness; disseminates information to other research staff; receives training in designated research protocols, procedures and techniques that the supervisor deems appropriate such as phlebotomy, ECG and equipment (centrifugation); performs other related duties as assigned.

## 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).

### EXPERIENCE AND TRAINING:

General Experience: Bachelor's degree in the appropriate scientific discipline, e.g. Biology or Psychology. Degrees in other areas may be substituted on a case-by-case basis. Experience in screening human subjects for clinical studies. Ability to record data in spreadsheets for analysis.

Substitution Allowed: Certification as a Clinical Research Professional (CCRP) 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 two to two and half (2-2 1/2) years of employment.

PREFERRED QUALIFICATIONS: Experience consenting and enrolling patients for clinical research study; explaining clinical research protocols to patients or human subjects during the informed consent process. experienced in phlebotomy and processing blood samples.

### WORKING CONDITIONS:

Incumbents in this class may be exposed to communicable / infectious diseases.

### SPECIAL REQUIREMENTS:

This position may involve local or out of state travel. Incumbents in this classification may be required to work some evenings and weekend hours.

SCHEDULE: 40 hour work week; Monday through Friday, 8:00am -4:30pm or 7:30am-4pm, 30 minute unpaid meal break.

FULL TIME EQUIVALENT MINIMUM SALARY: \$49,462

We are filling 2 positions under this search.

Req: 2017-1188

Date Started: 10/27/2017

JobTitle: Clinical Research Assistant 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	92	28	64	14	36	3	7	2	6	9	15
TOTAL REJECTED APPLICANT	10	1	9	1	5	0	0	0	3	0	1
TOTAL QUAL. APPLICANT	82	27	55	13	31	3	7	2	3	9	14
TOTAL INTERVIEWED	8	3	5	3	4	0	1	0	0	0	0
NOT OFFERED POSITION	7	3	4	3	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:**

ECG – Electrocardiogram

IRB – Institutional Review Board

SOCRA – Society of Clinical Research Associates

This position was posted on the UConn Health website.

The goal candidate, 1 WM did not meet the minimum requirements because he did not have experience in screening human subjects for clinical studies.

The goal candidates, 10 WM, 3 BM, 6 BF, 2 HM, and 9 AM were not interviewed for the following reasons:

- 1 AM lived in North Carolina and was not able to relocate
- 2 AM were not eligible to be employed in the US
- 1 WM and 1 BM withdrew their applications
- 1 BM had a foreign degree that did not equate to a Bachelor’s degree
- 1 AM possessed a degree in Pharmacology, which was not a scientific discipline related to the requirements
- 9 WM, 1 BM, 6 BF, 2 HM, and 5 AM did not have experience in consenting and enrolling patients for clinical research studies.

**Req: 2017-1188 continued**

The goal candidates, 3 WM and 1 BF were interviewed and not selected for the following reasons:

- 2 WM and 1 BF accepted other positions and withdrew their applications.
- 1 WM indicated in his interview that he did not have experience interviewing human subjects.

1 WF was selected. She had a degree in Psychology; experience in screening human subjects for clinical studies; and ability to record data in spreadsheets for analysis. She also had the preferred experience consenting and enrolling patients for clinical research study; explaining clinical research protocols to patients or human subjects during the informed consent process; and experience in phlebotomy and processing blood samples.

Req: 2017-1199

Date Started: 7/21/2017

JobTitle: Research Assistant 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	80	29	51	16	29	3	9	4	2	6	11
TOTAL REJECTED APPLICANT	78	29	49	16	28	3	9	4	2	6	10
TOTAL QUAL. APPLICANT	2	0	2	0	1	0	0	0	0	0	1
TOTAL INTERVIEWED	2	0	2	0	1	0	0	0	0	0	1
NOT OFFERED POSITION	1	0	1	0	0	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:**

USDA – United States Department of Agriculture

AAALAC – Association for Assessment and Accreditation of Laboratory Animal Care

This position was posted on the UConn Health website.

The goal candidates, 16 WM, 3 BM, 9 BF, 4 HM and 6 AM did not meet the minimum requirements for the following reasons

- 16 WM, 2 BM, 9 BF, 4 HM and 6 AM did not have knowledge of the basic molecular biology techniques of Chromatin contact looping assays (HiC, ChIAPET, 3C and 4C) and western blotting
- 1 BM did not have knowledge of the basic molecular biology techniques of flow cytometry and western blotting

1 WF was selected. She had experience running several types of assays including flow cytometry, western blot and Chromatin contact. In her previous position, she was responsible for maintenance of all lab equipment and software updates. In addition, she had a PhD in biomedical engineering.



# JOB OPPORTUNITY BULLETIN

As of Monday, August 6, 2018

**Department:** Ctr Vascular Biology

**Job Title:** Research Assistant 1

**Recruiter:** Pamela Rucker

**Search Code:** 2017-1199

**Date Posted:** 6/2/2017

**Posting Deadline:** 6/9/2017

## Purpose of Class:

Under the general supervision of a faculty investigator, this position is responsible for independently performing routine tests in a research laboratory and contributing to general maintenance of the laboratory, equipment and supplies.

Supervision Exercised:

Supervise and instruct students and/or postdoctoral fellows in basic laboratory techniques.

Scope of Responsibility:

Knows the informal policies, procedures and practices necessary to conduct the normal function of a specific section, unit, or work area. Is aware of the role of the position and its potential impact on the working unit.

Minimum Qualifications Required:

Knowledge, Skills and Ability

Must have current working knowledge in basic molecular biology techniques such as qPCR, PCR, DNA genotyping, western blotting, chromatin contact looping assays (HiC, ChIAPET, 3C and 4C) and flow cytometry. Must have good oral and written communication skills.

Experience and Training:

General Experience:

Minimum requirement: BS/BA, or equivalent, in biological sciences, chemistry, or physics.

Substitution 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.

Examples of Duties:

Follows established procedures or protocols and utilizes aseptic technique to perform laboratory tests and/or experiments which will include: basic tissue culture, cell separation methods, electrophoretic separations, assays, basic molecular biology, or other specialized histology, confocal microscopy and biological science techniques. (This statement includes a wide variety of procedures which may be performed under this title in different laboratories throughout the University. Seldom would all be found in any one position.) Operates basic laboratory equipment such as centrifuge, pH meter, analytical balance, incubator, scintillation counter, spectrophotometer, light microscope, confocal microscope, flow cytometry, and/or utilizes laminar flow hood. Operates lab computers for data entry, analysis, interpretation, and presentation for lab meetings, scientific posters, and manuscripts. May utilize in vivo models in experiments. Following experimental protocols, monitors animals and maintains health records in accordance with USDA and AALAC guidelines. Sacrifices and dissects animal remains as required. Prepares tissue for study utilizing histochemical techniques. Maintains accurate data records including traditional lab notebooks and electronic databases. Maintains and makes minor adjustments to equipment, e.g. calibrating, alignment. Complies with biohazard/radiation safety standards through proper handling of potentially hazardous chemical and biological agents and/or radiation sources in the workplace. Completes annual university biohazard/universal precaution/radiation safety training, as appropriate. Uses sterile techniques to avoid contaminating lab experiments. Uses universal safety precautions to protect self and co-workers from biohazardous materials, including blood-borne pathogens. Prepares solutions, reagents, and stains following standard laboratory formulas and procedures. Monitors inventory levels, orders materials and supplies in accordance with established policies and procedures, counts orders upon receipt.

Must have intermediate skills with Word, Excel, Powerpoint, Adobe Acrobat. Must be willing to learn and master new software related to lab responsibilities.

Carries out duties and responsibilities with limited supervision. Makes decisions and establishes work priorities on essentially procedure-oriented operations. Makes decisions regarding experimental designs. Analyses data and makes presentations at laboratory meetings. Can participate in manuscript preparation, if desired.

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; may be exposed to such hazards as broken glass, toxic vapors radioactive materials, and toxic or disease carrying substances.

Schedule: 40 hrs per week, Mon- Fri, 8:30am - 5:00pm 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: 2017-1257

Date Started: 7/21/2017

JobTitle: Research Assistant 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	109	39	70	25	44	6	8	3	5	5	13
TOTAL REJECTED APPLICANT	106	37	69	23	43	6	8	3	5	5	13
TOTAL QUAL. APPLICANT	3	2	1	2	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) WM was selected.

Req: 2018-020

Date Started: 9/1/2017

JobTitle: Research Assistant 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	106	31	75	16	51	3	11	3	6	9	7
TOTAL REJECTED APPLICANT	99	30	69	16	47	2	11	3	6	9	5
TOTAL QUAL. APPLICANT	7	1	6	0	4	1	0	0	0	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:

IRB – Institutional Review Board

This position was posted on the UConn Health website.

The goal candidates, 16 WM, 2 BM, 11 BF, 3 HM and 9 AM did not meet the minimum requirements for the following reasons:

- 14 WM, 2 BM, 11 BF, 3 HM, 9 AM did not experience obtaining informed consent and conducting in-person interviews in the context of a clinical study.
- 1 WM did not have a Bachelor's degree.
- 1 WM did not have experience working with older adults in research or clinical settings.

The goal candidate, 1 BM was not interviewed because he withdrew his application.

1 AF was selected. She had recent experience conducting clinical research, including eligibility screening by telephone and in-person, consenting, collecting data per study protocol and as familiar with IRB-approved protocols and HIPAA regulations. In her previous position, she worked in community based research with both younger and older participants. She also had experience with older adults living with cognitive and physical disability compromising their independence. During her interview, she asked questions about the studies and the relevance of clinical practice and health policy on the studies, demonstrating her knowledge of both subjects.

# JOB OPPORTUNITY BULLETIN

As of Monday, August 6, 2018

**Department:** Center on Aging

**Job Title:** Research Assistant 1

**Recruiter:** Pamela Rucker

**Search Code:** 2018-020

**Date Posted:** 7/12/2017

**Posting Deadline:** 7/19/2017

## 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; apply 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:

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 working with older adults in research and/or clinical settings.

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 working as a member of a research or clinical team.

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.

Experience working with Microsoft Word, Excel, and Access.

## 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

\*\*\*\*\*Some early mornings or evenings 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

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: 2018-022

Date Started: 8/7/2017

JobTitle: Research Assistant 2

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	97	34	63	21	37	4	8	0	8	9	10
TOTAL REJECTED APPLICANT	88	31	57	20	33	3	8	0	8	8	8
TOTAL QUAL. APPLICANT	9	3	6	1	4	1	0	0	0	1	2
TOTAL INTERVIEWED	4	1	3	1	2	0	0	0	0	0	1
NOT OFFERED POSITION	3	1	2	1	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 the UConn Health website.

The goal candidates, 20 WM, 3 BM, 8 BF, and 8 AM did not meet the minimum qualifications for the following reasons:

- 2 WM did not have a Bachelor’s degree in Psychology, Computer Science, Biology, Medical Technology, Biochemistry, Electrical Engineering, Physics or a related field.
- 17 WM, 3 BM, 7 BF, 8 AM did not have a Bachelor’s degree in Psychology, Computer Science, Biology, Medical Technology, Biochemistry, Electrical Engineering, Physics or a related field plus 1 year of quantitative research experience.
- 1 WM and 1 BF did not have experience with Microsoft Windows based operating systems including Microsoft Office Suite based on their application and previous work history.

The goal candidates, 1 BM and 1 AM were not interviewed for the following reasons:

- 1 BM withdrew his application.
- 1 AM was not interviewed because he was not available to start the position until after the date necessary for the research grant.

The goal candidate, 1 WM was interviewed and not selected because he did not have the preferred Excel macro experience and his Excel experience was not in the research field.

1 WF was selected. She had previous experience as a research assistant in behavioral and psychophysiological labs, where she had direct contact and interaction with individuals from a variety of backgrounds. She had experience with Excel spreadsheets including the use of macros and interfacing with SPSS (statistical package for the social sciences). Also, she had experience accessing data and resource across computer networks.

# JOB OPPORTUNITY BULLETIN

As of Monday, August 6, 2018

**Department:** Neuroscience

**Job Title:** Research Assistant 2

**Recruiter:** Pamela Rucker

**Search Code:** 2018-022

**Date Posted:** 7/13/2017

**Posting Deadline:** 7/20/2017

## Purpose of Class:

At UConn Health this grant funded position is accountable for independently performing a full range of tasks for assigned research projects, programs or segments.

## 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:

Must be experienced and facile with Microsoft Windows based operating systems including the Microsoft Office Suite (in particular Microsoft Excel) and general principles of network operations. Must have the aptitude to learn and to utilize a variety of specialized complex software applications. Must be able to work independently, be a self starter, be highly organized and able to prioritize. Must possess good oral and written communication skills and be able to interact positively with individuals from a variety of diverse backgrounds.

## EXPERIENCE AND TRAINING

### General Experience:

Bachelors' degree in Psychology, Computer Science, Biology, Medical Technology, Biochemistry, Electrical Engineering, Physics or related field plus one (1) year of quantitative research experience. 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 Bachelors' degree.

## PREFERRED QUALIFICATIONS:

Competency with Excel coding of macros.

Experience with access database or similar.

Competency with the principles of computer networking.

## SPECIAL REQUIREMENTS:

Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

## EXAMPLES OF DUTIES:

Follow multiple, independent computer based protocols to collect data in several auditory behavioral experiments running simultaneously. Set up and calibrate several pieces of analog and digital processing modules, sometimes for up to three different experiments simultaneously. Maintain and catalogue electronic copies of the data obtained daily. Create, maintain and update Excel spreadsheets including the coding of required mathematical transformations on raw data. Prepare data in graphical forms using Excel and/or Origin plotting software. Archive vast amounts of data according to established laboratory practices. Maintain, inventory and order laboratory supplies. Coordinate the recruiting, scheduling and payroll related paperwork for crews of human subjects. Performs related duties as required.

## 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.

Schedule: 40 hrs per week, Monday- Friday, 8:00am - 4:30pm with a 30 minute unpaid meal break

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.uchc.edu.

# JOB OPPORTUNITY BULLETIN

As of Monday, August 20, 2018

**Department:** CT INST CLN & TRNS SCI - CICATS

**Job Title:** Clinical Research Assistant III

**Recruiter:** Pamela Rucker

**Search Code:** 2018-054

**Date Posted:** 7/19/2017

**Posting Deadline:** 9/22/2017

## Purpose of Class:

At UConn Health in CICATS, this class is accountable for independently performing a full range of tasks in the implementation and maintenance of community based research projects and health disparities initiatives as well as identifying, preparing and authoring grant proposals.

### Supervision Received:

Receives limited supervision from Chief Executive Officer of CICATS or other employee of higher grade.

### Supervision Exercised:

May lead lower level staff as assigned and/or fellows; undergraduate, medical and graduate students.

## KNOWLEDGE, SKILL & ABILITY:

Considerable knowledge of clinical research and IRB protocols, principles and procedures; considerable knowledge of study designs; considerable knowledge of clinical research methods; considerable knowledge of; Good Clinical Practices and Code of ethics; knowledge of regulatory procedures (e.g., informed consent, IRB applications, FDA regulations) involved with clinical research and grant writing.

Excellent oral and written communication skills; proficient computer skills; considerable interpersonal and project management skills, interpersonal and organization skills;

Ability identify, produce, organize, analyze, evaluate and interpret data; ability to develop and analyze community development plans; ability to work on multidisciplinary research and with all levels of research staff; ability to work as a member of a project team and independently, supervisory ability; ability to manage stress and work under pressure while multitasking under deadlines.

## GENERAL EXPERIENCE AND TRAINING:

Bachelor's degree in a scientific discipline and two [2] years of experience working in public health and or/clinical translational research projects, preferably in a health science/healthcare setting.

Or, Master's Degree in a scientific discipline and one [1] year of experience working in public health and or/clinical translational research projects, preferably in a health science/healthcare setting.

Research coordination and community outreach experience required.

Experience working with community-based organizations.

## Duties & Responsibilities:

### Grant Writer

Identify funding opportunities and assist with preparing funding proposals on behalf of PIs or affiliates of CICATS

Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.

Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.

Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.

Comply with all grant reporting as required by foundation/corporate donors.

Understanding of institutional history and programs.

Maintain current records in database and in paper files, including grant tracking and reporting for auditing purposes

Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc).

Work with Grants & Research Manager to provide development input for all written institutional materials (including Annual Report, Newsletter, etc.).

### Clinical Research Projects

Assists in the design/development of complex research projects/programs across multi-centers or multi-locations

Has a thorough knowledge about all aspects of research study protocol and procedures

Assists the Principal Investigator in the recruitment of participants and sites as well as determine appropriateness and eligibility of subjects for studies

### Internal & External Community Engagement

Cultivate partners and facilitate Community Advisory Board meetings with CICATS affiliates on

Identify opportunities of collaboration through grant opportunities

Lead event planning and CME requirements

Performs other related duties as required.

## WORKING CONDITIONS:

This position may involve local or out of state travel.

This classification may be required to work some evenings and weekend hours

Schedule:40 hours per week, Monday - Friday, 8:00am - 4:30pm with a 30 minute unpaid meal break

Full Time Equivalent Minimum Salary: \$65,811.00



Req: 2018-054

Date Started: 11/13/2017

JobTitle: Clinical Research Assistant 3

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	71	19	52	9	29	4	9	2	3	4	11
TOTAL REJECTED APPLICANT	59	14	45	7	24	2	8	2	3	3	10
TOTAL QUAL. APPLICANT	12	5	7	2	5	2	1	0	0	1	1
TOTAL INTERVIEWED	6	2	4	1	3	1	1	0	0	0	0
NOT OFFERED POSITION	4	2	2	1	1	1	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

### Abbreviations in Posting:

CICATS – Connecticut Institute for Clinical and Translational Science

IRB – Institutional Review Board

FDA – Food and Drug Administration

PI – Principal Investigator

This position was posted on the UConn Health website.

The goal candidates, 7 WM, 2 BM, 8 BF, 2 HM and 3 AM did not meet position requirements for the following reasons:

- 2 WM, 1 BM, 2 BF and 1 AM did not have experience or knowledge involved with grant writing.
- 1 WM did not have experience working with community-based organizations
- 4 WM, 1 BM, 6 BF, 2 HM and 2 AM did not have a Bachelor's degree in a scientific discipline and 2 years of experience working in public health and/or clinical translational research projects, preferably in a health science/healthcare setting, nor the substitution.

The goal candidates, 1 WM, 1 BM and 1 AM were not interviewed because they withdrew their applications.

The goal candidates, 1 WM, 1 BM and 1 BF were interviewed and not selected because despite having experience working on community-based projects they stated in the interview that they did not have the minimum experience in grant writing.

1 WF was selected. She had a Bachelor's and Master's degree in Psychology; 6 ½ years of experience working in health/clinical translational projects with 5 ½ of those years in a healthcare setting which included research coordination and community outreach as well as working with community-based organizations. She also had assisted PIs in grant renewals, and understood the grant funding mechanism and regulatory procedures involved with clinical research and grant writing.

# JOB OPPORTUNITY BULLETIN

As of Monday, August 20, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Clinical Research Associate I

**Recruiter:** Donna Seklecki

**Search Code:** 2018-147

**Date Posted:** 8/21/2017

**Posting Deadline:** 8/27/2017

## Purpose of Class:

At UConn Health this class is accountable for assisting in the design/development of complex clinical research projects/programs; may act as a resource person in clinical trials as the research coordinator and provides support to the Principal Investigator and sponsor(s) initiating the study.

## SUPERVISION RECEIVED:

Works under the limited supervision of an employee or a higher rank.

## SUPERVISION EXERCISED:

Leads clinical research assistants and technicians, 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 a science such as biology or psychology; 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; supervisory ability.

## EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** A Master's Degree in basic science or clinical sciences, plus two (2) years of clinical research experience.

**SUBSTITUTIONS ALLOWED:** Bachelor's Degree in basic science or clinical sciences and three (3) years of clinical research experience or certification as a Clinical Research Coordinator (CCRC) 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 REQUIREMENTS:** One (1) year clinical research experience in oncology.

## EXAMPLES OF DUTIES:

### Active Study

In collaboration with the clinical team, screens and evaluates subjects for research protocols. Accurately and meticulously extrapolates information from the medical record and completes eligibility checklists. Verifies eligibility requirements have been properly documented and supported by source documents. Intelligently, clearly and comprehensively translates complex protocols into lay terms for potential patients and families/significant others. Obtains informed consent according to local and federal requirements and documents accordingly. Re-consent patients when new information is obtained or other criteria for re-consent have been met. Works with Financial Counselors to obtain insurance pre-certification prior to initiating protocol treatment. Corresponds intelligently, promptly and professionally with insurance carriers requests for additional medical information, justification of treatment plans, etc. Ensures protocol compliance and assists with the generation of protocol specific orders. Performs toxicity assessments in person and on the telephone. Thoroughly documents all toxicities according to the appropriate Common Toxicity/Terminology Criteria, comprehensively records all interventions, and corresponding outcomes. Follows-up on toxicities as required. Documents and reports adverse events and serious adverse events to the NCI and sponsor according to protocol-specified reporting requirements. Documents and assists in the reporting of protocol deviations to the IRB according to IRB reporting requirements and UCHC policies. Monitors protocol compliance of research team while ensuring adherence to standard operating procedures (SOPs), Good Clinical Practice and the Code of Federal Regulations. Effectively communicates with colleagues to ensure the continuity and coordination of patient care. Provides computer generated protocol calendars and written instructions to patients as needed. Provides the CTO with information in order to maintain accurate, detailed information of patients enrolled to assigned protocols, protocols in development, adverse events, serious adverse events, etc. Obtains required source documents for case report forms and completion of research records/shadow charts. Completes case report forms. Actively participates in teleconference with the principal investigator and industry sponsor as required. Actively participates in scheduled and unscheduled audits and monitoring visits. Assists with storage, preparation and shipping of research specimens.

### Post-study

Ensures end of study requirements are obtained. Ensures all protocol specific documents are present for study close out visit. Ensures that research records/shadow charts and other protocol specific documents are complete so that they may be stored according to sponsor and Federal requirements.

#### Customer Service, Teamwork and Professionalism

Acts professionally, competently, promptly and courteously to all customers.

Coordinates assigned research activities and actively participates in meetings.

Provides training, orientation and precept staff as needed.

Holds self-accountable to high-standards of professional excellence. Seeks and accepts personal and professional responsibility on a continued basis. Strives to grow professionally through continuing education and skill building (interpersonal, computer, technical etc.).

Oversee the quality of protocol conduct and integrity of study data. Actively participates in ongoing performance improvement activities. Assists in the development of Standard Operating Procedures as needed.

Uses team members to meet performance goals. Inspires cooperation and respect.

Effectively communicates ideas, concerns and suggestions that contribute to the overall operation of the team, department and growth of the organization.

Effectively adapts to changes in assignments and departmental needs.

Remains professional when confronted with multiple responsibilities and limited resources. Takes initiative to solve problems and find better ways of performing job functions.

Uses time productively.

#### General Guidelines

Proactively manages, coordinates and delivers comprehensive oncology care in accordance with the IRB approved protocol, local and Federal requirements and accepted standards of care.

Must be competent, knowledgeable, and capable of independent decision-making, multitasking and assisting personnel.

Must maintain current working knowledge of DHHS, FDA, OHRP, NIH, GCP, and HIPAA regulations, laws and policies, and oncology principles, as they presently exist, as they change, or are modified.

Understands and adheres to UCHC Compliance Standards as they appear in policy, Code of Conduct and Conflict of Interest policy.

SCHEDULE: Full time, 40 hours per week, 8:00 a.m. to 4:30 p.m., flexibility required to accommodate research needs and may include weekends and holidays, 30 minute unpaid meal break.

MINIMUM FULL TIME EQUIVALENT SALARY: TBD



Req: 2018-147

Date Started: 12/8/2017

JobTitle: Clinical Research Associate 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	18	4	14	2	5	2	1	0	1	0	7
TOTAL REJECTED APPLICANT	12	2	10	1	3	1	1	0	1	0	5
TOTAL QUAL. APPLICANT	6	2	4	1	2	1	0	0	0	0	2
TOTAL INTERVIEWED	2	0	2	0	0	0	0	0	0	0	2
NOT OFFERED POSITION	1	0	1	0	0	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:**

IRB – Institutional Review Board

FDA – Food & Drug Administration

SOCRA – Society of Clinical Research Associates

NCI – National Cancer Institute

CTO – Chief Technology Officer

DHHS – Department of Health and Human Services

OHRP – Office of Human Research Protections

NIH – National Institute of Health

GCP – Google Cloud Protocols

The goal candidates, 1 WM, 1 BM and 1 BF did not meet the position requirements for the following reasons:

- 1 BF did not have the required Master’s degree in basic science or clinical science or the substitution allowed.
- 1 WM and 1 BM had a Bachelor’s degree but did not have the required 3 years clinical reach experience.

The goal candidates, 1 WM and 1 BM were not interviewed for the following reasons:

- Since 2012 1 WM’s research experience has been at the management level and prior to that his research experience was with surgical robotic design production.
- 1 BM did not have the preferred oncology experience.

**Req: 2018-147 continued**

1 AF was selected. She had a Master's degree in Molecular, Cellular, and Integrative Physiology, and 2.5 years of clinical research experience which included the preferred oncology experience. She also had worked on various clinical trials, and had experience with EPIC (integrated electronic medical records system) and audit preparation.

Req: 2018-375

Date Started: 1/19/2018

JobTitle: Research Assistant 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	63	26	37	12	21	8	5	1	2	5	9
TOTAL REJECTED APPLICANT	62	26	36	12	20	8	5	1	2	5	9
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, 12 WM, 8 BM, 5 BF, 1 HM and 5 AM, did not meet the position requirements because they did not have the required Bachelor's degree in Biochemistry, Biotechnology, Biomedical or a related subject and knowledge of and proficiency in the theory and practical application of glycoprotein purification/characterization procedures and techniques and in vitro biomechanical testing of tissues musculoskeletal and/or ocular tissues.

1 WF was selected. She was the only applicant who had experience with the glycoprotein purification/characterization procedures and techniques required for the position. She also had experience with ELISAs and specifically AlphaLISAprcedures, SDS-PAGE and AGE glycoprotein staining and western blotting related to glycoprotein work.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, August 21, 2018

**Department:** BioMedical Engineering - SODM

**Job Title:** Research Assistant 1

**Recruiter:** Pamela Rucker

**Search Code:** 2018-375

**Date Posted:** 10/17/2017

**Posting Deadline:** 10/31/2017

## Purpose of Class:

At UConn Health 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.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability; generous vacation and sick-time plans; multi-channel retirement options (pension and match options); tuition waiver and reimbursement for employees and qualified family members; quick commute access from I-84, Rte 9 and surrounding areas; state of the art facility and campus environments; progressive leadership and educational development programs available

Schedule; This is a full time position, 40 hours per week. Schedule to be determined.

## EXAMPLES OF DUTIES:

Performs a limited range of related duties in conducting laboratory tests, provides support services for assigned research projects; 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 Biochemistry, Biotechnology, Biomedical Engineering or a related subject and will have knowledge of and proficiency in the theory and practical application of glycoprotein purification/characterization procedures and techniques, as well as in vitro biomechanical testing of tissues musculoskeletal and/or ocular tissues..

#### 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. Specifically related to glycoprotein work, must have experience with ELISAs and specifically AlphaLISA procedures, SDS-PAGE and AGE glycoprotein staining and western blotting, immunohistochemistry, confocal microscopy, FPLC protein purification, DLS, and sterile tissue culture techniques. Specifically related to biomechanical testing of tissues must have experience with one or both of the following articular cartilage and /or ocular surface in vitro friction testing (including sample preparation, test execution, and biomechanical data analysis)

#### 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; may be exposed to such hazards as broken glass, toxic vapors radioactive materials, and toxic or disease carrying substances

Minimum Full time equivalent salary: \$49,462.00

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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](mailto:jobs@adp.uconn.edu).





Req: 2018-462

Date Started: 1/5/2018

JobTitle: Clinical Research Assistant 2

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	10	1	9	0	5	1	2	0	0	0	2
TOTAL REJECTED APPLICANT	9	1	8	0	4	1	2	0	0	0	2
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, 1 BM and 2 BF, did not meet the special requirement of research experience with tobacco products and recruitment of pregnant women for participation in research studies.

1 WF was selected. She had a Master's degree in Psychology; 18 years of clinical research experience which included tobacco products and recruitment of pregnant women for participation in research studies; and data management experience.

# JOB OPPORTUNITY BULLETIN

As of Monday, September 17, 2018

**Department:** Medicine

**Job Title:** Clinical Research Assistant II

**Recruiter:** Marisa Leone

**Search Code:** 2018-462

**Date Posted:** 11/7/2017

**Posting Deadline:** 11/14/2017

## Purpose of Class:

UConn Health is searching for a Clinical Research Assistant to join the the Department of Medicine to assist the Principal Investigator in performing a full range of tasks for assigned research projects, programs, segments in a research setting. Gain experience in a world-class facility with world-renown researchers.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

## EXAMPLES OF DUTIES:

Individual will work under the limited supervision of Principal Investigator. Responsibilities will include but not limited to the following:

Performs research projects independently;  
Performs data collection and interviewing;  
Codes data, performs data analysis;  
Contributes to sections of articles for research publication;  
May draw blood;  
May train medical/dental students, post docs, fellows in related research techniques;  
Be responsible for project management and will aid in recruitment, consent signing, collection of assessment, and data entry;  
Data base set up and management  
Performs related duties as required.

## MINIMUM QUALIFICATIONS REQUIRED

### KNOWLEDGE, SKILLS & 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 computer data management; oral and written communication skills;  
knowledge of a science such as biology or psychology  
ability to identify, produce, organize, evaluate and interpret data  
knowledge of ethics and regulatory procedures (i.e. informed consent, IRB applications, data safety and monitoring plans) involved with clinical trials and other clinical research  
ability to work as a member of a project team  
knowledge of clinical tasks required for research (e.g. phlebotomy, centrifugation, interviewing).

## EXPERIENCE AND TRAINING

### General Experience:

Bachelor's degree in the appropriate discipline, i.e., Psychology; plus one (1) year of research experience in a relevant discipline. Degrees in other areas may be substituted on a case by case basis.

## SPECIAL REQUIREMENTS:

Must be proficient in the use of one or more software such as REDCap database, Access, SPSS, must have  
Research experience with tobacco products and recruitment of pregnant women for participation in research studies

Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

## WORKING CONDITIONS:

Incumbents in this class may be exposed to communicable / infectious disease.

MINIMUM FULL TIME EQUIVALENT SALARY: \$57,595

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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Req: 2018-571

Date Started: 1/5/2018

JobTitle: Clinical Research Assistant 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<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

This position was posted on the UConn Health website.

No goal candidates applied for the position.

1 WF was selected. She had a Bachelor's degree in Psychology and experience with the CT Money Follows the Person project interview protocol and procedures. Additionally, she had the preferred experience with the data systems used in the project; knowledge with the long term system care including regulations and had worked with individuals with disabilities.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, August 21, 2018

**Department:** Center on Aging

**Job Title:** Clinical Research Assistant I

**Recruiter:** Pamela Rucker

**Search Code:** 2018-571

**Date Posted:**

**Posting Deadline:** 12/15/2017

## Purpose of Class:

At UConn Health this grant funded position will collaborate with the research team dedicated to evaluating public policy designed to improve the health and well being of older adults, people with disabilities and their families. The primary task involves interviewing research participants who have transitioned through the CT Money Follows the Person demonstration from an institutional setting (such as a nursing home) to the community, as well as conducting interview on other similar studies.

## SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

## SUPERVISION EXERCISED:

May lead lower level employees.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

Schedule: 40 hrs/wk, Monday - Friday, 8:00am - 4:30pm with a 30 minute unpaid meal break

\*\*\*\*\*Some evening or weekend hours required.\*\*\*\*\*

Must be flexible to change hours as project and interview schedules require.

## EXAMPLES OF DUTIES:

Telephone and in person interviews of research participants.  
Recruitment of participants for interviews, surveys or other research activities.  
Tracking of difficult to find research participants.  
Data collection and entry.  
Conducting qualitative interviews and focus groups.  
Coordinating statewide training events.  
Data cleaning and analysis.  
Use of project's web based data tracking system.  
Assist in writing project reports.  
Performs other related duties as assigned.

## 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, Human Development, Social Work, Public Health 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:

Training and experience conducting CT Money Follows the Person Interviews.  
Proven ability to work independently.  
Willingness to travel statewide to complete in-person interviews.  
Reliable car for travel to in person interviews within Connecticut.  
Excellent Communication skills.

**PREFERRED QUALIFICATIONS:**

Experience recruiting for and conducting interviews with research participants  
Experience working with older adults, people with physical, mental health and intellectual disabilities and their families.  
Knowledge of long term care system including regulations, Medicaid waivers, payment structures and financing.  
Computer skills include Internet, Word, Outlook, Excel, Access and PowerPoint.

**WORKING CONDITIONS:**

Incumbents in this class may be exposed to communicable / infectious diseases.

Full Time Equivalent Minimum Salary: \$49,462.00

**Why UConn Health**

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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# JOB OPPORTUNITY BULLETIN

As of Tuesday, August 21, 2018

**Department:** Neuroscience

**Job Title:** Research Assistant 2

**Recruiter:** Pamela Rucker

**Search Code:** 2018-576

**Date Posted:** 12/12/2017 **Posting Deadline:** 12/19/2017

## Purpose of Class:

At the UConn Health this grant funded position is accountable for independently performing a full range of tasks for assigned research projects, programs or segments.

### 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.

### COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

Schedule: 40 hrs/wk, 8:00a.m. - 4:30p.m. with a 30 minute unpaid meal break

\*\*\*\*\*Flexibility required in schedule to work around experiments\*\*\*\*\*

### EXAMPLES OF DUTIES:

Maintain tissue culture facility; ordering and maintaining supplies, passaging cells, subcloning, sterile technique.  
Maintain mouse colony; earclip identification, preparation of DNA, genotyping (polymerase chain reaction, gel analyses.  
Experience with cardiomyocyte and neuron specific Cre recombinase drivers, breeding strategy and execution; record keeping.  
Protein chemistry; BCA assays, western blots, computer quantification.  
Histological analyses; perfusion fixation, experience with heart and brain dissection, tissue block preparation, cryosectioning, staining sections, light microscopy, image analysis using NIS Elements.  
Plasmid preparation; large scale plasmid preps, computer record keeping,  
Stock solutions for gels, plasmids; sterile stocks for cell culture.  
Performs related duties as required.

### MINIMUM QUALIFICATIONS REQUIRED

#### KNOWLEDGE, SKILL AND ABILITY:

Experience maintaining tissue culture facility; ordering and maintaining supplies, passaging cells, subcloning, sterile technique. Experience maintaining mouse colony; earclip identification, preparation of DNA, genotyping (polymerase chain reaction, gel analyses, cardiomyocyte and neuron specific Cre recombinase drivers, breeding strategy and execution, protein chemistry; BCA assays, western blots, computer quantification, histological analyses; perfusion fixation, heart and brain dissection, tissue block preparation, cryosectioning, staining sections, light microscopy, image analysis using NIS Elements, plasmid preparation; large scale plasmid preps, stock solutions for gels, plasmids; sterile stocks for cell culture. Oral and written communications skills.

### EXPERIENCE AND TRAINING

#### General Experience:

Bachelors degree in Biology and/or 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.

#### 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:

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

Full Time Equivalent Minimum Salary: \$57,595.00

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Req: 2018-576

Date Started: 1/19/2018

JobTitle: Research Assistant 2

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	9	2	7	1	3	0	0	0	0	1	4
TOTAL REJECTED APPLICANT	8	2	6	1	2	0	0	0	0	1	4
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

The position was posted on the UConn Health website.

The goals candidates, 1 WM and 1 AM did not meet the position requirements because they did not have experience with heart and brain dissection.

1 WF was selected. She had a Bachelor's degree in Biology and Biochemistry and 2.5 years of research experience which included experience maintaining tissues culture facility; ordering and maintain supplies, passaging cells, subcloning and sterile techniques. In her previous position she gained experience maintaining mouse colonies; earclip identification, preparation of DNA, genotyping, polymerase reaction, gel analyses, cardiomyocyte and neuron specific Cre recombinase drivers, breeding strategy and execution, protein chemistry; BCA assays, western blots, computer quantification, histological analyses; perfusion fixation, ear and brain dissection, tissue block preparation, cryosectioning, staining sections, light microscopy, image analysis using NIS Elements, plasmid preparation, large scale plasmid preps, stock solutions for gels, plasmids; and sterile stocks for cell cultures.

Req: 2018-622

Date Started: 3/16/2018

JobTitle: Research Assistant 2

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	15	3	12	3	10	0	1	0	0	0	1
TOTAL REJECTED APPLICANT	12	3	9	3	8	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	2	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

**Abbreviations in Posting:**

HDI – Health Disparities Institute

NIH – National Institute of Health

DSS – Department of Social Services

DHMAS – Department of Mental Health and Addiction Services

DPH – Department of Public Health

DDS – Department of Developmental Services

DFC – Department of Children and Families

SOCRA – Society of Clinical Research Associates

SPSS – Statistical Package for the Social Sciences

SAS – Statistical Analysis Software

HLM – Hierarchical Linear Modeling

This position was posted on our UConn Health website.

The goal candidates, 3 WM and 1 BF did not meet the minimum requirements of 1 year of research experience in database development and management of large datasets in an academic research or non-profit setting.

1 WF was selected. She had a Bachelor’s degree in Psychology and a Master’s degree in Health Psychology; 6 years of research experience in database development and management of large datasets in an academic research and 1 year in a non-profit setting; experience with Microsoft Office, SPSS, and SAS; experience consulting with multiple investigators, experience with independent data analysis, reporting and content analysis; and experience in community engaged/participatory research. She also had experience producing and/or supporting manuscripts, policy briefs, reports, and grant proposals.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 16, 2018

**Department:** UCONN Health Disparities Institute

**Job Title:** Research Assistant 2

**Recruiter:** Pamela Rucker

**Search Code:** 2018-622

**Date Posted:** 12/18/2017

**Posting Deadline:** 1/8/2018

## Purpose of Class:

At UConn Health this class is responsible for independently performing a full range of tasks for assigned research projects, programs or segments.

## SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade in the performance of routine research duties.

## SUPERVISION EXERCISED:

May lead lower level employees.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

Schedule: 40 hour per week, Monday - Friday, 8:30am - 5:00pm with a 30 minute unpaid meal break

## EXAMPLES OF DUTIES:

Work closely with HDI Director, Associate Director, and HDI staff on NIH, foundation and other grants applications.

Assist with conducting and preparing literature reviews.

Provide frontline support for institutional Review Board/Human Subjects Protocol development and monitoring.

Serve as a liaison between community partners and HDI.

Support the Project Manager with the implementation and monitoring of HDI initiatives.

Assist with the preparation of reports summarizing key population health, health equity, and healthcare activity at the federal and state legislative levels and within federal and state human services agencies that can have an impact on health equity (DSS, DHMAS, DPH, DDS, DFC).

Support the Director with the implementation and coordination of HDI leadership development and training activities.

Performs related duties as required.

## MINIMUM QUALIFICATIONS REQUIRED

### KNOWLEDGE, SKILL AND ABILITY:

Knowledge of relevant research protocols, principles and practices of public health/social science research and techniques.

Knowledge of experimental design, statistics, biostatistics, relevant computer applications.

Ability to develop and setup data collection tools (online or in specialized applications)

ability to manage, process and analyze data, specifically data cleaning and creating new variables, updating data documentation, exporting and importing between data software (such as SSPS, Stata, R, etc.)

Generating and providing reports on data quality.

Oral and written communications skills

Ability to identify, produce, organize, analyze, evaluate, interpret and present data:

able to independently write reports.

Ability to manage projects and staff of lower grades as required.

Ability to work collaboratively with community partners.

## EXPERIENCE AND TRAINING

### General Experience:

Bachelors degree in social-behavioral science or public health, plus one (1) year of research experience in database development and management of large datasets in an academic research or non-profit setting. 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 six (6) 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:

Extensive experience and expertise with Microsoft Office (Outlook, internet Explorer, Word, Excel, PowerPoint, Access, etc.)

Training and extensive experience using SPSS, SAS and HLM.

Experience consulting with multiple investigators.

Must show demonstrable experience with independent data analysis, reporting and manuscript preparation using at least three (3) of the following techniques: content analysis, intensive longitudinal analysis, hierarchical linear modeling; multi-level modeling including mediation and moderation; analysis of longitudinal binary outcomes; piecewise linear growth models; survival analyses; bootstrapping; regression and other beginner and intermediate level statistics.

Submission of a research manuscript and health policy related writing sample may be requested (e.g. health policy brief or research paper).

May involve local or out of state travel. Incumbents in his classification may be required to work some evenings and weekend hours.

Must have demonstrable work experience in Health Disparities, services utilization, and/or experience in community engaged/participatory research, survey research.

Preferred Qualification:

Applicants with a background in population health, health disparities, social sciences, economics, social work, health equity and health policy. Geospatial analysis

Full Time Equivalent Minimum Salary: \$57,595.00

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Req: 2018-669

Date Started: 2/16/2018

JobTitle: Research Assistant 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	2	1	1	1	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	1	1	0	1	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

This position was posted on the UConn Health website.

The 1 WM goal candidate did not meet the position requirements because he did not have a Bachelor's degree in an appropriate discipline.

1 WF was selected. She had a Bachelor's degree and technical knowledge of mitochondria and other cell organelle purification, from human and rodent liver cells. She also had experience on other similar research projects.



# JOB OPPORTUNITY BULLETIN

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**As of Tuesday, August 21, 2018**

**Department:** Gastroenterology

**Job Title:** Research Assistant 1

**Recruiter:** Pamela Rucker

**Search Code:** 2018-669

**Date Posted:**

**Posting Deadline:** 1/10/2018

## **Purpose of Class:**

At UConn Health this grant funded position 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 lower ranking employees as assigned.

Schedule: 40 hrs/wk, in general 8:00am - 5:00pm with schedule flexibility to be determined by research needs.

## **COMPREHENSIVE BENEFITS OFFERED:**

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

## **EXAMPLES OF DUTIES:**

Performs a limited range of related duties in conducting laboratory tests, provides support services for assigned research projects; 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 such as:

Mitochondria and other organelle purification from cultured cells and animal tissue.

Bacterial culture, plasmid design, plasmid purification.

DNA, and gel RNA purification, analysis, and quantitation.

Recombinant protein purification from bacterial cultures.

Immunohistochemical analysis using confocal and electron microscopy.

Animal handling, surgery, and processing of animal (rat, mice) tissues.

## **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:**

Bachelor's degree in an appropriate discipline, i.e., biology, microbiology, biochemistry, or molecular and cellular biology. 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:**

Mitochondria and other cell organelle purification, from human and rodent liver cells.

Mammalian cell culture containing infectious agents such as HBV, HCV, listeriolysin O (LLO) protein.

Listeria monocytogenes bacterial culture, recombinant LLO protein purification.

Design of expression mitochondria gene plasmid vectors, cloning and mitochondria plasmid DNA preparation.

Molecular (DNA/RNA) and protein purification, gel analysis, and quantitation.

Immunofluorescence staining and confocal microscopy  
Animal handling and processing/analysis of animal samples.  
Protein purification, orosomucoid (OR) from human serum.  
Protein conjugation, synthesis of AsOR-polysine conjugates, synthesis of AsOR-LLO conjugates, and purification of conjugates.  
PCR, qPCR, BLAST searches for species specific mitochondria sequences.  
Fluorescent, confocal fluorescent microscopy (Zeiss LMS 780, Leica SP5 and SP7), and electron microscopy.  
Software manipulation, statistical analysis.  
Competence in handling biohazards, and working with infectious agents.  
Animal surgery, catheterization, injection, phlebotomy.  
Western blots, immunohistochemistry.

**PREFERRED SKILLS:**

Ability to culture human cells containing infectious or biohazard agents. Ability to purify mitochondria from human and rodent tissues. Experience in using electron microscopy, immunofluorescence confocal microscopy, use of Zeiss 780, ability to use BioRad CFX-Connect software for qPCR, mitochondrial respiration analysis, experience in laser light-scattering particle size analysis, experience in animal surgery, and catheterization.

Full time Equivalent Minimum Salary: \$49,462.00

**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; may be exposed to such hazards as broken glass, toxic vapors, radioactive materials, and toxic or disease carrying substances.

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Req: 2018-758

Date Started: 4/27/2018

JobTitle: Clinical Research Assistant 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	10	3	7	2	3	0	2	1	1	0	1
TOTAL REJECTED APPLICANT	3	1	2	1	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	7	2	5	1	1	0	2	1	1	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

A goal candidate, one (1) WM was selected.

Req: 2018-762

Date Started: 4/2/2018

JobTitle: Research Associate 2

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<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

This position was not posted because new UConn Health faculty who are setting up their practices are allowed to bring their existing staff per the University Health Professional contractual bargaining language.

1 AF was selected. She was part of the Neuroscience existing staff.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 16, 2018

**Department:** Child & Family Studies

**Job Title:** Clinical Research Associate I (Educational

**Recruiter:** Pamela Rucker

**Search Code:** 2018-798

**Date Posted:** 2/14/2018

**Posting Deadline:** 2/21/2018

## Purpose of Class:

In the department of Child and Family Studies this grant funded position is accountable for performing duties in the area of training and staff development and providing consultation services to departments, outside agencies and organizations. Initiates, facilitates and participates in research evaluation activities on all training activities having implications for the understanding/improvement of educational activities or health care.

## Supervision Received:

Works under limited supervision of the Director of the Child and Family Studies or employee of higher grade.

## Supervision Exercised:

Leads research assistants, educational training teams and other staff as assigned.

Schedule: 40 hrs per week, Mon - Fri, schedule TBD, with a 30 minute unpaid meal break

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

## Duties & Responsibilities:

Guides or assists training teams in the planning of educational programs and curricula development for programs such as SDE Training on classroom management, Early Childhood Workforce Development, federally funded LEND program, etc.

Plans/develop programs for staff education and other areas appropriate.

Develop and maintain records and reports for all students in SDE Pyramid Training, LEND, Higher Education faculty and Professional development specialist receiving training on early childhood workforce development.

Serves as educational consultant and resource person to SDE department, outside state and federal agencies.

Teaches content appropriate to early childhood intervention and special education curriculum to professionals who are teaching children with disabilities  
Conducts leadership education programs to state teams of professionals working with young children with disabilities on how to design systems to support workforce development

Conducts evaluation and education improvement activities related to early childhood staff education

Participates in the development of procedures and adult learning standards of care for all trainings conducted on grant programs.

Participates in departmental and interdisciplinary committees as appropriate

Assists in the development of program budgets

Performs other related duties as required

## Knowledge, Skills & Ability:

Considerable knowledge of the principles/theories of adult learning and competency based education; considerable knowledge of research protocols, principles and procedures and educational literature; Considerable knowledge reviewing medical records; considerable knowledge of experimental design, mathematics, statistics, computer applications and procedures, computerized databases; considerable skill in planning, developing, implementing and evaluating educational programs to meet needs of a variety of staff categories; excellent oral and written communication skills; managerial, interpersonal and organizational skills; considerable skill in the process of educational needs assessment; 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; teaching ability

## General Experience & Training:

Master's degree in Early Intervention, Special Education or a related field.

Two [2] years of experience in a health-related environment

At least one [1] year must have been in education as a teaching or training assistant.

Experience working on federally funded grants.

Experience in early intervention and special education.

Experience in teaching adults from multiple disciplines.

## Working Conditions:

May be required to travel in the course of daily work.

Full Time Equivalent Minimum Salary: \$73,694.00

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Req: 2018-798

Date Started: 3/16/2018

JobTitle: Clinical Research Associate 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	23	6	17	4	10	1	4	0	1	1	2
TOTAL REJECTED APPLICANT	22	6	16	4	9	1	4	0	1	1	2
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:**

SDE – State Department of Education

LEND – Leadership Education in Neurodevelopmental and Related Disabilities

IRB – Institutional Review Board

FDA – Food and Drug Administration

This position was posted on our UConn Health website.

The goal candidates, 4 WM, 1 BM, 4 BF, and 1 AM did not meet the minimum requirements for the following reasons:

- 1 WM and 1 BM did not have the required Master’s degree in Early Intervention, Special Education or a related field.
- 3 WM, 1 BF, and 1 AM did not have the required experience in early intervention and special education.
- 1 BF did not have the required experience working on federally funded grants.
- 1 BF did not have the required 2 years of experienced in a health-related environment.
- 1 BF did not have the required 1 year of experience in education as a teaching or training assistant.

1 WF was selected. She had a Master’s degree in Early Intervention; 3 ½ years of experience in a health-related environment; 1 year of teaching experience; experience in early intervention and special education; experience working on federally funded grants; and experience teaching adults from multiple disciplines.



Req: 2018-839

Date Started: 4/13/2018

JobTitle: Clinical Research Assistant 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	46	15	31	8	20	2	2	3	4	2	5
TOTAL REJECTED APPLICANT	4	1	3	0	1	0	0	0	2	1	0
TOTAL QUAL. APPLICANT	42	14	28	8	19	2	2	3	2	1	5
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

A goal candidate, one (1) BF was selected.

Req: 2018-869

Date Started: 5/25/2018

JobTitle: Clinical Research Associate 2

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	28	10	18	6	11	2	2	0	0	1	5
TOTAL REJECTED APPLICANT	15	6	9	5	7	0	1	0	0	1	1
TOTAL QUAL. APPLICANT	13	4	9	1	4	2	1	0	0	0	4
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) WM was selected.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 16, 2018

**Department:** Pediatrics

**Job Title:** Research Assistant 2

**Recruiter:** Marisa Leone

**Search Code:** 2018-943

**Date Posted:** 3/22/2018

**Posting Deadline:** 3/29/2018

## Purpose of Class:

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Research Assistant 2 to our growing team in Pediatrics located in Farmington. If you have a background in this field, as well as a passion for customer and student experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
12 Paid Holidays per year  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

**EXAMPLES OF DUTIES:** This position will be responsible for two research projects. One project will focus on the role of differentiated induced pluripotent stem cells or exosomes as a cell therapy for pediatric lung disease in a rodent model. The second project will involve the use of synthetic scaffolds and mesenchymal stem cells as a treatment for esophageal defects and diseases in a large animal model.

## 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:

Bachelor's degree in the appropriate discipline, i.e., Biology, Medical Technology, Biochemistry, Psychology plus one (1) year of research experience in a relevant discipline. Degrees in other areas may be substituted on a case by case basis. Experience with large animal surgical procedures; experience with isolation and culturing of mesenchymal stem cells; experience with differentiation of induced pluripotent stem cells to distal lung phenotypes; experience with rodent models of lung injury.

#### 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.

**PREFERRED QUALIFICATIONS:** Proficiency with qrt-pcr & flow cytometry; experience with exosome isolation.

### SPECIAL REQUIREMENTS:

Incumbents in this class may be required to undergo periodic tests or immunizations for communicable diseases.

### 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.

### 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.

**SCHEDULE:** 40 hour work week; Monday through Friday and must be flexible for potential weekends.

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

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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: 2018-943

Date Started: 4/27/2018

JobTitle: Research Assistant 2

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	28	7	21	4	15	2	2	1	1	0	3
TOTAL REJECTED APPLICANT	21	6	15	4	10	1	2	1	1	0	2
TOTAL QUAL. APPLICANT	7	1	6	0	5	1	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:**

qrt-pcr – quantitative real time-polymerase chain reaction

This position was posted on our UConn Health website.

The BF goals had been met with 2 previous hires and 1 promotion (Promotional goals were not established for this job group.). They were no longer established hiring goals.

The goal candidates, 4 WM, 1 BM, and 1 HM did not meet the minimum requirements of a Bachelor’s degree in the appropriate discipline, i.e., Biology, Medical Technology, Biochemistry, Psychology plus 1` year of research experience in a relevant discipline. Experience with large animal surgical procedures; experience with isolation and culturing of mesenchymal stem cells; experience with differentiation of induced pluripotent stem cells to distal lung phenotypes; experience with rodent models of lung injury. All of the candidates were required to answer a question on their application, if they had the above qualifications. These candidates responded no to the question.

The goal candidate, 1 BM was not interviewed because he did not have the preferred qualification of experience with exosome isolation.

1 WF was selected. She met the minimum requirements of a Bachelor’s degree in Animal Science and a Master’s degree in Immunology, plus 1` year of research experience in a relevant discipline. Experience with large animal surgical procedures; experience with isolation and culturing of mesenchymal stem cells; experience with differentiation of induced pluripotent stem cells to distal lung phenotypes; experience with rodent models of lung injury. She had the preferred qualifications of experience with qrt-pcr and flow cytometry and experience with exosome isolation.

### **3F. (Research) Hires – Part Time to Full Time – Adjusted Work Schedule**

#### **Research Assistant 2 (Molecular Biology & Biophysics)**

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

#### **Clinical Research Associate 2 (Behavioral Services Community Health)**

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

#### **Research Assistant 1 (Neuroscience)**

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

#### **Clinical Research Assistant 2 (University of Connecticut Center on Aging)**

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

Req: 2017-794

Date Started: 7/21/2017

JobTitle: Medical Technologist 2

JobGroup: 3G-CLINICAL TECHNOLOGIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</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	4	3	0	1	1	0	1	0	2	2
TOTAL REJECTED APPLICANT	3	2	1	0	0	1	0	1	0	0	1
TOTAL QUAL. APPLICANT	4	2	2	0	1	0	0	0	0	2	1
TOTAL INTERVIEWED	2	1	1	0	0	0	0	0	0	1	1
NOT OFFERED POSITION	1	0	1	0	0	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

**Abbreviations in Posting:**

ASCP – American Society for Clinical Pathology

MT/MLS – medical technician/medical laboratory scientist

IDX – scheduling, billing, and accounts receivable software

LIS – Laboratory Information System

This position was posted on our UConn Health website.

The goal candidates, 1 BM and 1 HM did not meet the minimum requirements of a Bachelor’s degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field. They also did not have the allowable substitution.

1 AM was selected. He had a Bachelor’s degree in Biology; was currently enrolled in a Medical Laboratory Sciences certification program at UConn; and had 3 years of Medical Technology experience. He scored 716 on skills assessment and interview questions. The skills assessment and interview questions were based upon conducting testing in the area of Chemistry, Hematology, Coagulation, and Urinalysis.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 16, 2018

**Department:** Core Lab

**Job Title:** Medical Technologist 2

**Recruiter:** Donna Seklecki

**Search Code:** 2017-794

**Date Posted:** 3/24/2017

**Posting Deadline:** 4/6/2017

## 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.  
THIS POSITION MAY BE FILLED AS MED TECH 1 OR 2.

**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. Must be eligible for and/or taken the ASCP exam; must be certified within six (6) months of graduation.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field and two (2) years of Medical Technology experience.

**SUBSTITUTION ALLOWED FOR BACHELOR DEGREE:** (Med Tech 2): Accreditation as a Technologist in the related specialty 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.

**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 3rd shift, Monday - Friday, 11:00 p.m. to 7:30 a.m., rotating weekends and holidays as required, may work 1st and 2nd 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: 2018-119

Date Started: 12/22/2017

JobTitle: Medical Technologist 2

JobGroup: 3G-CLINICAL TECHNOLOGIST

	<i>GT</i>	<i>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	10	4	6	2	3	1	2	0	1	1	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	10	4	6	2	3	1	2	0	1	1	0
TOTAL INTERVIEWED	4	2	2	1	2	0	0	0	0	1	0
NOT OFFERED POSITION	2	1	1	0	1	0	0	0	0	1	0
OFFERED POSITION	2	1	1	1	1	0	0	0	0	0	0
REFUSED POSITION	1	1	0	1	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0

**Abbreviations in Posting:**

ASCP – American Society for Clinical Pathology

MT/MLS – medical technician/medical laboratory scientist

IDX – scheduling, billing, and accounts receivable software

LIS – Laboratory Information System

This position was posted on our UConn Health website.

The goal candidates, 1 BM, 2 BF, and 1 HF were not interviewed for the following reasons:

- 1 BM, 1 BF, and 1 HF did not have Medical Technical experience.
- 1 BF did not have core lab generalist experience. She only had microbiology experience.

1 WF was selected. She had a Bachelor’s degree in Clinical Sciences; was ASCP certified; and had 12 years of Medical Technology experience as a generalist working all shifts. She scored 77% on her interview questions and 69% on her skills assessment, which were the highest scores. The interview questions and skills assessment were based upon conducting testing in the area of Chemistry, Hematology, Coagulation, and Urinalysis.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 16, 2018

**Department:** Pathology And Laboratory Medicine

**Job Title:** Medical Technologist II

**Recruiter:** Donna Seklecki

**Search Code:** 2018-119

**Date Posted:** 8/16/2017

**Posting Deadline:** 9/11/2017

## Purpose of Class:

At UConn Health 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.  
THIS POSITION MAY BE FILLED AS MED TECH 1 OR 2.

**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. Must be eligible for and/or taken the ASCP exam; must be certified within six (6) months of graduation.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field and two (2) years of Medical Technology experience.

**SUBSTITUTION ALLOWED FOR BACHELOR DEGREE:** (Med Tech 2): Accreditation as a Technologist in the related specialty 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.

**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 days, Monday - Friday, 7:00 a.m. to 3:30 p.m., rotating 3rd shift on weekends and holidays as required, may work 2nd and 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: 2018-251

Date Started: 11/24/2017

JobTitle: Medical Technologist 2

JobGroup: 3G-CLINICAL TECHNOLOGIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</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	8	1	1	0	1	0	0
TOTAL REJECTED APPLICANT	4	1	3	0	1	1	1	0	1	0	0
TOTAL QUAL. APPLICANT	9	2	7	2	7	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:**

Med Tech – Medical Technologist

ASCP exam – American Society for Clinical Pathology examination

MT/MLS – Medical Technician/Medical Laboratory Scientist

This position was posted on our UConn Health website.

The goal candidates, one (1) BM, one (1) BF, and one (1) HF did not meet the minimum requirements for the following reasons:

- One (1) BM and one (1) BF did not have the required current ASCP MT or MLS certification or eligible for and/or taken the exam.
- One (1) HF did not have the required Bachelor’s degree or the allowable substitution of a current ASCP MT or MLS certification or eligible for and/or taken the exam.

One (1) WF, part-time UConn Health employee, was selected. She had a Bachelor’s degree in Medical Technology; ASCP certification; and twelve (12) years of Medical Technology experience. She also had the preferred experience with IDX and Siemens Invision.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, June 5, 2018

**Department:** Pathology And Laboratory Medicine

**Job Title:** Medical Technologist 2 - Core Lab

**Recruiter:** Donna Seklecki

**Search Code:** 2018-251

**Date Posted:** 9/20/2017

**Posting Deadline:** 10/30/2017

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Technologist with a passion for delivering best-in-class patient experience, we are looking for you.

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 within Pathology and Laboratory Medicine at the UConn John Dempsey Hospital located in Farmington, CT.

THIS POSITION MAY BE FILLED AS MED TECH 1 OR 2.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

**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.

**SCHEDULE:** Full time 40 hours per week, primarily 2nd shift, Monday - Friday, 3:00 p.m. to 11:30 p.m., rotating weekends and holidays as required, may work 2nd and 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.

## 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.

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



#### MINIMUM QUALIFICATIONS

##### REQUIRED 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

Knowledge of relevant agency (internal and external) policies and procedures

Knowledge of 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 & TRAINING:

General Experience:

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field. Must be eligible for and/or taken the ASCP exam; must be certified within six (6) months of graduation.

Medical Technologist 2: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field and two (2) years of Medical Technology experience.

**SUBSTITUTION ALLOWED FOR BACHELOR DEGREE: (Med Tech 2):** Accreditation as a Technologist in the related specialty 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.

##### SPECIAL 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.

##### MINIMUM FULL-TIME SALARY EQUIVALENT:

Med Tech 1 \$57,595

Med Tech 2 \$65,811

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)



Req: 2018-360

Date Started: 12/22/2017

JobTitle: Medical Technologist 2

JobGroup: 3G-CLINICAL TECHNOLOGIST

	<i>GT</i>	<i>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	5	3	2	2	1	0	1	0	0	1	0
TOTAL REJECTED APPLICANT	1	1	0	0	0	0	0	0	0	1	0
TOTAL QUAL. APPLICANT	4	2	2	2	1	0	1	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

**Abbreviations in Posting:**

LIS – Laboratory Information System

IDX – scheduling, billing, and accounts receivable software

ASCP – American Society for Clinical Pathology

NRM – National Registry of Microbiologists

MT/MLS – medical technician/medical laboratory scientist

This position was posted on our UConn Health website.

The goal candidate, 1 BF was not interviewed because she had a Bachelor’s degree in Biology and she did not have any Medical Technologist experience.

1 WM was selected. He had a Bachelor’s degree in Medical Technology; was ASCP certified; 17 years of Microbiologist experience; knowledge of the technical aspects of the tests performed in bacteriology, serology virology, parasitology, mycology, mycobacteriology, and molecular diagnostics. He also had the preferred experience with EPIC Beaker.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 17, 2018

**Department:** Pathology And Laboratory Medicine

**Job Title:** Medical Technologist II

**Recruiter:** Donna Seklecki

**Search Code:** 2018-360

**Date Posted:** 10/13/2017

**Posting Deadline:** 10/25/2017

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Technologist with a passion for delivering best-in-class patient experience, we are looking for you.

UConn Health is looking for a highly skilled Medical Technologist with experience in Microbiology, Serology and a passion for patient experience. This class provides laboratory testing services to the hospital and community primarily in the areas of infectious diseases, environmental health, and suspected bioterrorist agents. This position will work in the UConn Health John Dempsey Hospital located in Farmington, CT. THIS POSITION MAY BE FILLED AS MED TECH 1 OR 2.

**SCHEDULE:** This is a full time position, evenings, 80 hours every two weeks, 8 hour shifts, 3:00 p.m. to 11:30 p.m., rotating weekends and holidays, flexibility required to accommodate departmental needs\*

\*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.

## 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.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

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:**

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 a 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:**

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field. Must be eligible for and/or taken the ASCP exam; must be certified within six (6) months of graduation.  
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 REQUIREMENT:** Med Tech 2- Must have current ASCP or NRM certification as a Medical Technologist or Registered Clinical Microbiologist OR ability to obtain certification within six (6) months of employment.

**SUBSTITUTION ALLOWED FOR BACHELOR DEGREE:**

(Med Tech 2): Accreditation as a Technologist in the related specialty 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.

**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 EPIC Beaker  
Molecular testing experience  
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:** 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.

**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 full time equivalent salary:** \$65,811

**Why UConn Health**

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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](mailto:jobs@adp.uhc.edu).



# JOB OPPORTUNITY BULLETIN

As of Friday, August 17, 2018

**Department:** Pathology And Laboratory Medicine

**Job Title:** Medical Technologist II

**Recruiter:** Donna Seklecki

**Search Code:** 2018-361

**Date Posted:** 10/18/2017

**Posting Deadline:** 10/24/2017

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Medical Technologist with a passion for delivering best-in-class patient experience, we are looking for you.

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 within Pathology and Laboratory Medicine at the UConn John Dempsey Hospital located in Farmington, CT.

THIS POSITION MAY BE FILLED AS MED TECH 1 OR 2.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

**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.

**SCHEDULE:** Full time 40 hours per week, primarily days, 7:00 a.m. to 3:30 p.m., 3rd shift rotating weekends, holidays as required, may work 2nd and 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.

## 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.

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

## MINIMUM QUALIFICATIONS

### REQUIRED 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  
Knowledge of relevant agency (internal and external) policies and procedures  
Knowledge of 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 & TRAINING:

#### General Experience:

Medical Technologist 1: Bachelor's degree in Medical Technology, Biology, Chemistry, Microbiology, or closely related field. Must be eligible for and/or taken the ASCP exam; must be certified within six (6) months of graduation.

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- Must have current ASCP or NRM certification as a Medical Technologist or Registered Clinical Microbiologist OR ability to obtain certification within six (6) months of employment.

**SUBSTITUTION ALLOWED FOR BACHELOR DEGREE:** (Med Tech 2): Accreditation as a Technologist in the related specialty 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.

### SPECIAL 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.

### MINIMUM FULL-TIME SALARY EQUIVALENT:

Med Tech 1 \$57,595

Med Tech 2 \$65,811

Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)





Req: 2018-361

Date Started: 2/2/2018

JobTitle: Medical Technologist 2

JobGroup: 3G-CLINICAL TECHNOLOGIST

	<i>GT</i>	<i>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	8	2	6	0	3	0	2	0	1	2	0
TOTAL REJECTED APPLICANT	2	1	1	0	0	0	1	0	0	1	0
TOTAL QUAL. APPLICANT	6	1	5	0	3	0	1	0	1	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

**Abbreviations in Posting:**

LIS – Laboratory Information System

IDX – scheduling, billing, and accounts receivable software

ASCP – American Society for Clinical Pathology

NRM – National Registry of Microbiologists

MT/MLS – medical technician/medical laboratory scientist

This position was posted on our UConn Health website.

The goal candidate, 1 BF did not meet the minimum requirements because she did not have a current ASCP or NRM MT or MLS certification and was not eligible to obtain certification within 6 months of employment.

The goal candidates, 1 BF and 1 HF were not interviewed for the following reasons:

- We were unable to determine 1 BF’s qualifications because her application was incomplete and no other documents were submitted.
- 1 HF did not respond to requests to schedule an interview.

1 WF was selected. She had a Bachelor’s degree in Medical Laboratory Sciences; was ASCP certified; and had 3 years of Medical Technology experience. She scored 75% on her interview questions and 53% on her skills assessment. The interview questions and skills assessment were based upon conducting testing in the area of Chemistry, Hematology, Coagulation, and Urinalysis.



# JOB OPPORTUNITY BULLETIN

As of Friday, August 17, 2018

**Department:** UMG-Dermatology Module

**Job Title:** Histotechnologist

**Recruiter:** Pamela Rucker

**Search Code:** 2018-504

**Date Posted:** 11/21/2017

**Posting Deadline:** 12/18/2017

## Purpose of Class:

This class is accountable for providing information for diagnosis and treatment of disease by independently performing histopathological tests as well as maintenance tasks and quality controls and quality assurances in compliance with regulatory and UConn Health standards. This position will work in the Mohs laboratory processing Mohs specimens. Routine and special Mohs cutting procedures for microscopic diagnosis but may also rotate to the dermatopathology lab.

\*\*\*\*\*MAY INCLUDE TRAVEL TO SATELLITE OFFICES\*\*\*\*\*

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

Schedule: 40 hrs per week, TBD (either Five, 8 hr days or Four, 10 hr days)

## EXAMPLES OF DUTIES:

Responsible for the preparation of diagnostic slides by fixation and processing of tissue blocks, embedding, microtomy, hematoxylin and eosin staining as well as special staining techniques immunoperoxidase and immunofluorescence techniques, muscle and nerve biopsy techniques, estrogen receptor assays;  
Attain knowledge of the laboratory computer system to record results and report diagnostic and therapeutic findings  
Maintains technical and diagnostic accuracy in the technical areas of the laboratory  
Maintains neat and accurate records of test results  
Prepares reagents standards and controls as needed  
observes all hospital and laboratory policies and safety practices and maintains a safe, clean, and prepared work area  
Performs and documents quality control procedures and instrument preventive maintenance; notifies supervisor and/or Director of significant and critical test results or abnormal findings in a timely manner  
Performs duties according to schedule to maintain appropriate workflow and timely completion;  
Participates in the overall quality control program of the laboratory  
Ensures compliance with all regulatory and UConn Health standards  
Assist with the training of residents, medical students and fellows  
Assist with laboratory inventory;  
Routine and special processing of tissue specimens;  
Prepares, embeds in OCT, cuts Mohs frozen sections, stains tissue and mounts slides in high intensity, time sensitive setting over prolonged periods of time without break, for immediate microscopic examination by surgeon.  
Prepares and embeds Mohs tissue specimens for permanent processing;  
Performs other related duties as assigned.

## Minimum Qualifications

### Required Knowledge Skills and Ability

Must possess excellent technical and theoretical ability in clinical histology  
Must be able to cut frozen sections  
Demonstrates ability to work effectively within clinical inter-relationships and other diverse groups  
Demonstrates the ability to distinguish result of various test and to acknowledge the accuracy of those results  
Considerable knowledge of laboratory instrumentation including computers  
Knowledge of clinical laboratory procedures including safety practices  
Knowledge of scientific methods  
Considerable interpersonal skills, oral and written communication skills  
Ability to work quickly and accurately under stressful conditions.

## Experience and Training:

### General Experience:

Certification by the Board of Registry, American Society of Clinical Pathology (ASCP) as a Histologic Technician (HT) and six (6) years full time acceptable experience in histopathology.

## SUBSTITUTION:

Board Registry (ASCP) certification as a Histology Technologist (HTL) and two (2) years of full time acceptable experience in histopathology.

OR

Bachelor's degree in a related field, and two (2) years of full time acceptable experience in histopathology.

OR

Successful completion of a NAACLS accredited Histotechnologist or Histologic Technician program and six (6) years of experience. ASCP Board registry Certification must be obtained within one year of employment.

**SPECIAL REQUIREMENTS:**

Previous experience with Mohs or frozen techniques.  
Incumbents in this class must not be colorblind.  
May rotate to dermatopathology lab.

**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 microscopy (light or fluorescent). Prolonged periods of standing and walking. Ability to lift objects weighing 25 lbs.

FULL TIME EQUIVALENT SALARY MINIMUM: \$65,811.00

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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)



Req: 2018-504

Date Started: 1/5/2018

JobTitle: Histotechnologist

JobGroup: 3G-CLINICAL TECHNOLOGIST

	<i>GT</i>	<i>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	1	6	1	4	0	1	0	0	0	1
TOTAL REJECTED APPLICANT	3	0	3	0	2	0	0	0	0	0	1
TOTAL QUAL. APPLICANT	4	1	3	1	2	0	1	0	0	0	0
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:**

OCT – optimum cutting temperature

NAACLS – National Accrediting Agency for Clinical Laboratory Sciences

This position was posted on our UConn Health website.

The goal candidate, 1 BF was interviewed and not selected because during the interview it was discovered that she did not have the special requirement of experience with Mohs and she had minimum frozen experience because it was not the main function of her position.

1 WF was selected. She had the special requirements of 2 years of experience with Mohs and 3 years with frozen sectioning experience.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 17, 2018

**Department:** Histology

**Job Title:** Histotechnologist

**Recruiter:** Donna Seklecki

**Search Code:** 2018-808

**Date Posted:** 2/22/2018

**Posting Deadline:** 2/28/2018

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts. If you are a Histotechnologist with a passion for delivering best-in-class patient experience, we are looking for you.

This class is accountable for providing information for diagnosis and treatment of disease by independently performing histopathological tests as well as maintenance tasks and quality controls and quality assurances in compliance with regulatory and UConn Health standards. This position will work in the department of Histology within Pathology and Laboratory Medicine at the UConn John Dempsey Hospital located in Farmington, CT.

## COMPREHENSIVE BENEFITS OFFERED:

- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

**SUPERVISION RECEIVED:** Works under the general supervision of the Anatomic Pathology Supervisor.

**SUPERVISION EXERCISED:** Lead/ supervise other laboratory staff of lower rank as assigned.

**SCHEDULE:** Full time, 40 hours per week, primarily evenings, Tuesday - Friday, 1:00 p.m. to 9:30 p.m., Saturday, 8:00 a.m. to 4:30 p.m., holidays are required, 30 minute unpaid meal break.

## EXAMPLES OF DUTIES:

- Responsible for the preparation of diagnostic slides by fixation and processing of tissue blocks, embedding, microtomy, hematoxylin and eosin staining special staining techniques; immunoperoxidase and immunofluorescence techniques, muscle and nerve biopsy techniques
- Attain knowledge of the laboratory computer system to record results and report diagnostic and therapeutic findings
- Maintains technical and diagnostic accuracy in the technical areas of the laboratory
- Maintains neat and accurate records of test results
- Prepares reagents standards and controls as needed
- Observes all hospital and laboratory policies and safety practices
- Maintains a safe, clean, and prepared work area
- Performs and documents quality control procedures and instrument preventive maintenance
- Notifies supervisor and/or Director of significant and critical test results or abnormal findings in a timely manner
- Performs duties according to schedule to maintain appropriate workflow and timely completion
- Participates in the overall quality control program of the laboratory
- Ensures compliance with all regulatory and UConn Health standards
- Assist with the training of residents, medical students and fellows
- Assist with laboratory inventory
- Other related duties as assigned.

## MINIMUM QUALIFICATIONS

### REQUIRED KNOWLEDGE, SKILLS & ABILITY:

- Must possess excellent technical and theoretical ability in clinical histology;
- Demonstrates ability to work effectively within clinical inter-relationships and other diverse groups
- Demonstrates the ability to distinguish result of various test and to acknowledge the accuracy of those results
- Considerable knowledge of laboratory instrumentation including computers
- Knowledge of clinical laboratory procedures including safety practices;
- Knowledge of scientific methods
- Considerable interpersonal skills, oral and written communication skills
- Ability to work quickly and accurately under stressful conditions.

## EXPERIENCE & TRAINING:

- General Experience:
- Certification by the Board of Registry, American Society of Clinical Pathology (ASCP) as a Histologic Technician (HT)
- Six (6) years full time acceptable experience in histopathology.

## SUBSTITUTIONS ALLOWED:

- Board Registry (ASCP) certification as a Histology Technologist (HTL) and two (2) years of full time acceptable experience in histopathology.
- Bachelor's degree in a related field, and two (2) years of full time acceptable experience in histopathology.
- Successful completion of a NAACLS accredited Histotechnologist or Histologic Technician program and six (6) years of experience.
- ASCP Board registry Certification must be obtained within one year of employment.



**SPECIAL REQUIREMENTS:**

Incumbents in this class will be given a visual color sampling.  
Experience in IHC (Immunohistochemistry).

**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 microscopy (light or fluorescent).  
Prolonged periods of standing and walking.  
Ability to lift objects weighing 25 lbs.

**FULL TIME MINIMUM EQUIVALENT SALARY: TBD**

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Req: 2018-808

Date Started: 4/13/2018

JobTitle: Histotechnologist

JobGroup: 3G-CLINICAL TECHNOLOGIST

	<i>GT</i>	<i>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	8	0	8	0	6	0	0	0	0	0	2
TOTAL REJECTED APPLICANT	5	0	5	0	3	0	0	0	0	0	2
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

**Abbreviations in Posting:**

NAACLS – National Accrediting Agency for Clinical Laboratory Sciences

This position was posted on our UConn Health website.

No goal candidates applied for this position.

1 WF was selected. She was ASCP certified; 6 years of histopathology experience; and had the special requirement of experience in IHC. She had been performing the duties of this position for the past 4 months through an employment agency.

Req: 2018-658

Date Started: 5/11/2018

Job Title: Staff Accountant 1

Job Group: 3H-FINANCE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	46	19	27	14	13	1	2	1	6	3	6
TOTAL REJECTED APPLICANT	9	5	4	2	2	0	0	1	2	2	0
TOTAL QUAL. APPLICANT	37	14	23	12	11	1	2	0	4	1	6
TOTAL INTERVIEWED	7	2	5	1	3	0	0	0	0	1	2
NOT OFFERED POSITION	6	2	4	1	2	0	0	0	0	1	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

This position was posted on our UConn Health website.

The goal candidates, 2 WM and 2 HF did not meet the minimum requirements because they did not have the four (4) years para-professional experience (exercise of some independent judgment in applying basic accounting principles) in accounting, auditing or financial examining or the substitution allowed.

The goal candidates, 11 WM, 2 BF, and 4 HF were not interviewed for the following reasons:

- 8 WM, 2 BF, and 4 HF candidates did not possess desired combination of attributes including financial statements and journal entry experience.
- 3 WM withdrew from the application search process.

The goal candidate, 1 WM was interviewed and not selected because he was not able to complete 2 of 3 skill samplers based on financial statements, audit experience, journal entry experience, and reconciliation experience. He also scored low on the 3<sup>rd</sup> Excel sampler.

1 WF was selected. She had a similar position that most closely matched the position's use of Excel, financial statements, audit experience, journal entry experience, reconciliation, and report management experience. She also scored the highest on the skill sampler and on the Excel sampler.

# JOB OPPORTUNITY BULLETIN

As of Monday, September 24, 2018

**Department:** Finance and Reporting

**Job Title:** Staff Accountant 1

**Recruiter:** Marisa Leone

**Search Code:** 2018-658

**Date Posted:** 12/21/2017 **Posting Deadline:** 1/11/2018

## Purpose of Class:

At UConn Health 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.

### COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

Schedule: 40 hrs/wk, Mon - Fri. 8:00a.m. - 4:30p.m. with a 30 minute unpaid meal break

### EXAMPLES OF DUTIES:

Maintains and balances an interrelated group of accounts and subsidiary accounts in compliance with applicable legal requirements  
Analyzes and prepares standard financial reports, statements and projects using standard and fund accounting principles, methods and applications  
Analyzes, reconciles, prepares and monitors budgets using finance, accounting, budget and cost control procedures  
Maintains fixed assets records, including depreciation schedules; assists in the preparation of complex financial statements of the Health Center  
Assists in the creation of reports needed for various Health Center audits;  
Examines financial documents to ensure accuracy and conformance with requirements by reviewing related records, provisions and/or regulations;  
Performs 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.

### 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

Full Time Equivalent minimum Salary; \$57,595.00

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### **3H. (Finance Group) Hires – Part Time to Full Time – Adjusted Work Schedule**

#### **Supervising Accountant - UHP (Budget and Data Analytics)**

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

Req: 2017-780

Date Started: 8/18/2017

JobTitle: Worker's Compensation & Safety Program Coordinator

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	52	19	33	14	22	3	8	2	3	0	0
TOTAL REJECTED APPLICANT	30	7	23	3	13	2	8	2	2	0	0
TOTAL QUAL. APPLICANT	22	12	10	11	9	1	0	0	1	0	0
TOTAL INTERVIEWED	5	2	3	2	3	0	0	0	0	0	0
NOT OFFERED POSITION	4	1	3	1	3	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) WM was selected.

Req: 2017-1246

Date Started: 8/4/2017

JobTitle: Talent Acquisition Specialist  
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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	23	3	20	2	18	0	1	0	0	1	1
TOTAL REJECTED APPLICANT	15	3	12	2	11	0	0	0	0	1	1
TOTAL QUAL. APPLICANT	8	0	8	0	7	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

### Abbreviations in Posting:

HR – Human Resources

RN – Registered Nurse

APRN – Advanced Practice Registered Nurse

PHR – Professional in Human Resources

SPHR – Senior Professional in Human Resources

HRCI – Human Resources Certification Institute

This position was posted on our UConn Health website.

The goal candidates, 2 WMs did not meet the minimum requirements because they did not have the required 3 years of recruiting experience within a healthcare organization.

1 WF was selected. She had a Bachelor's degree in Business Administration and 6 years recruiting experience within a healthcare organization specializing in the recruitment of RNs and APRNs in an acute healthcare setting. She also had the following preferred qualifications: prior experience recruiting under service level agreements; experience performing talent acquisition functions within a union-based environment; experience leading a team and providing direction to a support level employee; experience leading a presentation to a group of hiring managers and decision makers; and experience using advanced functions of Linked-In and external resume databases as a recruiting resource.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 17, 2018

**Department:** Human Resources

**Job Title:** Talent Acquisition Specialist - Nurse

**Recruiter:** Erica Dangelo

**Search Code:** 2017-1246

**Date Posted:** 6/20/2017

**Posting Deadline:** 6/29/2017

## Purpose of Class:

The Talent Acquisition Specialist is responsible for the execution of full life cycle recruiting activities while managing the candidate experience. It is UConn Health's top priority to create an innovative, positive candidate experience while recruiting and engaging top-tier, diverse employees. The Nurse Talent Acquisition Specialist will lead this for Nurse, Nurse Practitioner and Nurse Manager roles here at UConn Health. If you are an experienced and driven Talent Acquisition Specialist with past proven success, we want to hear from you!

## Schedule:

Monday-Friday 40 hours

## Benefits Offered:

- Highly competitive salary/comp structures
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment...and more

## Reporting Relationship:

Reports to Director of Talent Acquisition

## Supervision:

No direct reports, but will give general direction to Human Resource Associates

## Duties & Responsibilities:

Develops fully integrated nursing recruitment plan based on department needs and service agreement.

Executes recruitment plan by aggressively recruiting for well-qualified candidates from a variety of sources, managing selection process to include interviewing, assessing candidates, screening, and recommending finalists, and filling the staffing needs within the defined service and performance criteria. Advises hiring managers regarding orientation, benefits, compensation and payroll; provides basic benefits information to hiring managers and candidates. Trains departmental hiring managers on recruitment processes and interviewing techniques.

Develops and reviews diversity plan with focused recruitment strategies.

Ensures compliance with collective bargaining agreements regarding job posting and selection of internal candidates.

Establishes, cultivates and maintains ongoing relationships with hiring managers in order to understand the department and its recruitment needs.

Collaborates with the HR Client Managers and other staff in the creation, development, and maintenance of retention strategies in specific job areas.

Participates in and promotes UConn Health at a variety of recruitment functions such as job fairs, university and college career days, and career events targeted for special populations.

Collects and analyzes data on demographics and hiring activity for use in designing recruitment plans.

Participates in exit interviews and recall rights process.

Remains current on union contracts, federal, state and local employment laws and applies knowledge appropriately in day to day work.

Works with employees to identify appropriate career paths.

Performs other related duties as assigned.

## Knowledge, Skills & Abilities Requirement:

Knowledge of full lifecycle recruitment process.

Comprehensive knowledge of laws, acts and regulations associated with employment laws and their application to recruitment processes and transactions.

Basic knowledge of labor unions, and human resource functional areas

Ability to deliver high levels of customer service when dealing with positions that require multiple months to fill.

Strong verbal and written communication skills needed for challenges associated with key critical positions.

Ability to cold-call, network and design long term sourcing plans.

## Qualification/Experience & Training:

Bachelor's degree in related field; or equivalent knowledge and skills obtained through a combination of education, training and experience.

Three (3) years recruiting experience within a healthcare organization.

Experience recruiting for critical hard to fill positions across a variety of clinical and operational support areas required.

Experience using various pro-active sourcing techniques using the Internet, advertising, networking and community resources required.

Proven experience working directly with hiring managers to analyze staffing needs and formulate detailed job descriptions and candidate searches

Recent experience over the last 2 years specializing in the recruitment of RNs and APRNs in an acute healthcare setting

## Preferred Qualifications/Experience

PHR, SPHR or HRCI equivalent certification preferred.

Prior experience recruiting under service level agreements preferred

Experience performing talent acquisition functions within a union-based environment

Experience leading a team or providing direction to a support level employee

Experience leading a presentation to a group of hiring managers or decision makers

Experience using advanced functions of Linked-In and external resume databases as a recruiting resource

## Working Conditions:

Work is normally performed in a typical office work environment.

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Req: 2018-124

Date Started: 1/19/2018

Job Title: Sponsored Program Specialist

Job Group: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	29	5	24	4	14	1	5	0	4	0	1
TOTAL REJECTED APPLICANT	26	5	21	4	11	1	5	0	4	0	1
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

**Abbreviations in Posting:**

OMB – Office of Management and Budget

NCURA – National Council of University Research Administrators

COGR – Council on Governmental Relations

This position was posted on our UConn Health website.

The goal candidates, 4 WM and 1 BM did not meet the minimum requirements for the following reasons:

- 3 WM and 1 BM did not meet the 8 years of experience in grants management, organizational development and training, accounting and contract administration, training and educational activities, or the substitution allowed.
- 1 WM did not indicate on his application or resume that he had grants management experience.

1 WF was selected. She had 11 years of experience in grants management, organizational development and training, accounting and contract administration, training and educational activities. She also had the preferred qualifications of experience in sponsored programs administration; experience in an educational institution environment; knowledge and experience related to the Sponsored Program Services (SPS). Her direct familiarity with the central SPS procedures will offer consistency as the position will cross campuses and support a campus training program for SPS.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, September 19, 2018

**Department:** Sponsored Program Services

**Job Title:** Sponsored Programs Specialist

**Recruiter:** Pamela Rucker

**Search Code:** 2018-124

**Date Posted:** 8/14/2017

**Posting Deadline:** 9/22/2017

## 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 both the Pre-award and Post-award phases. As a subject matter expert, this position will work with other subject experts (including faculty and staff) at the UConn Health and Storrs campuses, and leadership within and outside of the Office of the Vice President for Research (OVPR) to lead the development, implementation, and maintenance of a comprehensive research administration and compliance program by assessing needs, designing the curriculum, developing modules in various media, and delivering training to improve administrative efficiency and compliance. The position will also handle, as warranted, pre-award proposal reviews, the negotiating and processing of applications, contracts and subcontracts, ensuring accuracy and compliance with University policies and agency regulations. This position reports directly to and works under the direction of the Associate Vice President for Research, Sponsored Program Services (SPS).

## 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; proficiency 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, organizational development and training, accounting and contract administration, training or educational activities and/or an equivalent combination. Demonstrated proficiency with Microsoft Office; experience in preparing and developing PowerPoint presentations.

### Substitution:

Bachelor's degree in a relevant discipline or related field may be substituted for four (4) years of the general experience.

A Master's degree in a relevant discipline may be substituted for an additional one (1) years of the general experience.

## SPECIAL REQUIREMENTS:

Incumbents will work at UConn Health, Storrs and regional campuses as duties require.

## PREFERRED QUALIFICATIONS:

Experience in sponsored programs administration.

Experience in an educational institution environment.

Substantial knowledge of sponsored programs administration, preferably in a central administrative role.

Considerable skill in the process of educational needs assessment; exceptional interpersonal, oral and written communication skills; considerable computer skills; intermediate research skills; teaching ability.

Considerable experience managing projects and leading teams. Public speaking experience; experience leading and conducting training sessions; project management experience.

## SUPERVISION RECEIVED:

Works under limited supervision of designated employee of higher grade.

## SUPERVISION EXERCISED:

Will often lead and facilitate teams as related to job duties.

Will supervise staff of a lower level on occasion as related to job duties.

## EXAMPLES OF DUTIES:

### Grant and Contract Administration

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 unobligated balances, authorization of pre-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.

### Training Program

Lead a collaborative initiative to assess training needs and design and implement a training program in research administration

Use resources (programmatic, technical and human) available through other University offices to develop the training program.

Integrate the use of new and existing software solutions, systems and business processes into the training, including the coordination with technical and functional owners.

Partner extensively with OVPR leadership and SPS directors and collaborate with the schools, departments and other appropriate offices and faculty in the development of the training curriculum.

Consult with other institutions and outside entities (NCURA, COGR, etc.), as appropriate, to understand their approach.

Promote available and new educational resources to the research community and internal staff.

### Resource and Web Site Development and Maintenance

Lead an OVPR SPS web site enhancement and development team. Partner with others across the OVPR as needed in the management and maintenance of the larger OVPR web site.

### OVPR SPS Policy, Procedures and Standard Operating Procedures Documentation and Review Processes

Coordinate a collaborative initiative with OVPR SPS staff, other central and department administrators, faculty and university leadership in the creation, monitoring and implementation of policy, procedures and standard operating procedures.

Insure that on an annual basis all SPS policy, procedures and standard operating procedures have been reviewed and updated as necessary.

Work with OVPR SPS leadership, faculty and staff to identify areas where additional policy and procedures are needed.

Facilitate teams to draft and revise policy and procedures.

Move policy and procedure forward through the OVPR SPS, UConn Health Center and UConn Storrs approval process.

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

FULL TIME EQUIVALENT MINIMUM SALARY: \$81,037



Req: 2018-182

Date Started: 10/27/2017

Job Title: Web and Marketing Associate

Job Group: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	68	25	43	19	37	3	3	3	2	0	1
TOTAL REJECTED APPLICANT	57	20	37	16	32	2	2	2	2	0	1
TOTAL QUAL. APPLICANT	11	5	6	3	5	1	1	1	0	0	0
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

This position was posted on our UConn Health website.

The goal candidates, 16 WM and 2 BM did not meet the minimum requirements for the following reasons:

- 7 WM and 1 BM did not meet the required 6 years of a combination of web design and communication experience.
- 1 BM did not indicate experience with Adobe creative programs on his application materials.
- 7 WM did not indicate experience both in WordPress as well as Adobe creative programs on application materials.
- 1 WM did not indicate experience with WordPress on his application materials.
- 1 WM's application did not allow for qualification determination because his application was incomplete and no other documents were submitted.

2 WM and 1 BM were not interviewed for the following reasons:

- 1 WM had no event planning experience. He has design experience but his writing experience was limited to only ad and campaign copy.
- 1 WM had more experience in project management and customer service but did not have the experience in the area of web, social media, writing and event planning as the other candidates that applied.
- 1 BM had experience with social media and web development but had no indication of event planning and writing experience.

The goal candidate, 1 WM was interviewed and not selected because he had experience writing and knowledge of design programs and web platforms but no experience with event planning.

**Req: 2018-182 continued**

The 1 WF selected had several years' experience in event planning, writing, social media, and web development and design. The applicant had familiarity with Adobe Creative Suite and exhibited a portfolio of professional work. She has also written various copy related to newsletters, press releases, and articles.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, September 19, 2018

**Department:** CT INST CLN & TRNS SCI - CICATS

**Job Title:** Web & Marketing Associate

**Recruiter:** Pamela Rucker

**Search Code:** 2018-182

**Date Posted:** 8/30/2017

**Posting Deadline:** 9/6/2017

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Web & Marketing Associate to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you. This position is accountable for marketing and communications initiatives utilizing both web and print as well as event planning for the Connecticut Institute for Clinical and Translational Science [CICATS]

## SUPERVISION RECEIVED:

Works under general supervision of the Chief Executive Officer of CICATS

## SUPERVISION EXERCISED:

No direct supervision, may lead lower level employees as assigned.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

Schedule: 40 hours per week, Monday - Friday, 8:00am - 4:30pm with a 30 minute unpaid meal break. (Schedule may vary according to program needs). May occasionally require work on weekends or non-major holidays

## DUTIES & RESPONSIBILITIES:

### Marketing

Develops and prepares promotional and educational materials such as news releases, pamphlets, brochures, exhibits, bulletins and department's monthly newsletter

Assists in the development of online marketing and social media campaigns as well as strategies that drive traffic to the department services

Creates and executes communication and marketing plans

### Web & Design

Creates webpages as well as manages and updates department website compliant with applicable legal requirements and UConn's policies

Continuously tests webpages, troubleshoot and provide analytic reports on a monthly basis or as needed

Designs computerized forms and e-tools for use via website

Monitors performance and results, monitors and develops reports using Google Analytics or similar tools.

### Social Media

Proactively manages all social media accounts, including reporting and responses on a daily/weekly basis.

Creates social media posts (Facebook, Instagram, LinkedIn, etc.) for marketing and communications purposes.

Assesses needs and provides advice on the various social media communications and other forms of marketing and public relations efforts.

Identifies and evaluates improvement options; modifies sites and associated social media as appropriate using combination of graphics, animation, videos and written material to present effective messaging.

Leads in the development of online marketing and social media campaigns strategies to drive traffic to the website and social media platforms

### Event Planning & Other

Manages the planning and execution of all small to large scale events, including internal and external media coverage.

Manages online events calendar

Manage sponsorship requests

Commits to continuous learning of emerging web marketing, social media and technology trends

Performs related duties as required.

## KNOWLEDGE, SKILLS & ABILITY:

Knowledge of marketing and promotion initiatives/strategies

Knowledge of web design principles and accessible web design principles based on federal or state guidelines such as usability.

Knowledge of communication methods and procedures

Considerable communication, presentation, writing and research skills

Considerable interpersonal skills.

Considerable computer skills and programming skills

Ability to prioritize tasks and managed deadlines.

Artistic and creative abilities

Ability to utilized various multimedia tools

Good organizational skills

Ability to meet deadlines

Ability to create and manage work plans

Excellent customer service skills.



**GENERAL EXPERIENCE & TRAINING:**

Six (6) years of a combination of web design and communication experience  
Experience with WordPress and Adobe creative programs.

**Substitution Allowed**

Bachelor's degree in marketing, communications, multimedia or closely related field and two [2] years combination of web design, social media and communication experience.

Master's degree in marketing, communications, multimedia or closely related field and [1] year combination of web design, social media and communication experience

Minimum Full Time Equivalent Salary: \$61,734.00

**Why UConn Health**

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)



# JOB OPPORTUNITY BULLETIN

As of Friday, July 13, 2018

**Department:** Student Services Center

**Job Title:** Administrative Program Coordinator

**Recruiter:** Marisa Leone

**Search Code:** 2018-146

**Date Posted:** 8/21/2017

**Posting Deadline:** 8/28/2017

## **Purpose of Class:**

At the UCHC, this class is accountable for independently providing administrative management and/or advanced technical program support for an academic/clinical/administrative department or program. The Wellness Center will open in October, 2017 and will have approximately 800+ members. This position will oversee the day to day operations including: membership, facility and equipment maintenance, schedule of classes and all administrative functions.

## **SUPERVISION RECEIVED:**

Works under the limited supervision of the Student Services Center Director.

## **SUPERVISION EXERCISED:**

May lead/supervise lower level employees as assigned.

## **EXAMPLES OF DUTIES:**

### Outreach

\* Develops programs and events collaboratively with campus resources HR (Just Move, EAP, Soul of Work, Health Fitness and Weight loss programs etc.). Effectively and actively promotes Wellness Center initiatives.

Develops class schedule and monthly newsletter.

\* Conduct member satisfaction surveys and evaluate programs and services.

### Scheduling

Develops daily, weekly and monthly schedules for group sessions.

### Facility and Equipment Maintenance

Oversees a system of routine maintenance to ensure proper working condition and adherence to equipment requirements. Oversees facility maintenance schedule to ensure a clean and safe program area.

### Administration

Prepares reports regarding member and equipment usage patterns. Interfaces professionally and positively with vendors regarding equipment, delivery, scheduled preventative maintenance, needed repairs etc. Collaborates to plan, implement and evaluate policies, programs and services. Oversees program and membership enrollment, payment records, and reporting of such to Director.

Manages the member access system in conjunction with University Police. Addresses member concerns, incident reports and member behavior. Related duties as required.

## **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; considerable knowledge of office procedures; oral and written communications skills; considerable interpersonal skills; data management skills; ability to schedule and prioritize work; ability to handle sensitive and confidential information; some supervisory ability.

### **EXPERIENCE AND TRAINING:**

#### General Experience:

Six (6) years relevant administrative experience. Experience in a wellness, health or fitness related field.

Demonstrates effective leadership and communication skills. Self-motivated, detail oriented, and demonstrated organizational and problem solving abilities.

Current First Aid and CPR Certification required.

Substitutions Allowed: Bachelor's degree and two (2) years of relevant experience may be substituted to the general experience.

**PREFERRED QUALIFICATIONS:** Experience working with students, faculty and staff.

**SCHEDULE:** 40 hour work week; Monday through Friday, 8am - 5pm, 1 hour unpaid meal break. May require occasional night and weekend hours throughout the year.

**FULL TIME MINIMUM EQUIVALENT SALARY:** \$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.uhc.edu.

Req: 2018-146

Date Started: 10/27/2017

JobTitle: Administrative Program Coordinator

JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<b>AF</b>
TOTAL APPLICANTS	164	26	138	22	89	3	30	0	16	1	3
TOTAL REJECTED APPLICANT	107	12	95	11	54	1	27	0	13	0	1
TOTAL QUAL. APPLICANT	57	14	43	11	35	2	3	0	3	1	2
TOTAL INTERVIEWED	12	4	8	3	8	1	0	0	0	0	0
NOT OFFERED POSITION	11	4	7	3	7	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 Postings:

HR- Human Resources

EAP-Employee Assistance program

CRP-Cardio Pulmonary Resuscitation

This position was posted on our UConn Health website.

The goal candidates, 11 WM, 1 BM, and 1 AF did not meet the minimum requirements because they did not have the six (6) years relevant administrative experience which includes experience in a wellness, health or fitness related field or the substitution allowed.

The goal candidates, 8 WM, 1 BM, 1 AM, and 2 AF were not interviewed for the following reasons.

- 8 WM, 1 AM, 2 AF did not possess the combination experience of administrative and wellness which includes marketing and program management.
- 1 BM did not have the preferred experience of working with faculty and students.

The goal candidates, 3 WM and 1 BM were interviewed and not selected for the following reason:

- 1 WM was determined not to have the preferred student interaction experience during the interview.
- 1 WM was unable to provide examples of programs he had created and all of his responses to interview questions focused on fundraising and 1 on 1 wellness consulting.

**Req: 2018-146 continued**

- 1 WM's experience was primarily in fitness and he occasionally worked on program development and wellness.
- 1 BM was not able to provide clear, detailed examples in his responses to the following interview questions: determining program effectiveness; report maintenance; implementation of orientation programs; and experience working with multiple – diverse populations.

1 WF was selected. She held a Master's degree of Education in Health Promotion; 10 years of experience in administrative experience and wellness which includes marketing and program; and had prior university experience including program management and faculty and student interaction.

# JOB OPPORTUNITY BULLETIN

As of Thursday, September 20, 2018

**Department:** Orthopaedic Surgery

**Job Title:** Administrative Program Coordinator -

**Recruiter:** Erica Dangelo

**Search Code:** 2018-317

**Date Posted:** 10/4/2017

**Posting Deadline:** 10/11/2017

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking for an Administrative Program Coordinator for our Orthopaedic Residency Program. If you have a background in residency programs, as well as a passion for customer and patient experience, we want to hear from you.

At UConn Health this position is accountable for independently providing administrative management and/or advanced program support to the Orthopaedic Residency Program. The coordinator position provides direction, leadership, and day to day management for educational activities, as they relate to the Department of Orthopaedic Surgery, including administrative support to the director of the residency program and the chief residents.

**SCHEDULE:** Full time, primarily Monday - Friday 8:00 am to 4:30 pm, with a 30-minute unpaid meal break. Flexibility is required to work outside of regular business hours to meet the Program's needs. Some of the duties described above require off shifts (committee meeting, etc.) and weekends (residency interviews, etc.) and travel to offsite areas including Hartford Hospital, St. Francis, Connecticut Children's Medical Center, and the Storrs Campus as well as other sites.

## MINIMUM QUALIFICATIONS

**KNOWLEDGE, SKILL AND ABILITY:** Flexibility with work schedule to accommodate the Program's needs; superior interpersonal, organizational and communication skills; knowledge of residency program rules and regulations; ability to maintain confidentiality, demonstrate good judgement and follow through; ability to work both independently and with others and to prioritize work. Considerable knowledge of business communications; demonstrate initiative, resourcefulness, and problem-solving skills, and be able to apply detailed knowledge of their responsibility, functions, and the underlying management structure of the department and the larger institution; data management skills; ability to schedule, organize, and independently prioritize work; some supervisory ability; and knowledge of the financial process as they relate to residency education.

## EXPERIENCE AND TRAINING

**General Experience:** six (6) years administrative support experience, including considerable project management and coordinator experience. At least two (2) years significant ACGME-approved administrative support experience with residency or fellowship programs. Proficient in all Microsoft 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.

**Preferred Qualifications:** Database experience, Certification in Training Administrators of Graduate Medical Education (TAGME). Ability to use ERAS (Electronic Residency Application Service), New Innovations and Blackboard. Some knowledge of orthopedic terminology, and experience in an orthopedic setting.

## EXAMPLES OF DUTIES

Works closely with the Department of Orthopaedic Surgery Chair and Residency Program Director.

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 UConn Health, once a year typically in or around December.

Coordinates and attends all Program events including the welcome picnic for new residents, resident/faculty retreat and residency graduation.

Coordinates and attends Clinical Competence Committee Meetings, typically held biannually.

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 HealthStream and Medical Risk Management.

Assists with the coordination of the monthly didactic schedule, Journal Club and Grand Rounds lectures and monthly on-call schedules.

Provides assistance with maintaining Program information on Blackboard and Program website.

Coordinates and attends Orthopaedic In Training Exam (OITE), held once a year.

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 Orthopaedic 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.

Provides administrative support to Department faculty and staff as needed.

Performs related duties as assigned.

#### Why UConn Health

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Req: 2018-317

Date Started: 11/10/2017

JobTitle: Administrative Program Coordinator

Job Group: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<b>AF</b>
TOTAL APPLICANTS	33	2	31	2	19	0	8	0	3	0	1
TOTAL REJECTED APPLICANT	24	2	22	2	12	0	7	0	2	0	1
TOTAL QUAL. APPLICANT	9	0	9	0	7	0	1	0	1	0	0
TOTAL INTERVIEWED	6	0	6	0	5	0	1	0	0	0	0
NOT OFFERED POSITION	5	0	5	0	4	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:**

ACGME – Accreditation Council for Graduate Medical Education

ATLS – Advanced Trauma Life Support

ACLS – Advanced Cardiovascular Life Support

PALS – Patient AirLift Services

EMARC- East Middlesex Association for Retarded Citizens

CORD – Constituency Oriented Research and Dissemination

This position was posted on our UConn Health website.

The goal candidates 2 WM and 1 AF did not meet the minimum requirements because they did not indicate the required six (6) years administrative support experience, including project management and coordinator experience with at least two (2) years ACGME-approved administrative support experience with residency or fellowship programs. They also did not have the allowable substitutions.

1 WF was selected. She has experience both in a Graduate Medical Education role and as a residency program coordinator which included the management of 18 residents across four different states. In addition the candidate brings a unique perspective with her marketing background. During the interview she gave correct examples of adapting to change and advancing the current program to greater results. Her ACGME experience was well over the minimum qualification of two (2) years.



Req: 2018-649

Date Started: 3/30/2018

JobTitle: Administrative Program Coordinator

JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<b>AF</b>
TOTAL APPLICANTS	44	8	36	7	28	0	2	1	5	0	1
TOTAL REJECTED APPLICANT	34	7	27	6	19	0	2	1	5	0	1
TOTAL QUAL. APPLICANT	10	1	9	1	9	0	0	0	0	0	0
TOTAL INTERVIEWED	6	1	5	1	5	0	0	0	0	0	0
NOT OFFERED POSITION	5	0	5	0	5	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) WM was selected.

# JOB OPPORTUNITY BULLETIN

As of Monday, July 2, 2018

**Department:** Oral Health and Diag Sciences

**Job Title:** Administrative Program Coordinator

**Recruiter:** Pamela Rucker

**Search Code:** 2018-725

**Date Posted:** 1/23/2018

**Posting Deadline:** 1/30/2018

## Purpose of Class:

In the department of Oral Health and Diagnostic Sciences, the Administrative Program Coordinator is responsible for the daily and long-term operations of the Periodontology Division. This position is primarily responsible for the residency and fellowship programs. This position also performs other related duties in the support of other divisions within the department.

Supervision Received:

Works under the supervision of the Division Chair, Residency Director and Business Services Manager.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability; Generous vacation and sick-time plans; Multi-channel retirement options (pension and match options); Tuition waiver and reimbursement for employees and qualified family members; Quick commute access from I-84, Rte. 9 and surrounding areas; State of the art facility and campus environments; Progressive leadership and educational development programs available

Schedule:

40 hrs/wk, Mon - Fri, 8:00am - 4:30pm or 8:30am - 5:00pm with a 30 minute unpaid meal break

## Example of Duties & Responsibilities:

Prepare weekly/monthly faculty clinic schedules for the faculty in pre-doctoral and post-doctoral clinics; Provide administrative support to faculty, residents and fellows; Provide division reports, travel arrangements, and reimbursements; Maintain division's file for annual and accreditation reports; Maintain faculty, residency and fellowship files; Responsible for all division purchases, communication with vendors for academic and clinical purchases; Responsible for scheduling seminars, meetings, and special events; Responsible for downloading residency applications in PASS, scheduling interviews, maintaining applicant files; Preparing paperwork for visa's; Track resident and faculty vacation days; Perform related duties as required.

## 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

Special Requirement:

Experience using Microsoft Office suite (may be asked to demonstrate knowledge during interview)

Working Conditions:

The work environment is an open office design; Must be able to maintain focus due to numerous distractions; Some nights and weekends required for special events, meetings and seminars.

Full Time Equivalent Minimum Salary: \$61,734.00

## Why UConn Health

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Req: 2018-725

Date Started: 5/25/2018

JobTitle: Administrative Program Coordinator

JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<b>AF</b>	<i>UM</i>	<i>UF</i>
TOTAL APPLICANTS	175	26	149	14	98	0	24	6	18	4	6	2	3
TOTAL REJECTED APPLICANT	123	22	101	11	64	0	18	5	11	4	6	2	2
TOTAL QUAL. APPLICANT	52	4	48	3	34	0	6	1	7	0	0	0	1
TOTAL INTERVIEWED	13	0	13	0	11	0	1	0	1	0	0	0	0
NOT OFFERED POSITION	12	0	12	0	10	0	1	0	1	0	0	0	0
OFFERED POSITION	2	0	2	0	2	0	0	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0	0	0

This position was posted on our UConn Health website.

The goal candidates, 11 WM, 5 HM, 4 AM, and 6 AF did not meet the minimum requirements for the following reasons:

- 2 WM did not have the special requirement of experience using Microsoft Office suite.
- 1 WM, 1 HM, 1 AM, and 1 AF had Bachelor's degrees but they did not have the required 2 years of relevant administrative experience.
- 8 WM, 4 HM, 2 AM and 5 AF did not have the required 6 years relevant administrative experience or the allowable substitution.
- 1 AM was a recent (April 2018) MD graduate who had not held an administrative role since 2012.

The goal candidates, three (3) WM and one (1) HM were not interviewed for the following reasons:

- 1 WM had been in the fitness industry since 2015. Interviewed candidates with current healthcare administrative roles experience.
- 1 WM had not been in an administrative role in twenty (20) years.
- 1 WM was an UConn Health employee, University Health Professionals union member who was in his working test period, and per union contract was not eligible for a transfer until completion of his working test period.
- 1 HM's application had been received after interviews had been completed and a candidate had been selected.

1 WF was promoted and then requested to return to her original position. She had a Bachelor's degree and had worked in healthcare administrative roles for 2 years.

The 2<sup>nd</sup> choice candidate, 1WF was selected. She had a Bachelor's degree in Healthcare Administration and had worked in healthcare administrative roles for 10 years.



Req: 2018-911

Date Started: 5/11/2018

JobTitle: Administrative Program Coordinator

JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<b>AF</b>
TOTAL APPLICANTS	70	13	57	8	39	3	11	2	7	0	0
TOTAL REJECTED APPLICANT	67	13	54	8	37	3	10	2	7	0	0
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:**

CT - Connecticut

This position was posted on our UConn Health website.

The goal candidates, 8 WM, 3 BM, and 2 HM did not meet the minimum requirements for the following reasons:

- 8 WM, 2 BM, and 2 HM did not have the required experience working with grant proposals and using Adobe Acrobat Pro.
- 1 BM was hired into a University Health Professional (UHP) union position in December 2017 and per UHP contract he cannot transfer to another position until after 6 months of employment.

1 WF was selected. She had 7 years administrative experience coordinating on policy initiatives, coordinating preparation and submission of grant proposals and reports. She had the special requirements of experience in event planning, design, budgeting, materials and product development; experience with various databases for program and event planning, budgeting and operational; experience with CT state policy analysis and development; and experience using Adobe Acrobat Pro. She also had the preferred experiences with CT-Core and PeopleSoft System.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 17, 2018

**Department:** Child & Family Studies

**Job Title:** Administrative Program Coordinator

**Recruiter:** Pamela Rucker

**Search Code:** 2018-911

**Date Posted:** 3/20/2018

**Posting Deadline:** 3/27/2018

## **Purpose of Class:**

At 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.

## **COMPREHENSIVE BENEFITS OFFERED:**

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

Schedule: 40 hrs/per week, Mon - Fri, 8:00am - 4:30pm with a 30 minute unpaid meal break

## **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 federal, state and local 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;
- 4.) Performs related duties as required

## **MINIMUM QUALIFICATIONS REQUIRED**

### **KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of applicable program rules and regulations  
Knowledge of federal and state policy affecting children and youth with disabilities.  
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 administrative experience coordinating on policy initiatives, coordinating preparation and submission of grant proposals and reports.

### **Substitutions Allowed:**

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

### **Special Requirements:**

This position will involve local and/or 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. Must have experience in event planning, design, budgeting, materials and product development. Must be familiar with various databases for program and event planning, budgeting and operational management. Must have experience with Connecticut state policy analysis and development. Must have experience working with grant proposals. Must have experience using Adobe Acrobat Pro.

**Preferred Qualification:**

Bachelor's Degree in general health care or health care studies.  
Experience with CT- Core and PeopleSoft System

Full Time Equivalent Minimum Salary: \$61,734.00

**Why UConn Health**

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Req: 2017-994

Date Started: 7/7/2017

JobTitle: Social Worker 2

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	28	2	26	2	14	0	7	0	5	0	0
TOTAL REJECTED APPLICANT	12	1	11	1	5	0	3	0	3	0	0
TOTAL QUAL. APPLICANT	16	1	15	1	9	0	4	0	2	0	0
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

A goal candidate, one (1) BF was selected.

Req: 2018-013

Date Started: 12/8/2017

JobTitle: Social Worker 2

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	24	4	20	1	10	3	6	0	3	0	1
TOTAL REJECTED APPLICANT	9	2	7	0	3	2	3	0	0	0	1
TOTAL QUAL. APPLICANT	15	2	13	1	7	1	3	0	3	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

A goal candidate, one (1) BF was selected.

Req: 2018-253

Date Started: 11/27/2017

JobTitle: Social Worker 2

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	0	12	0	10	0	1	0	1	0	0
TOTAL REJECTED APPLICANT	10	0	10	0	8	0	1	0	1	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:**

CT - Connecticut

This position was posted on our UConn Health website.

The goal candidates, 1 BF and 1 HF did not meet the minimum requirements for the following reasons:

- 1 BF did not have the required Master's degree from an accredited school of social work and 2 years of medical social work experience.
- 1 HF did not have the required 2 years of medical social work experience.

1 WF was selected. She had a Master's degree from an accredited school of social work; 12 years of medical social work experience in hospital and medical clinic settings; and a LCSW CT license.

# JOB OPPORTUNITY BULLETIN

As of Saturday, August 18, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Social Worker 2 - Medical

**Recruiter:** Donna Seklecki

**Search Code:** 2018-253

**Date Posted:** 9/26/2017

**Posting Deadline:** 10/2/2017

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Medical Social Worker to our growing team. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

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 provide medical social work services for the CT Bleeding Disorders Center located in Farmington, CT.

#### COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available.

**SCHEDULE:** This is a full time position, 40 hours per week, primarily Monday - Friday, 8:00 a.m. to 4:30 p.m., flexibility is required to cover weekends and holidays as needed.

#### EXAMPLES OF DUTIES:

Provides comprehensive clinical social work services as a dedicated member of the interdisciplinary medical team for the CT Bleeding Disorders Center

Performs psycho-social assessments on new and continued patients and families

Works independently and/or collaborates with staff in formulating and implementing treatment plans

Attends rounds, staff and team meetings and case conferences to provide social work consultation and/or referral for further intervention

Provides direct clinical social work with patients and families

Consults with other staff and community resources

Engages patients and families in discharge planning

Records significant psycho-social data in patient charts

Prepares summaries and reports to other agencies

May provide court testimony as an expert witness

Conforms to institutional, department and professional standards

Maintains patient confidentiality

May participate in training residents and students

May supervise social work/public health students

Performs other duties as required.

#### MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

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 to meet client needs

Ability to work autonomously to make decisions affecting 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

Two (2) years of medical social work experience, preferably in a medical/health science setting for acute care medical services.

#### SPECIAL QUALIFICATIONS:

Employees in this class must possess and retain a license to practice clinical social work (LCSW) in the State of Connecticut

Employees in this class may be required to travel

Incumbents in this class may be required to be bilingual.

#### 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 full time equivalent salary: TBD

#### Why UConn Health

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Req: 2018-418

Date Started: 1/5/2018

JobTitle: Professional Counselor

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	5	0	5	0	2	0	1	0	2	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	1	0	1	0	2	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) HF, part-time UConn Health employee was selected.

Req: 2018-566

Date Started: 2/16/2018

JobTitle: Professional Counselor

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	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	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) WF, part-time UConn Health employee, 1199 union member was selected. She had contractual bargaining rights to this position.



Req: 2018-670

Date Started: 3/2/2018

JobTitle: Clinical Social Worker

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	3	0	3	0	0	0	3	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	0	0	3	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

A goal candidate, one (1) BF was selected.

Req: 2017-833

Date Started: 7/7/2017

JobTitle: Technical Analyst 2

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	61	51	10	30	5	10	3	6	1	5	1
TOTAL REJECTED APPLICANT	43	35	8	19	4	8	3	4	0	4	1
TOTAL QUAL. APPLICANT	18	16	2	11	1	2	0	2	1	1	0
TOTAL INTERVIEWED	8	6	2	3	1	2	0	0	1	1	0
NOT OFFERED POSITION	7	5	2	2	1	2	0	0	1	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

A goal candidate, one (1) WM was selected.

# JOB OPPORTUNITY BULLETIN

**As of Wednesday, July 18, 2018**

**Department:** Health Affairs

**Job Title:** Health Attorney

**Recruiter:** Joyce Smith

**Search Code:** 2017-878

**Date Posted:** 2/24/2017

**Posting Deadline:** 5/1/2017

## 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: 10/27/2017

JobTitle: Health Attorney

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	103	36	67	28	56	4	4	2	3	2	4
TOTAL REJECTED APPLICANT	13	5	8	4	7	0	0	0	0	1	1
TOTAL QUAL. APPLICANT	90	31	59	24	49	4	4	2	3	1	3
TOTAL INTERVIEWED	10	1	9	1	8	0	1	0	0	0	0
NOT OFFERED POSITION	7	1	6	1	5	0	1	0	0	0	0
OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	0	2	0	2	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 candidates, 4 WM and 1 AM did not meet the minimum requirements because they were not current members of the Connecticut Bar in good standing or demonstrated the ability to waive promptly in accordance with Connecticut requirements.

23 WM, 4 BM, 2 HM, and 1 AM were not interviewed for the following reasons:

- 19 WM, 2 BM, 2 HM, and 1 AM had no healthcare experience as a practicing attorney.
- 1 WM had experience in a private law firm providing employment advice. He did not possess experience working with medical malpractice.
- 1 WM had experience with health insurance law. He did not possess experience working with medical malpractice.
- 1 WM applied after the interview process had begun.
- 1 BM's healthcare experience was with the state's health insurance exchange, at which he had been employed for less than one year.
- 1 WM submitted a cover letter which was copied and pasted from a website. This demonstrated a lack of attention to detail.
- 1 BM withdrew his application from recruitment process.

**Req: 2017-878 continued**

The goal candidate, 1 WM was interviewed and not selected because he did not provide clear detailed responses to complex legal questions.

1 WF was selected. Her years of experience as a Compliance Officer at a major medical center in Connecticut and clear, detailed answers to extensive legal issues including medical malpractice made her the selected candidate in the process.

\*1 WF was selected in the previous reporting period and her hire was discussed in our 2017 Affirmative Action Plan.

Req: 2018-075

Date Started: 9/1/2017

JobTitle: Technical Analyst 2

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	38	32	6	21	3	7	1	2	1	2	1
TOTAL REJECTED APPLICANT	36	30	6	20	3	6	1	2	1	2	1
TOTAL QUAL. APPLICANT	2	2	0	1	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

A goal candidate, one (1) BM was selected.

Req: 2018-376

Date Started: 11/27/2017

JobTitle: Infrastructure Architect

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	4	4	0	2	0	2	0	0	0	0	0
TOTAL REJECTED APPLICANT	3	3	0	1	0	2	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

A goal candidate, one (1) WM was selected.

Req: 2018-650

Date Started: 5/11/2018

JobTitle: Application Developer 2

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	43	31	12	19	4	4	1	1	1	7	6
TOTAL REJECTED APPLICANT	16	11	5	7	2	1	0	0	1	3	2
TOTAL QUAL. APPLICANT	27	20	7	12	2	3	1	1	0	4	4
TOTAL INTERVIEWED	4	4	0	2	0	1	0	0	0	1	0
NOT OFFERED POSITION	3	3	0	1	0	1	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

A goal candidate, one (1) WM was selected.



# JOB OPPORTUNITY BULLETIN

As of Tuesday, September 25, 2018

**Department:** Information Technology

**Job Title:** Instructional Design Specialist

**Recruiter:** Pamela Rucker

**Search Code:** 2018-724

**Date Posted:** 1/23/2018

**Posting Deadline:** 2/7/2018

## Purpose of Class:

The Faculty Instructional Technology Services (FITS) Office is seeking an outstanding Instructional Designer to lead our instructional design activities. The Instructional Designer is responsible for improving teaching and learning by integrating instructional design principles and technology across various modes of delivery to support faculty and staff as well as contribute to improved learning. The Designer researches, designs, and develops practical and high profile innovative learning solutions to support the needs of our faculty and students in the School of Medicine, School of Dental Medicine, and Graduate School.

## Supervision Received:

This position reports to the Director of FITS at the UConn Health Farmington campus, but is expected to coordinate with staff in the University Information Technology Services (UITs) and Center for Excellence and Teaching and Learning (CETL) on the Storrs campus. Some travel to Storrs will be required.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

Schedule: 40 Hrs/Wk, Monday - Friday, 8:00a.m. - 4:30a.m. with a 30 minute unpaid meal break

## Representative duties will include:

Use instructional design knowledge and a variety of media to complete basic instructional design tasks, including: reviewing, revising and updating existing course modules, storyboards and content; evaluating revisions and updates for effectiveness; maintaining standard online courses and programs; organizing and building basic online course modules and content; creating graphic design components; and, developing instructor materials.

Consult with faculty to identify areas for pedagogical improvement within course curriculum.

Provide guidance in applying instructional design best practices, consulting with and advising faculty who are developing or redesigning courses.

Conduct course reviews in order to identify instructional opportunities and analyze areas for improvement.

Design, implement, and manage professional development programs to improve faculty/staff teaching and technology skills for effective integration of instructional design principles.

Actively seek and identify new learning opportunities.

Research and evaluate new and emerging instructional technologies as well as instructional design strategies applicable to online/hybrid learning environments.

Ability to maintain skills and competencies in and stay current with emerging instructional design, modes of delivery, and types of courses (face to face, hybrid, online).

## Minimum Qualifications:

### Knowledge, Skills & Ability:

Familiarity with educational assessment.

Familiarity with learning management systems.

Proficient computer skills with the ability to use current software and learn new software to support the development and delivery of training.

Ability to organize and manage multiple projects, activities, and work independently with minimal supervision.

Excellent Interpersonal skills.

Excellent written and verbal communication skills.

Collaborative in a professional and courteous manner.

Must have broad knowledge of the best practices, rules, regulations, and guidelines that affect teaching and learning in various environments (face-to-face, hybrid, online) and the ability to effectively translate this knowledge in a professional and consultative manner to faculty and staff for producing positive effects on learning.

## Experience and Training:

Masters Degree in Instructional Design, Educational Technology or other related degree with 2 years professional experience preferably in an academic setting.

Experience with instructional design techniques and media (i.e., Captivate, Articulate Storyline, Lectora, etc.).

Experience with MS Office applications, MS SharePoint, Adobe Creative Suite experience (Photoshop, Premiere) or comparable media creation applications.

Demonstrated mastery and in-depth knowledge of existing and emerging instructional technologies.

Demonstrated experience with developing and supporting synchronous and asynchronous online teaching.

## Preferred Qualifications/Experience:

Experience with Blackboard.

Application development using WAMP/LAMP stack.

Full Time Equivalent Minimum Salary: \$81,037.00

#### Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)



Req: 2018-724

Date Started: 4/2/2018

Job Title: Instructional Design Specialist  
Job Group: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	19	11	8	9	6	1	0	0	2	1	0
TOTAL REJECTED APPLICANT	10	7	3	6	2	1	0	0	1	0	0
TOTAL QUAL. APPLICANT	9	4	5	3	4	0	0	0	1	1	0
TOTAL INTERVIEWED	8	3	5	2	4	0	0	0	1	1	0
NOT OFFERED POSITION	7	3	4	2	3	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:**

MS - Microsoft

Blackboard – resource for students

WAMP/LAMP stack – web development and internal testing

This position was posted on our UConn Health website.

The goal candidates, 6 WM and 1 BM did not meet the minimum requirements for the following reasons:

- 2 WM and 1 BM did not have the required Master’s Degree in Instructional Design, Educational Technology, or a related degree with 2 years of professional experience preferably in an academic setting.
- 4 WM application materials did not indicate experience with instructional design techniques and media software such as Adobe Captivate, Articulate Storyline, and Lectora.

The goal candidate, 1 WM was not interviewed because he withdrew his application from consideration.

**Req: 2018-724 continued**

The goal candidates, 2 WM and 1 AM were interviewed but not selected for the following reasons:

- 1 WM and his experience with instructional design techniques was rudimentary and outdated.
- 1 WM did not have experience instructing and facilitating adult student learning nor experience in the process of educational needs assessment.
- 1 AM was unable to answer technical questions, and the committee was concerned about the nature and duration of his employment history which consisted of many assignments of short duration that lasted between 6 to 20 months in length.

1 WF was selected. She had a Master of Science in Instructional Technology with 3 years of professional experience in an academic setting instructing and facilitating adult student learning and processing educational needs assessments; experience with instructional design techniques and media software; experience with MS Office applications; knowledge of existing and emerging instructional technologies; and experience with developing and supporting synchronous and asynchronous online teaching. She also had the preferred experience with Blackboard and was able to answer all of our technical questions.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, July 24, 2018

**Department:** UMG-Ob/Gyn

**Job Title:** Nurse Practitioner - Women's Health

**Recruiter:** Julie Parrette

**Search Code:** 2016-746

**Date Posted:** 2/17/2016

**Posting Deadline:** 5/18/2017

## **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.

## **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:** Previous APRN OB/GYN Clinic Experience is necessary, including:

Providing prenatal care, family planning services and obstetric and gynecologic screening services.

Conducting primary and specialty care services for premenopausal and postmenopausal women.

Performing procedures, including but not limited to PAP smears and biopsies.

Counseling and educating patients about preventive measures to avoid illnesses specific to Women's Health.

**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 or 10:30am - 7:30 pm, time subject to change base on patient need. may be required to go to other locations.

**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.uconn.edu.

Req: 2016-746

Date Started: 9/15/2017

JobTitle: Nurse Practitioner

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	31	1	30	1	25	0	2	0	2	0	1
TOTAL REJECTED APPLICANT	22	1	21	1	16	0	2	0	2	0	1
TOTAL QUAL. APPLICANT	9	0	9	0	9	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

**Abbreviations in Posting:**

APRN – Advanced Practice Registered Nurse

OB/GYN – Obstetrics/Gynecology

PAP smears - a method of cervical screening used to detect potentially pre-cancerous and cancerous processes in the cervix

This position was posted on our UConn Health website.

The goal candidates, 1 WM, 2 BF, and 2 HF did not meet the minimum requirements for the following reasons:

- 1 WM, 1 BF and 1 HF did not complete the required accredited APRN program; therefore, they did not have the required license and certification.
- 1 BF and 1 HF did not have the required APRN OB/GYN experience.

1 WF was selected. She was a RN who had completed an accredited APRN program; had a license to practice in the State of Connecticut; APRN certification; and 7 years of APRN experience in OB/GYN Clinic.

# JOB OPPORTUNITY BULLETIN

As of Monday, July 23, 2018

**Department:** UMG-Orthopaedics Module

**Job Title:** Nurse Practitioner - Orthopedics

**Recruiter:** Lynn zz-Stockwell

**Search Code:** 2017-480

**Date Posted:** 11/4/2016

**Posting Deadline:** 3/29/2017

## **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 in the outpatient Orthopedics Clinic.

## **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 of 2 years experience as a Registered Nurse or APRN in an inpatient or outpatient area caring for Orthopedic patients.

**EXAMPLES OF DUTIES:** Provides preventive and acute care in the Orthopedic Clinic: assesses and diagnoses patient condition and develops and implements treatment plan in collaboration with designated physician; administers treatment, performs physical examinations and researches medical histories; orders laboratory and diagnostic tests and interprets results, prescribes, administers and dispenses medications and other treatments; 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. - 4:30 p.m., with a 1/2 hour unpaid meal break; minor holidays as needed.

**FULL TIME EQUIVALENT SALARY MINIMUM:** \$ 94,765.

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Req: 2017-480

Date Started: 8/18/2017

JobTitle: Nurse Practitioner

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	16	3	13	2	10	0	1	0	0	1	2
TOTAL REJECTED APPLICANT	10	3	7	2	6	0	0	0	0	1	1
TOTAL QUAL. APPLICANT	6	0	6	0	4	0	1	0	0	0	1
TOTAL INTERVIEWED	4	0	4	0	3	0	0	0	0	0	1
NOT OFFERED POSITION	2	0	2	0	1	0	0	0	0	0	1
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:**

APRN – Advanced Practice Registered Nurse

This position was posted on our UConn Health website.

The goal candidates, 2 WM did not meet the minimum requirements of having experience as a Registered Nurse (RN) or APRN in an inpatient or outpatient area caring for Orthopaedic patients.

The goal candidate, 1 BF was not interviewed because she withdrew her application.

1 WF was selected. She was a RN who had completed an accredited Nurse Practitioner program with a license to practice in the State of Connecticut as well as certification as an APRN and had 15 years of experience as an APRN which included general Orthopaedic experience.

Req: 2017-749

Date Started: 11/10/2017

JobTitle: Nurse Practitioner

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	9	0	9	0	5	0	2	0	0	0	2
TOTAL REJECTED APPLICANT	4	0	4	0	1	0	1	0	0	0	2
TOTAL QUAL. APPLICANT	5	0	5	0	4	0	1	0	0	0	0
TOTAL INTERVIEWED	4	0	4	0	4	0	0	0	0	0	0
NOT OFFERED POSITION	1	0	1	0	1	0	0	0	0	0	0
OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
REFUSED POSITION	2	0	2	0	2	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 candidate, 1 BF did not meet the minimum qualifications of 2 years acute care APRN experience, and she did not possess a valid license to practice in the State of Connecticut.

The goal candidate, 1 BF was not interviewed because she withdrew her application.

1 WF was selected. She was a RN who had completed an accredited Nurse Practitioner program with a license to practice in the State of Connecticut as well as certification as an APRN and had 3 years of UConn Health APRN Critical Care experience.

# JOB OPPORTUNITY BULLETIN

As of Thursday, July 26, 2018

**Department:** Intermediate Unit

**Job Title:** Nurse Practitioner - IMU/Cardiology

**Recruiter:** Julie Parrette

**Search Code:** 2017-749

**Date Posted:** 1/9/2017

**Posting Deadline:** 9/26/2017

## Purpose of Class:

UConn Health is looking for a highly skilled APRN with experience in acute healthcare and a passion for patient experience. This position 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 highly desirable day shift is located on our Intermediate Unit/Cardiology!

Benefits of this position include:

- Competitive pay structures
- Strong sign on bonuses for APRNs
- Desirable day shift
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

**SCHEDULE:** This is a full time salaried position, four 10 hour shifts/week, 7:30 a.m. - 6 p.m., every third weekend and holidays as needed.

## 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.

Ability to perform 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 acute care APRN experience.

**PREFERRED:** Experience in Cardiology, Cardio-thoracic care, Interventional Cardiology, Critical Care.

## 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. May perform invasive procedures. 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.

**FULL TIME EQUIVALENT SALARY MINIMUM:** \$94,765.

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.



# JOB OPPORTUNITY BULLETIN

As of Tuesday, July 24, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Nurse Practitioner - Oncology APRN

**Recruiter:** Julie Parrette

**Search Code:** 2017-904

**Date Posted:** 2/22/2017

**Posting Deadline:** 4/27/2018

## Purpose of Class:

UConn Health is looking for a highly skilled Oncology APRN with experience in acute healthcare and a passion for patient experience. This highly desirable day shift is located in the award winning Neag Cancer Center at the brand new UConn Health Outpatient Pavilion!

Benefits of this position include:

- Competitive pay structures
- Strong sign on bonuses for APRNs
- Desirable day shift with major holidays off
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

View our Outpatient facility at: [https://www.youtube.com/watch?v=K0\\_9vrzhfoY](https://www.youtube.com/watch?v=K0_9vrzhfoY)

**SCHEDULE:** This is a full time position, 40 hours/week, Mon - Fri 8:00 a.m.- 5:00 p.m OR four 10 hour shifts, minor holidays as needed; One hour unpaid meal break.

This crucial role is responsible for independently performing a full range of tasks in delivery of direct clinical care services involving medical therapeutics to high risk patients. This position will be in the Outpatient Pavilion Cancer Center in Farmington, CT

## 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.

**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. APRN experience is required.

**PREFERRED:** Medical Oncology APRN experience is preferred

## 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; 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.

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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](mailto:jobs@adp.uconn.edu).

Req: 2017-904

Date Started: 9/15/2017

JobTitle: Nurse Practitioner

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	21	0	21	0	17	0	0	0	0	0	4
TOTAL REJECTED APPLICANT	7	0	7	0	6	0	0	0	0	0	1
TOTAL QUAL. APPLICANT	14	0	14	0	11	0	0	0	0	0	3
TOTAL INTERVIEWED	9	0	9	0	7	0	0	0	0	0	2
NOT OFFERED POSITION	6	0	6	0	4	0	0	0	0	0	2
OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	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

The following Social media tools were utilized in the recruitment for this position: Facebook, LinkedIn, and Twitter. This position was also posted on our UConn Health website.

No goal candidates applied for this position.

1 WF was selected. She was currently an UConn Health temporary Registered Nurse (RN) who was a former UConn Health part-time RN who had completed an accredited APRN program; obtained a license to practice in the State of Connecticut; had her APRN certification; and had APRN experience through her clinical practicum.

\*1 WF was hired in the next reporting period and will be discussed in the 2019 Affirmative Action Plan.

# JOB OPPORTUNITY BULLETIN

As of Monday, July 23, 2018

**Department:** UMG-IMA Southington

**Job Title:** Nurse Practitioner - Medicine

**Recruiter:** Julie Parrette

**Search Code:** 2017-1055

**Date Posted:** 4/20/2017

**Posting Deadline:** 5/8/2017

## 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 a variety of patients. This position is for Primary Care/Medicine in Southington.

## 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 1 year APRN experience; ability to work independently

PREFERRED: 2 years APRN experience, 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. May be required to travel to other locations.

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: 2017-1055

Date Started: 9/15/2017

JobTitle: Nurse Practitioner

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	10	0	10	0	7	0	2	0	0	0	1
TOTAL REJECTED APPLICANT	8	0	8	0	7	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	2	0	2	0	0	0	1	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 goal candidate, 1 BF did not meet the minimum requirement of 1 year APRN experience.

The goal candidate, 1 BF was not interviewed because she applied for this position after a candidate had been selected.

1 AF was selected. She was a RN who had completed an accredited Nurse Practitioner program with a license to practice in the State of Connecticut as well as certification as an APRN and had 1 year of APRN experience.



# JOB OPPORTUNITY BULLETIN

As of Thursday, July 26, 2018

**Department:** CMHC-Corrigan/Radgowski

**Job Title:** APRN - Functional Unit #3

**Recruiter:** Noreen Logan

**Search Code:** 2017-1254

**Date Posted:** 6/22/2017

**Posting Deadline:** 12/7/2017

## Purpose of Class:

In the Correctional Managed Health Care Program, this class is accountable for providing advanced nursing and consultation services to the mental health inmates.  
EXPERIENCE AND TRAINING: Must possess and maintain a current license as an advanced practice registered nurse issued by the Connecticut Department of Public Health.

PREFERRED REQUIREMENT: One (1) year of experience as an APRN.

## MINIMUM QUALIFICATIONS REQUIRED

**KNOWLEDGE, SKILLS, ABILITY:** Incumbents in this class must possess considerable knowledge of nursing principles and clinical therapeutic models; considerable relevant state and federal laws, statutes and regulations; knowledge of state, federal and local health care agencies and programs; knowledge of pharmacology as it relates to advance nursing practice; considerable interpersonal skills; considerable oral and written communication skills; considerable clinical assessment and evaluation skills; administrative ability.

**SPECIAL REQUIREMENT:** Incumbents in this class must possess a master's degree in Psychiatric and/or Mental Health Nursing.

**EXAMPLES OF DUTIES:** Incumbents in this class provide appropriate nursing and/or health care services to inmates including clinical assessments, treatments, diagnosing medical conditions, assessing emergencies, ordering diagnostic studies, prescribing medications, leading cardiac arrest codes and documenting medical care; perform specialized duties in providing medical and psychiatric care to a variety of inmates including hospitalized and ambulatory individuals with acute and chronic conditions; monitor delivery of health care services; consult with clinical staff regarding assessment methods and treatment plans; assist regional and/or central office staff in determining need for contractual health services; provide direction to staff on appropriate health record documentation; function as liaison between agency and community health care providers; prepare reports on health services, problems and investigations; participate in quality assurance and other clinical committees as needed; may assist families and other groups in understanding medical needs of inmates serviced by agency; may participate as a member of a multi-disciplinary evaluation team; may provide training to nursing and paraprofessional staff; may direct agency clinic 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, some weekends may be required, 40 hour work week

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$88,634

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Req: 2017-1254

Date Started: 12/22/2017

JobTitle: Advanced Nurse Practitioner

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<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:**

APRN – Advanced Practice Registered Nurse

This position was posted on our UConn Health website.

No goal candidates applied for this position.

1 WF was selected. She was a RN with a master’s degree in Nursing as a Clinical Specialist in Psychiatry who had completed an accredited Nurse Practitioner program with a license to practice in the State of Connecticut as well as certification as an APRN and had 6 years of UConn Health APRN Correctional Managed Health Care experience.

Req: 2018-281

Date Started: 2/2/2018

JobTitle: Nurse Practitioner

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	13	0	13	0	13	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	7	0	7	0	7	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	6	0	6	0	6	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:**

OB/GYN – Obstetrics/Gynecology

UMG – UConn Medical Group

APRN – Advanced Practice Registered Nurse

PAP smears - a method of cervical screening used to detect potentially pre-cancerous and cancerous processes in the cervix

This position was posted on our UConn Health website.

No goal candidates applied for this position.

1 WF was selected. She was a RN who had completed an accredited APRN program; had a license to practice in the State of Connecticut; APRN certification; and 5 years of APRN experience in OB/GYN Clinic.

# JOB OPPORTUNITY BULLETIN

As of Thursday, July 26, 2018

**Department:** UMG-Ob/Gyn East Hartford

**Job Title:** Nurse Practitioner - Women's Health

**Recruiter:** Julie Parrette

**Search Code:** 2018-281

**Date Posted:** 9/22/2017

**Posting Deadline:** 1/5/2018

## Purpose of Class:

UConn Health is looking for a highly skilled Nurse Practitioner with OB/GYN experience and a passion for patient experience. This position is accountable for independently performing a full range of tasks in delivery of direct clinical care services. This highly desirable day shift is located at UMG Women's Health!

Benefits of this position include:

- Competitive pay
- Strong sign on bonuses for APRNs
- Desirable day shift
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

**SCHEDULE:** This is a full time salaried position with hours between M-F 8am - 5pm, 10:30am - 7:30pm. Must be flexible based on patient volume/staffing needs. May be required to travel to other UMG sites.

**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.

## 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.

Ability to perform invasive procedures.

Ability to work independently.

Ability to work under pressure.

Ability to formulate plans of care.

Decision making ability.

## EXPERIENCE AND TRAINING:

**Minimum Experience:** Registered Nurse, and completion of an accredited Nurse Practitioner program. 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 REQUIREMENT:

Previous APRN OB/GYN Clinic Experience is necessary, including:

Providing prenatal care, family planning services and obstetric and gynecologic screening services.

Conducting primary and specialty care services for premenopausal and postmenopausal women.

Performing procedures, including but not limited to PAP smears and biopsies.

Counseling and educating patients about preventive measures to avoid illnesses specific to Women's Health.

## 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. May perform invasive procedures.

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.

**FULL TIME EQUIVALENT SALARY MINIMUM:** \$94,765.

## Why UConn Health

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Req: 2018-287

Date Started: 4/27/2018

JobTitle: Nurse Practitioner

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	16	3	13	1	8	0	2	1	1	1	2
TOTAL REJECTED APPLICANT	8	1	7	0	4	0	1	1	1	0	1
TOTAL QUAL. APPLICANT	8	2	6	1	4	0	1	0	0	1	1
TOTAL INTERVIEWED	3	1	2	0	2	0	0	0	0	1	0
NOT OFFERED POSITION	2	0	2	0	2	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:**

ENT – Ear, Nose, and Throat

APRN – Advanced Practice Registered Nurse

PA – Physician Assistant

This position was posted on our UConn Health website.

The goal candidates, 1 BF and 1 HF did not meet the minimum requirements because they did not have the required APRN or PA experience.

The goal candidates, 1 WM and 1 BF were not interviewed for the following reasons:

- 1 WM withdrew his application.
- 1 BF did not have the preferred experience or a practicing background in ENT.

1 AM was selected. He was a RN who had completed an accredited Nurse Practitioner program; certification as an APRN; and had 1 year of experience in ENT.

# JOB OPPORTUNITY BULLETIN

As of Friday, July 27, 2018

**Department:** UMG-Ent Module

**Job Title:** Nurse Practitioner

**Recruiter:** Julie Parrette

**Search Code:** 2018-287

**Date Posted:** 9/25/2017

**Posting Deadline:** 5/21/2018

## Purpose of Class:

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Nurse Practitioner or Physician Assistant to our growing ENT team in Farmington. If you have passion for patient experience and individualized care, we want to hear from you.

### COMPREHENSIVE BENEFITS OFFERED

- Competitive pay structures
- Strong sign on bonuses for APRNs
- Desirable day shift with major holidays off
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

View our Outpatient facility at: [https://www.youtube.com/watch?v=K0\\_9vrzhfoY](https://www.youtube.com/watch?v=K0_9vrzhfoY)

**SCHEDULE:** This is a full time position, 40 hours/week, flexible 8 hour shifts Mon - Fri between 7:30 a.m.- 5:30 p.m., minor holidays as needed; One hour unpaid meal break.

This crucial position is accountable for independently performing a full range of tasks in the delivery of direct clinical care services involving medical therapeutics to high risk patients.

The provider will be expected to evaluate and treat patients with Ear Nose and Throat disorders. This will involve performance of in office procedures such as direct flexible nasal and laryngeal endoscopies. The provider will also be trained to perform chemosensory testing for the Taste and Smell clinic.

### EXAMPLES OF DUTIES:

- Evaluate and assess patient illness/injuries; provide routine care as needed
- Perform specialized and invasive procedures including, but not limited to direct flexible nasal and laryngeal endoscopies
- Take medical histories, maintain patient medical records, develop specific care plans and provides patient counseling and education
- Intervene in a crisis situation or patient deterioration
- Order medication, diagnostic tests and evaluate results
- Assume responsibility for patient follow up, coordination and referrals to healthcare providers as necessary
- May develop policies and procedures; participate in process improvement in system of care delivery
- Participate in medical student and health professional teaching
- Act as a clinical consultant to peers and other health care professionals

### MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND 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/or completion of an accredited Nurse Practitioner or Physician Assistant program

**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. APRN or PA experience is required

**Preferred Experience:** Experience or a practicing background in ENT

**SALARY: FULL TIME MINIMUM EQUIVALENT SALARY:** \$ 94,765 - additional based on experience

### Why UConn Health

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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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Req: 2018-298

Date Started: 5/11/2018

JobTitle: Nurse Practitioner

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	1	8	0	5	0	3	0	0	1	0
TOTAL REJECTED APPLICANT	1	1	0	0	0	0	0	0	0	1	0
TOTAL QUAL. APPLICANT	8	0	8	0	5	0	3	0	0	0	0
TOTAL INTERVIEWED	5	0	5	0	4	0	1	0	0	0	0
NOT OFFERED POSITION	4	0	4	0	4	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

1 BF, goal candidate, was selected.



# JOB OPPORTUNITY BULLETIN

As of Thursday, July 26, 2018

**Department:** Canton Urgent Care

**Job Title:** Nurse Practitioner

**Recruiter:** Julie Parrette

**Search Code:** 2018-440

**Date Posted:** 11/3/2017

**Posting Deadline:** 1/11/2018

UConn Health is looking for a highly skilled Physician Assistant/Nurse Practitioner with experience in urgent care and a passion for patient experience. This highly desirable position is located at the Canton Urgent Care Center.

## Purpose of Class:

The UCONN Health Urgent Care PAs/APRNs provide medical care and patient follow-up in the assigned clinics. The PA/NP plays a key role in ensuring patient loyalty and clinic success through the delivery of high quality, compassionate, and patient-centric care. The PA/APRN coordinates the prompt delivery of excellent care by supporting the oversight of the clinical team (Medical Assistants, Radiologic Technologists). Care and follow-up is documented in each patient's medical record. The PA/APRN may also support and participate in quality care and peer review activities.

Benefits of this position include:

- Competitive pay
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: 40 hours/week with hours between M-F 8am - 8pm, weekends 9am - 5pm, and holidays as needed by the department. May change if needed, possible travel between locations.

## MINIMUM REQUIREMENTS:

Graduate of an accredited school of nursing or PA Program

Graduate of an accredited Nurse Practitioner Program or PA Program

Current unencumbered Advanced Practice Registered Nurse (APRN) Licensure or Physician Assistant (PA) Licensure in the State of CT

## EXPERIENCE AND TRAINING:

Certification

ACLS Certification

General Experience:

Two or more years of experience in urgent care or emergency medicine strongly preferred

Exceptional communication and customer service skills

The ability to work and flourish in a fast-paced and patient-centric environment

## EXAMPLES OF DUTIES:

Care of UCONN Health Urgent Care patients including illnesses and illnesses within the designated scope of care for the urgent care centers.

Performs school & camp physicals, and designated immunizations.

Provides support and supervision for the clinical staff, as appropriate, and supports the overall operation of the center.

Responsible for smooth and efficient patient flow; priorities patients as clinical or otherwise indicated.

Contacts patients with follow-up care and clinical testing results.

Responds to patient's inquiries while at the urgent care center or as follow-up as needed.

Provides the initial read for on-site radiology (CR or DR) services.

Makes appropriate referrals when specialty care or testing are clinically indicated

Maintains accurate and professional medical records (completed by the end of every shift).

Greets patients, introduces him or herself, and ensures a positive patient experience.

Attends meetings, participates in quality initiatives and actively participates in activities related to accreditation, credentialing, or certification, including participation in additional training or education.

Maintains orderliness, cleanliness, secures/maintains supplies; rotates to other clinics as required.

Performs all other duties as required.

FULL TIME EQUIVALENT SALARY MINIMUM: \$94,765

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Req: 2018-440

Date Started: 2/2/2018

JobTitle: Nurse Practitioner

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	8	0	8	0	7	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	4	0	4	0	4	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	3	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

**Abbreviations in Posting:**

NP – Nurse Practitioner

ACLS – Advanced Cardiac Life Support

CR – Computed Radiography

DR – Digital Radiography

This position was posted on our UConn Health website.

The goal candidate, 1 BF was not interviewed because she did not have current (over 2 years ago) experience in emergency medicine or urgent care and her ACLS Certification was pending.

1 WF was selected. She was a RN who had completed an accredited APRN program; had a license to practice in the State of Connecticut; APRN certification; ACLS Certification; and had 4 years of current experience in emergency medicine and 2 months of urgent care experience.

Req: 2018-475

Date Started: 2/2/2018

JobTitle: Nurse Practitioner

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	0	3	0	2	0	0	0	0	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	2	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

**Abbreviations in Posting:**

UMG – UConn Medical Group

APRN – Advanced Practice Registered Nurse

This position was posted on our UConn Health website.

No goal candidates applied for this position.

1 WF was selected. She was a RN who had completed an accredited Nurse Practitioner program; had a license to practice in the State of Connecticut; certification as an APRN; and had 6 years of APRN experience in an outpatient clinic caring for a variety of patients including Orthopedics.

# JOB OPPORTUNITY BULLETIN

As of Thursday, July 26, 2018

**Department:** UMG-Orthopaedics Module

**Job Title:** Nurse Practitioner - UMG

**Recruiter:** Julie Parrette

**Search Code:** 2018-475

**Date Posted:** 11/14/2017 **Posting Deadline:** 11/21/2017

## Purpose of Class:

UConn Health is looking for a highly skilled Nurse Practitioner with Orthopedic experience and a passion for patient experience. This position is accountable for independently performing a full range of tasks in delivery of direct clinical care services. This highly desirable day shift is located at the UMG Musculoskeletal institute!

Benefits of this position include:

- Competitive pay structures
- Strong sign on bonuses for APRNs
- Desirable day shift
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

**SCHEDULE:** This is a full time salaried position with hours between M-F 8am - 5pm including minor holidays. May be required to travel to other UMG sites and work some off-shifts.

## 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

Assumes responsibility for patient follow-up, coordination, and referrals to other health care providers as necessary

Maintains patient health information 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.

## 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.

Ability to perform 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. Incumbents in this class must possess a valid APRN license to practice in the State of Connecticut, as well as maintain certification as an advanced practice nurse.

**SPECIAL REQUIREMENT:** : A minimum of 2 years work experience as either a registered nurse or an APRN in an inpatient or outpatient area caring for Orthopedic patients as part of their patient population mix.

**PREFERRED:** Experience working with spine patients.

**FULL TIME EQUIVALENT SALARY MINIMUM:** \$94,765.

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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: 2018-511

Date Started: 5/25/2018

JobTitle: Advanced Nurse Practitioner

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	0	4	0	2	0	2	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	2	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	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

A goal candidate, one (1) BF was selected.

# JOB OPPORTUNITY BULLETIN

As of Saturday, September 29, 2018

**Department:** Psychiatry

**Job Title:** Nurse Practitioner - Outpatient Psychiatry

**Recruiter:** Julie Parrette

**Search Code:** 2018-555

**Date Posted:** 12/4/2017

**Posting Deadline:** 2/21/2018

UConn Health is looking for a highly skilled Nurse Practitioner with psychiatric experience and a passion for patient experience. This position is accountable for independently performing a full range of tasks in delivery of direct clinical care services in the Adult Psychiatry Outpatient Clinic located primarily at 10 Talcott Notch.

Benefits of this position include:

- Competitive pay structures
- Strong sign on bonuses for APRNs
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

**SCHEDULE:** This is a full time salaried position - 40 hours/week. Generally 8:30 a.m. - 5:00 p.m. (10:30am -7pm one day per week) with a 1/2 hour unpaid meal break. Travel may be required 1 day per week to Storrs.

**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.

**KNOWLEDGE, SKILLS, ABILITIES:**

Considerable knowledge of anatomy and physiology; general knowledge of medical disciplines and disease states; knowledge of medications and their interactions and reactions; physical assessment skills; mental health assessment skills; counseling skills; considerable interpersonal skills; oral and written communication skills; ability to work independently; ability to work under pressure; ability to formulate plans of care; decision making ability.

**EXPERIENCE AND TRAINING:**

**MINIMUM REQUIREMENTS:** Registered Nurse, and completion of an accredited Nurse Practitioner program. 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 REQUIREMENTS:**

Must have at least 1 year full-time experience working with patients with mental illnesses (with and without co-morbid addictions) and be able to prescribe psychotropic drugs  
Must be able to function independently in an outpatient clinic setting.

**PREFERRED:** Experience using electronic medical records; Experience providing direct psychiatric care in an outpatient setting.

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Req: 2018-555

Date Started: 4/13/2018

JobTitle: Nurse Practitioner

JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	3	0	3	0	2	0	1	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	2	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 our UConn Health website.

The goal candidate, 1 BF was interviewed and not selected because she was selected for another UConn Health position.

1 WF was selected. She was a RN who had completed an accredited Nurse Practitioner program; had a license to practice in the State of Connecticut; certification as an APRN; and had 18 months of APRN experience working with patients with mental illnesses.

#### **4A. (Office Assistant) Hires – Part Time to Full Time – Adjusted Work Schedule**

##### **Office Assistant (Medicine 3)**

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



# JOB OPPORTUNITY BULLETIN

As of Thursday, September 20, 2018

**Department:** Dental Clinics Adm

**Job Title:** Patient Svcs Representative

**Recruiter:** Pamela Rucker

**Search Code:** 2017-1206

**Date Posted:** 6/5/2017

**Posting Deadline:** 6/12/2017

## 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.

An understanding of Medicaid coverage and 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 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: 2017-1206

Date Started: 9/1/2017

Job Title: Patient Services Representative

Job Group: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	115	9	106	4	37	4	29	0	35	1	5
TOTAL REJECTED APPLICANT	107	9	98	4	33	4	28	0	32	1	5
TOTAL QUAL. APPLICANT	8	0	8	0	4	0	1	0	3	0	0
TOTAL INTERVIEWED	4	0	4	0	2	0	1	0	1	0	0
NOT OFFERED POSITION	3	0	3	0	2	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:**

CDT – Code on Dental Procedures and Nomenclature

This position was posted on our UConn Health website.

The goal candidates, 4 WM and 4 BM did not meet the minimum requirements because they did not have required the general experience of three years of dental billing/insurance claims experience including Medicaid for dental procedures.

1 BF was selected. She had 17 years of dental office experience which included dental/insurance claims experience including Medicaid for dental procedures. She also had the preferred experience working with accounts receivable for both patient and insurance balances; and experience determining covered procedures and explaining treatment plans to patients.

# JOB OPPORTUNITY BULLETIN

As of Monday, August 20, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Patient Services Representative

**Recruiter:** Donna Seklecki

**Search Code:** 2017-1275

**Date Posted:** 8/3/2017

**Posting Deadline:** 8/9/2017

## 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: 2017-1275

Date Started: 9/29/2017

JobTitle: Patient Services Representative

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	61	7	54	6	17	0	10	0	22	1	5
TOTAL REJECTED APPLICANT	28	2	26	1	8	0	3	0	11	1	4
TOTAL QUAL. APPLICANT	33	5	28	5	9	0	7	0	11	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

### Abbreviations in Posting:

ICD-10-CM – International Classification of Diseases 10<sup>th</sup> Edition Clinical Modification

CPT – Current Procedural Terminology

HCPCS – Healthcare Common Procedure Coding System

This position was posted on our UConn Health website.

The goal candidate, 1 WM did not meet the minimum requirements of 3 years of hospital/medical billing/insurance claims experience.

The goal candidates, 5 WM were not interviewed because they did not have all of the preferred requirements. We only interviewed candidates with all of the preferred requirements. Specifically:

- 1 WM did not have the experience in evaluation and management documentation guidelines; rules and regulations of Medicare billing.
- 4 WM did not have the experience reading and abstracting physician office and procedure notes; experience applying correct ICD-10-CM, CPT, HCPCS Level II and other modifier coding assignments; and experience in evaluation and management documentation guidelines; rules and regulations of Medicare billing.

1 WF was offered the position and she declined it. She was a current UConn Health employee who had 10 years of hospital/medical billing/insurance claims experience and all of the preferred qualifications.

1 WF was selected. She had 13 years of hospital/medical billing/insurance claims experience; all of the preferred qualifications; and medical coding certification.

# JOB OPPORTUNITY BULLETIN

As of Thursday, June 7, 2018

**Department:** Patient Access

**Job Title:** Patient Access Representative

**Recruiter:** Noreen Logan

**Search Code:** 2018-105

**Date Posted:** 8/2/2017

**Posting Deadline:** 8/8/2017

## 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-10 and CPT coding; previous pre-certification experience in a medical clinic or hospital; experience with IDX and/or EPIC; experience with 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-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:** 8:30 am - 5:00 pm, 30 minute unpaid meal break, 40 hour work week.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$45,531

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Req: 2018-105

Date Started: 12/8/2017

JobTitle: Patient Access Representative

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	151	11	140	8	61	1	36	1	38	1	5
TOTAL REJECTED APPLICANT	103	9	94	7	38	1	25	0	27	1	4
TOTAL QUAL. APPLICANT	48	2	46	1	23	0	11	1	11	0	1
TOTAL INTERVIEWED	14	0	14	0	6	0	1	0	6	0	1
NOT OFFERED POSITION	11	0	11	0	4	0	1	0	5	0	1
OFFERED POSITION	3	0	3	0	2	0	0	0	1	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	1	0	0	0	1	0	0

**Abbreviations in Posting:**

ICD-10 – International Classification of Diseases 10<sup>th</sup> Edition

CPT – Current Procedural Terminology

IDX – scheduling, billing, and accounts receivable software

EPIC – integrated electronic medical records system

LCR/Nextgen – Life Time Clinical Record/electronic medical records software

This position was posted on our UConn Health website.

The goal candidates, seven (7) WM and one (1) BM did not meet the minimum requirements of having three (3) years of experience processing medical pre-authorizations and insurance verifications for healthcare services or the allowable substitution of an Associate’s degree or higher plus one (1) year of experience. All of the candidates were required to answer the following question on their application related to the minimum requirements: Do you have the minimum requirement of three (3) years of experience processing medical pre-authorizations, insurance verifications and/or medical claims for healthcare services, or the allowable educational substitution of an Associates' Degree or higher plus 1 year of experience? All of these candidates answered no to the question.

The goal candidate, one (1) WM was not interviewed because he only had experience verifying medical pre-authorization was on file. He did not have the experience of processing the medical pre-authorization.

One (1) WF and one (1) HF were selected. One (1) WF had four and a half (4.5) years of experience with processing medical pre-authorizations and insurance verifications for healthcare. One (1) HF had seven (7) years of experience in processing medical pre-authorizations and insurance verifications for healthcare services.

# JOB OPPORTUNITY BULLETIN

As of Monday, August 20, 2018

**Department:** Dental Clinics Adm

**Job Title:** Patient Svcs Representative

**Recruiter:** Pamela Rucker

**Search Code:** 2018-456

**Date Posted:** 3/23/2018

**Posting Deadline:** 4/27/2018

## 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.

\*\*\*\*\*THERE ARE TWO 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.

### COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

SCHEDULE: 40 hrs/week, Mon - Fri, 8:00am -5:00pm, with a one hour unpaid meal break

\*\* THERE WILL BE 2 EVENINGS PER MONTH WITH A SCHEDULE OF 10:30am - 7:30pm\*\*

### 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.

### 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 dental billing/insurance claims experience including Medicaid for dental procedures.

#### SUBSTITUTIONS ALLOWED:

Associates degree may be substituted for and 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 high volume practice.

Bilingual Spanish/English speaking

Full Time Minimum Equivalent Salary: \$45,531.00

#### Why UConn Health

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Req: 2018-456

Date Started: 2/2/2018

JobTitle: Patient Services Representative  
JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>	<i>UU</i>
TOTAL APPLICANTS	197	19	175	6	73	8	47	4	50	1	5	3
TOTAL REJECTED APPLICANT	183	19	161	6	65	8	46	4	45	1	5	3
TOTAL QUAL. APPLICANT	14	0	14	0	8	0	1	0	5	0	0	0
TOTAL INTERVIEWED	6	0	6	0	3	0	0	0	3	0	0	0
NOT OFFERED POSITION	4	0	4	0	3	0	0	0	1	0	0	0
OFFERED POSITION	2	0	2	0	0	0	0	0	2	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	0	2	0	0	0	0	0	2	0	0	0

**Abbreviations in Posting:**

CDT – Current Dental Terminology

ICD-10 – International Classification of Diseases 10<sup>th</sup> Edition

This position was posted on our UConn Health website.

The goal candidates, 6 WM and 8 BM did not meet the minimum requirements of 3 years of dental billing/insurance claims experience including Medicaid for dental procedures.

1 HF was selected. She had 8 years of dental billing/insurance claims experience including Medicaid for dental procedures. She also had all of the following preferred experiences: Knowledge of dental terminology and CDT codes; billing experience in a dental office setting and working with the accounts receivable for both; experience determining covered procedures and explaining treatment plans to patients; knowledge of Medicaid coverage for dental procedures and Medicaid prior authorization; oral surgery medical billing knowledge; knowledge of ICD-10 coding for oral procedures; experience collecting copayments in a high volume practice; and bilingual Spanish/English speaking.

\*1 HF was selected in the next reporting period and will be discussed in the 2019 Affirmative Action Plan.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, June 20, 2018

**Department:** Rehab Services - OP Pavillion

**Job Title:** Patient Services Representative

**Recruiter:** Donna Seklecki

**Search Code:** 2018-638

**Date Posted:**

**Posting Deadline:** 1/9/2018

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

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 Rehab Services at the UConn Musculoskeletal Institute and Outpatient Pavilion in Farmington, CT.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Route 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Monday - Friday, flexibility needed to work 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., weekends and holidays as assigned, 30 minute unpaid meal break.

## EXAMPLES OF DUTIES:

Produces accurate and timely billing of patients in accordance with pre-established schedules  
Completes insurance, disability and compensation forms  
Interviews patients and counsel patients on billing procedures, compensation claims and 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.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

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 patient interviewing  
Some knowledge of medical/dental terminology  
Knowledge of general office procedures  
Considerable interpersonal, oral and written communication and organizational skills  
Computer skills  
Basic negotiation skills  
Record keeping ability  
Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

## EXPERIENCE AND TRAINING REQUIRED:

### 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/QUALIFICATIONS:

Experience with Rehab specific precertification and authorizations  
Working knowledge of therapy cap and exemption processes for Rehab  
Experience in billing Rehab claims  
ICD10 coding experience.

MINIMUM full time equivalent salary: \$45,531

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Req: 2018-638

Date Started: 3/2/2018

JobTitle: Patient Services Representative

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	1	10	0	6	0	3	1	1	0	0
TOTAL REJECTED APPLICANT	7	1	6	0	3	0	2	1	1	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	3	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

This position was posted on our UConn Health website for our employees only.

No goal candidates, applied for this position.

One (1) WF, part-time UConn Health employee was selected. She had four (4) years of medical billing/insurance claims experience.

Req: 2018-841

Date Started: 5/11/2018

JobTitle: Patient Services Representative

JobGroup: 4B-PATIENT SERVICE REP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	55	4	51	3	19	1	15	0	13	0	4
TOTAL REJECTED APPLICANT	52	4	48	3	17	1	15	0	13	0	3
TOTAL QUAL. APPLICANT	3	0	3	0	2	0	0	0	0	0	1
TOTAL INTERVIEWED	2	0	2	0	1	0	0	0	0	0	1
NOT OFFERED POSITION	1	0	1	0	1	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:**

UMG – UConn Medical Group

ICD 9/10 – International Classification of Diseases 9<sup>th</sup>/10<sup>th</sup> Edition

CPT – Current Procedural Terminology

This position was posted on our UConn Health website.

The goal candidates, 3 WM and 1 BM did not meet the minimum requirements for the following reasons:

- 1 WM had an Associate’s degree and he did not have the required 1 year of experience in hospital/medical billing/insurance claims; or the required working experience with ICD 9/10 coding with CPT coding as it relates to Cardiology, Catheter Laboratory and Interventional Cardiology.
- 1 WM had a Bachelor’s degree and he did not have the required 1 year of experience in hospital/medical billing/insurance claims; or the required working experience with ICD 9/10 coding with CPT coding as it relates to Cardiology, Catheter Laboratory and Interventional Cardiology.
- 1 WM and 1 BM did not have the required 3 years of hospital/medical billing/insurance claims experience or the allowable substitution.

1 AF was selected. She had a Bachelor’s degree; 1 year of hospital/medical billing/insurance claims experience; working experience with ICD 9/10 coding with CPT coding as it relates to Cardiology, Catheter Laboratory and Interventional Cardiology; Cardiology Billing and Coding experience including the ability to identify usage of appropriate modifiers; Cardiology Medical terminology and procedural familiarity; and experience scheduling complex testing to coordinate with findings/outcomes. She also had the preferred qualifications of being a Certified Coder and working experience with prior authorization and pre-certification.

# JOB OPPORTUNITY BULLETIN

As of Saturday, September 29, 2018

**Department:** Cardiology

**Job Title:** Patient Services Representative

**Recruiter:** Donna Seklecki

**Search Code:** 2018-841

**Date Posted:** 2/23/2018

**Posting Deadline:** 3/1/2018

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

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 is responsible for billing, prior authorization and financial services for the UConn John Dempsey Hospital and UMG billing functions for the Cardiology practice, Cath Lab and Interventional Cardiology located in Farmington, CT.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Route 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Monday - Friday, 8:00 a.m. to 4:30 p.m., 30 minute unpaid meal break.

## EXAMPLES OF DUTIES:

Produces accurate and timely billing of patients in accordance with pre-established schedules  
Completes insurance, disability and compensation forms Interview and 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  
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.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

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 patient interviewing  
Some knowledge of medical/dental terminology  
Knowledge of general office procedures  
Considerable interpersonal, oral and written communication and organizational skills  
Computer skills  
Basic negotiation skills  
Record keeping ability  
Ability to interpret basic Medicare/Medicaid, and commercial insurance industry regulations.

## EXPERIENCE AND TRAINING REQUIRED:

### 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.

### SPECIAL REQUIREMENTS:

Working experience with ICD 9/10 coding Working experience with CPT coding as it relates to Cardiology, Cath Lab and Interventional Cardiology  
Cardiology Billing and Coding experience including the ability to identify usage of appropriate modifiers  
Cardiology Medical terminology and procedural familiarity  
Experience scheduling complex testing to coordinate with findings/outcomes

PREFERRED EXPERIENCE/QUALIFICATIONS:

Certified Coder

Expert level working experience with Excel spreadsheet development and maintenance

Working experience with prior authorization and pre-certification

MINIMUM full time equivalent salary: \$45,531

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Segar, Theresa

Segar, Theresa

Segar, Theresa Microsoft

World

Req: 2017--037

Date Started: 02/01/2018

JobTitle: Clerk

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<b>AM</b>	<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

1 WF was selected. She had been an UConn Health Clerk durational employee for longer than 6 months and was made permanent per the memorandum of understanding between the State of Connecticut and all Office of Legislative Research (OLR) Bargaining Units.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, June 5, 2018

**Department:** CMHC-Brooklyn

**Job Title:** Clerk Typist - Functional Unit #3

**Recruiter:** Noreen Logan

**Search Code:** 2017-1052

**Date Posted:** 4/20/2017

**Posting Deadline:** 4/26/2017

## 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. This position covers the Brooklyn and Corrigan Correctional Institutions.

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 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; will be required to travel.

**SCHEDULE:** 7:30 am - 4:30 pm, Mon. - Fri., 1/2 hr unpaid meal break. 80 hour pay period.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$36,671

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: 2017-1052

Date Started: 9/1/2017

JobTitle: Clerk Typist

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	51	3	48	1	39	1	4	1	5	0	0
TOTAL REJECTED APPLICANT	13	1	12	0	10	1	0	0	2	0	0
TOTAL QUAL. APPLICANT	38	2	36	1	29	0	4	1	3	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 candidate, one (1) BM did not meet the minimum qualifications because he did not have the required six (6) months as a typist or its equivalent.

The goal candidate, one (1) WM was not interviewed because he did not have the preferred qualification of five (5) plus years of clerical experience in a medical environment or clerical experience in a correctional environment.

One (1) WF, part-time UConn Health employee, was selected. She had five (5) years of clerical experience in a medical environment which included one (1) year in a correctional facility.

# JOB OPPORTUNITY BULLETIN

As of Monday, August 20, 2018

**Department:** Patient Services

**Job Title:** Office Assistant (Medical Biller)

**Recruiter:** Noreen Logan

**Search Code:** 2018-023

**Date Posted:** 7/12/2017

**Posting Deadline:** 7/18/2017

Qualified candidates must already be employed by the State of Connecticut as an Office Assistant, or must have taken, passed and be listed on the current State of CT exam list for Office Assistant. There are 3 positions available. THIS POSITION MAY BE UNDERFILLED AT THE CLERK TYPIST LEVEL.

At UConn Health, this class is intended for use as a Medicare Biller where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support. Applicants must already be employed by the State of Connecticut as an Office Assistant, or must have taken, passed and be listed on the current State of CT exam list for Office Assistant.

**EXPERIENCE AND TRAINING:** Two (2) years' clerical work experience.

To be eligible for hire as Office Assistant, Applicants must already be employed by the State of Connecticut as an Office Assistant, or must have taken, passed and be listed on the current State of CT exam list for Office Assistant.

Substitution Allowed: College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

**PREFERRED REQUIREMENTS:** Two (2) years of Hospital Billing experience, demonstrated thorough knowledge of medical insurance plans and related government guidelines; two (2) years of claims processing experience in an insurance setting; demonstrated knowledge of Third Party Reimbursements, co-pays, referrals, financial classes and carrier codes; knowledge of IDX systems.

## MINIMUM QUALIFICATIONS REQUIRED

**KNOWLEDGE, SKILLS, ABILITY:** Incumbents in this class must possess considerable knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

Preferred qualification: Knowledge of medical or psychiatric terminology as appropriate to the position.

**EXAMPLES OF DUTIES:** Incumbents in this class type a variety of materials in relation to other duties or as assigned; enter and retrieve data on personal computers and computer terminals; set up and maintain office procedures, filing and indexing systems and forms for own use; compose routine correspondence; compile and generate recurrent technical, statistical, or financial reports requiring judgment in the selection and presentation of data (format); provide general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; respond to inquiries from other work units or departments/agencies; apply agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions; maintain calendars of due dates and initiate recurring work or special clerical projects accordingly; process a variety of documents in determining routine case status; exercise discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying in formation through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; process purchase requisitions/purchase orders for subsequent action; prepare payment lists and billing invoices; receive shipments of materials and match/verify shipment or billing invoices against original purchase orders; maintain billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figure payments, costs, discounts and adjustments using prescribed methods and formulas; receive monies in various forms such as cash, checks and money orders and prepare for deposit; maintain inventory and order supplies; use a variety of automated equipment to perform job functions; 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 travel.

**SCHEDULE:** 7:30 am - 4:00 pm, Monday - Friday, 30 minute unpaid meal break, 40 hour work week.

## FULL TIME EQUIVALENT SALARY MINIMUM:

Office Assistant \$40,901

Clerk Typist \$36,671

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Req: 2018-023

Date Started: 5/11/2018

JobTitle: Clerk Typists

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	80	6	74	6	43	0	13	0	17	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	78	6	72	6	42	0	13	0	16	0	1
TOTAL INTERVIEWED	4	0	4	0	1	0	1	0	2	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	0	0	1	0	0
OFFERED POSITION	2	0	2	0	0	0	1	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	0	0	1	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, 6 WM were not interviewed because they did not have the preferred 2 years of hospital billing experience, knowledge of medical insurance plans and related government guidelines; 2 years of claims processing experience in an insurance setting; knowledge of third party reimbursements, co-pays, referrals, financial classes and carrier codes; knowledge of IDX systems.

1 BF and 1 HF were selected.

The interview questions were based upon knowledge of estimates for patients' procedures/testing; knowledge of copays, deductibles, coinsurance, and out of pocket expenses; hospital registration experience; and knowledge of medical insurance plans and related government guidelines.

- 1 BF had 10 years of billing and follow up experience which included 2 years of hospital billing experience, knowledge of medical insurance plans and related government guidelines; 2 years of claims processing experience in an insurance setting; knowledge of third party reimbursements, co-pays, referrals, financial classes and carrier codes; knowledge of IDX systems. She scored 10.5/13 on interview questions.
- 1 HF had 11 years of billing and follow up experience which included 2 years of hospital billing experience, knowledge of medical insurance plans and related government guidelines; 2 years of claims processing experience in an insurance setting; knowledge of third party reimbursements, co-pays, referrals, financial classes and carrier codes; knowledge of IDX systems. She scored 11/13 on interview questions.

# JOB OPPORTUNITY BULLETIN

As of Saturday, September 8, 2018

**Department:** Patient Access

**Job Title:** Office Assistant

**Recruiter:** Noreen Logan

**Search Code:** 2018-099

**Date Posted:** 8/1/2017

**Posting Deadline:** 8/7/2017

Qualified candidates must already be employed by the State of Connecticut as an Office Assistant, or must have taken, passed and be listed on the current State of CT exam list for Office Assistant. This posting is for two (2) vacant positions. THESE POSITIONS MAY BE UNDERFILLED AT THE CLERK TYPIST LEVEL.

At UConn Health, this class is intended for use as a Medicare Biller where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support. Applicants must already be employed by the State of Connecticut as an Office Assistant, or must have taken, passed and be listed on the current State of CT exam list for Office Assistant.

**EXPERIENCE AND TRAINING:** Two (2) years' clerical work experience.

To be eligible for hire as Office Assistant, Applicants must already be employed by the State of Connecticut as an Office Assistant, or must have taken, passed and be listed on the current State of CT exam list for Office Assistant.

**Substitution Allowed:** College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

**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.

## MINIMUM QUALIFICATIONS REQUIRED

**KNOWLEDGE, SKILLS, ABILITY:** Incumbents in this class must possess considerable knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

**EXAMPLES OF DUTIES:** Incumbents in this class type a variety of materials in relation to other duties or as assigned; enter and retrieve data on personal computers and computer terminals; set up and maintain office procedures, filing and indexing systems and forms for own use; compose routine correspondence; compile and generate recurrent technical, statistical, or financial reports requiring judgment in the selection and presentation of data (format); provide general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; respond to inquiries from other work units or departments/agencies; apply agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions; maintain calendars of due dates and initiate recurring work or special clerical projects accordingly; process a variety of documents in determining routine case status; exercise discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying in formation through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; process purchase requisitions/purchase orders for subsequent action; prepare payment lists and billing invoices; receive shipments of materials and match/verify shipment or billing invoices against original purchase orders; maintain billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figure payments, costs, discounts and adjustments using prescribed methods and formulas; receive monies in various forms such as cash, checks and money orders and prepare for deposit; maintain inventory and order supplies; use a variety of automated equipment to perform job functions; 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 travel.

**SCHEDULE:** one position will be 8:00 am - 4:30 pm; one position will be 9:30 am - 6:00 pm; 1/2 hour unpaid meal break, 40 hour work week.

## FULL TIME EQUIVALENT SALARY MINIMUM:

Office Assistant \$40,901

Clerk Typist \$36,671

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Req: 2018-099

Date Started: 10/13/2017

JobTitle: Clerk Typists

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	101	4	97	2	41	1	21	1	30	0	5
TOTAL REJECTED APPLICANT	3	0	3	0	1	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	98	4	94	2	40	1	20	1	29	0	5
TOTAL INTERVIEWED	4	0	4	0	3	0	0	0	1	0	0
NOT OFFERED POSITION	2	0	2	0	2	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

**Abbreviations in Posting:**

CT – Connecticut

IDX – scheduling, billing, accounts receivable software

This position was posted on our UConn Health website.

The goal candidates, 2 WM and 1 BM were not interviewed because they did not have the preferred 3 years of recent medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines.

1 WF and 1 HF were selected.

The interview samplings were based upon knowledge of estimates for patients’ procedures/testing; knowledge of copays, deductibles, coinsurance, and out of pocket expenses; hospital registration experience; and knowledge of medical insurance plans and related government guidelines.

- 1 WF had the preferred 3 years of recent medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines. She scored 10.5 out of 15 interview samplings correctly.
- 1 HF had the preferred 3 years of recent medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines. She scored 13 out of 15 interview samplings correctly.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, June 5, 2018

**Department:** Diagnostic Imaging & Therapeutics

**Job Title:** Clerk

**Recruiter:** Marisa Leone

**Search Code:** 2018-120

**Date Posted:** 8/10/2017

**Posting Deadline:** 8/17/2017

## 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; 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 deductible. 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; 8am - 4:30pm, 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$34,781

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Req: 2018-120

Date Started: 9/29/2017

JobTitle: Clerk

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	87	12	75	7	31	3	27	1	15	1	2
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	87	12	75	7	31	3	27	1	15	1	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

**Abbreviations in Posting:**

IDXWeb – scheduling, billing, and accounts receivable software

This position was posted on our UConn Health website.

The goal candidates, seven (7) WM, three (3) BM, and one (1) AM were not interviewed because the candidate who previously held this position decided to come back to it.

One (1) WF, part-time UConn Health employee, was selected. She had worked full-time in this department in this position for one (1) year and then resigned for a part-time UConn Health position. She wanted to come back to her position and the department wanted to hire her back. She also met all of the preferred qualifications.

# JOB OPPORTUNITY BULLETIN

As of Friday, September 21, 2018

**Department:** Finance and Reporting

**Job Title:** Clerk Typist

**Recruiter:** Marisa Leone

**Search Code:** 2018-135

**Date Posted:** 8/16/2017

**Posting Deadline:** 8/23/2017

## 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.

## SUPERVISION RECEIVED:

Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

**EXAMPLES OF DUTIES:** Travel processing/guest candidate/travel advances and all related pre trip processing. Reconciliation of the Travel credit card and Registration credit card. Customer service includes: window reception, passing out travel advances, checking for ID badge security for check distribution; answering telephones; interpret data for specific travel billing to institutional accounts; problem solving by probing the task and try to correct outcome, ordering supplies, scheduling meetings; back up for other Bursar office functions; related duties as required.

**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. Substitution Allowed: Graduation from high school with coursework in typing. Must be proficient in Microsoft Office Suite.

**PREFERRED QUALIFICATIONS:** Experience using Banner Finance system; Husky Buy; PeopleSoft-CORE-CT; experience using complex Excel and data extractions.

**SCHEDULE:** 40 hour work week, Monday through Friday, 8:30am - 5pm; 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$36,671

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Req: 2018-135

Date Started: 10/27/2017

Job Title: Clerk Typist

Job Group: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	141	16	125	9	57	5	23	0	35	2	10
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	139	16	123	9	56	5	22	0	35	2	10
TOTAL INTERVIEWED	9	1	8	1	2	0	2	0	0	0	4
NOT OFFERED POSITION	8	1	7	1	2	0	2	0	0	0	3
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:**

ID – identification

Husky Buy – online purchasing system

PeopleSoft-CORE-CT – integrated human resources, payroll, and financial system

This position was posted on our UConn Health website.

The goal candidates, 8 WM, 5 BM, and 2 AM were not interviewed for the following reasons:

- 6 WM, 3 BM, 2 AM answered no on their applications to having the preferred requirements of experience using Banner, Husky Buy, CORE-CT, and experience using complex Excel and data extractions.
- 1 WM and 1 BM answered yes on their applications to having all of the preferred requirements; however, all of these skills were not listed on their applications and/or resumes.
- 1 WM and 1 BM answered yes on their applications to having all of the preferred requirements; however, only 1 skill was listed on their applications and/or resumes.

1 WM was interviewed and not selected because despite listing Excel experience on his application he was unable to answer the Excel skillset scenario questions.

1 AF was selected. She correctly answered the Excel skillset scenario questions and had 15 years of experience as an Executive Assistant.

Req: 2018-279

Date Started: 11/13/2017

JobTitle: Clerk Typist

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	16	1	15	1	9	0	3	0	3	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	15	1	14	1	9	0	3	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.

# JOB OPPORTUNITY BULLETIN

As of Friday, September 21, 2018

**Department:** Finance and Reporting

**Job Title:** Clerk Typist

**Recruiter:** Marisa Leone

**Search Code:** 2018-604

**Date Posted:** 12/19/2017 **Posting Deadline:** 12/25/2017

## Purpose of Class:

This position will be responsible for depositing all forms of payment into banner finance, prepares bank deposit slips and reconciles to CORE-CT daily; will multi-task to back up other Bursar Office functions and daily office functionality, mail, phone, window reception / customer service; must be able to communicate with other departments using Microsoft Office suite of apps, written correspondence important as the office deals with other state agencies. The selected candidate should have: a strong work ethic, great communication skills, ability to deal with all types of people, strong sense of urgency, adaptable.

At UConn Health, 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:

### KNOWLEDGE, SKILLS, ABILITY:

experience working in a fast-paced environment, adhering to deadlines and state regulations

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 and software which includes Microsoft Office Suite (word & excel), Banner Finance, Husky Buy, PeopleSoft CORE-CT, APEX

ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering

**EXAMPLES OF DUTIES:** to provide general clerical support encompassing a range of diverse but standardized clerical functions including typing with speed and accuracy. The typing component includes proofreading for accuracy.

**TYPING:** Using a typewriter, word processor or other automated equipment types a variety of materials from rough copy or dictating machine including correspondence, memos, reports, forms, applications, bills and other documents and records; reviews and corrects drafts for compliance with originals; enters and retrieves data on 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:** Sends out standard form letters making minor revisions or additions.

**REPORT WRITING:** Compiles information from standard sources and prepares reports.

**INTERPERSONAL:** Answers phone, relays 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.

**CUSTOMER SERVICE:** window reception; passing out of travel advances, checking for ID badge security; check distribution by checking ID badges, working with confidential information; internal mail distribution, forwarding checks that are misguided, research correct address and executing disbursements to correct department; answering telephones lines and directing to appropriate Bursar representative; problem solving by probing the task and trying to correct outcome; ordering supplies with Husky Buy

**SCHEDULE:** 8:30 am - 5:00 pm, (no exceptions), Monday through Friday, 40 hour work week, 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$36,671

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Req: 2018-604

Date Started: 1/19/2018

Job Title: Clerk Typist

Job Group: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	23	5	18	3	6	1	5	0	6	1	1
TOTAL REJECTED APPLICANT	22	5	17	3	5	1	5	0	6	1	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

**Abbreviations in Posting:**

CORE-CT – Connecticut’s state governments integrated human resources, payroll, and a financial system

Husky Buy – online purchasing system

APEX – Transfer Voucher application

The goal candidates, 3 WM, 1 BM, and 1 AM did not meet the minimum requirements for the following reasons:

- 2 WM did not have the required experience in Husky Buy, PeopleSoft CORE-CT, and Apex.
- 1 WM did not have the required experience with PeopleSoft CORE-CT and Apex,
- 1 BM did not have the required experience with Husky Buy.
- 1 AM did not have the required experience with Banner Finance, PeopleSoft CORE-CT, and APEX.

1 WF was selected. She had the minimum requirements of performing mathematical computations and experience with Banner Finance, Husky Buy, PeopleSoft CORE-CT, and APEX.



# JOB OPPORTUNITY BULLETIN

As of Monday, August 20, 2018

**Department:** Patient Access

**Job Title:** Office Assistant (or underfill as Clerk Typist)

**Recruiter:** Noreen Logan

**Search Code:** 2018-606

**Date Posted:** 12/18/2017

**Posting Deadline:** 12/25/2017

## Purpose of Class:

At UConn Health this class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work. This position will work 1st shift in the Department of Patient Access, located in Farmington, CT.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complex instructions. THIS POSITION MAY BE UNDERFILLED AT THE CLERK TYPIST LEVEL.

## MINIMUM REQUIREMENTS:

Two (2) years' general clerical work experience. To be eligible for hire as Office Assistant, Applicants must already be employed by the State of Connecticut as an Office Assistant, or must have taken, passed and be listed on the current State of CT exam list for Office Assistant.

Substitution Allowed: College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

**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.

**EXAMPLES OF DUTIES:** Incumbents in this class type a variety of materials in relation to other duties or as assigned; enter and retrieve data on personal computers and computer terminals; set up and maintain office procedures, filing and indexing systems and forms for own use; compose routine correspondence; compile and generate recurrent technical, statistical, or financial reports requiring judgment in the selection and presentation of data (format); provide general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; respond to inquiries from other work units or departments/agencies; apply agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions; maintain calendars of due dates and initiate recurring work or special clerical projects accordingly; process a variety of documents in determining routine case status; exercise discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; process purchase requisitions/purchase orders for subsequent action; prepare payment lists and billing invoices; receive shipments of materials and match/verify shipment or billing invoices against original purchase orders; maintain billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figure payments, costs, discounts and adjustments using prescribed methods and formulas; receive monies in various forms such as cash, checks and money orders and prepare for deposit; maintain inventory and order supplies; use a variety of automated equipment to perform job functions; 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 travel.

**SCHEDULE:** 7:30 a.m. - 4:00 p.m., 30 minute unpaid meal break, 40 hour work week

## FULL TIME EQUIVALENT SALARY MINIMUM:

Office Assistant \$40,901

Clerk Typist \$36,671

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Req: 2018-606

Date Started: 4/13/2018

JobTitle: Clerk Typist

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	36	4	32	1	12	0	8	1	10	2	2
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	36	4	32	1	12	0	8	1	10	2	2
TOTAL INTERVIEWED	8	1	7	0	5	0	0	0	2	1	0
NOT OFFERED POSITION	6	0	6	0	5	0	0	0	1	0	0
OFFERED POSITION	2	1	1	0	0	0	0	0	1	1	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	1	1	0	0	0	0	0	1	1	0

**Abbreviations in Posting:**

IDX – scheduling, billing, and accounts receivable software

This position was posted on our UConn Health website.

The goal candidates, 1 WM and 1 AM were not interviewed because they did not have the preferred 3 years of recent medical office/hospital registration experience with demonstrated, thorough knowledge of medical insurance plans and related government guidelines. They did not have any medical experience.

\*1 AM was a voluntary demotion. He was currently a Telecommunications Operator who had 3 years of previous experience registering patients for a multi-specialty physician office. He scored 11/14 on the interview questions.

The interview questions were based upon knowledge of estimates for patients’ procedures/testing; knowledge of copays, deductibles, coinsurance, and out of pocket expenses; hospital registration experience; and knowledge of medical insurance plans and related government guidelines.

1 HF was selected. She had 2 years of experience registering patients for a physician office. She scored 11.50/14 on the interview questions.

# JOB OPPORTUNITY BULLETIN

**As of Monday, August 20, 2018**

**Department:** Diagnostic Imaging & Therapeutics

**Job Title:** Clerk

**Recruiter:** Marisa Leone

**Search Code:** 2018-937

**Date Posted:** 3/21/2018

**Posting Deadline:** 3/28/2018

## 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 hospital-based or outpatient setting. Experience with IDXWeb; 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 deductible. 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:** Full time, 40 hour work week, 8am -4:30pm Mondays & Fridays, and 10:30am-7pm, Tues, Wed, Thursday; 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$34,781

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Req: 2018-937

Date Started: 5/25/2018

JobTitle: Clerks

JobGroup: 4C-CLERK/CLERK TYPIST

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	113	17	96	5	45	10	24	0	25	2	2
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	113	17	96	5	45	10	24	0	25	2	2
TOTAL INTERVIEWED	4	0	4	0	2	0	1	0	1	0	0
NOT OFFERED POSITION	2	0	2	0	1	0	0	0	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

**Abbreviations in Posting:**

IDXWeb – scheduling, billing, and accounts receivable software

This position was posted on our UConn Health website.

The goal candidates, 5 WM, 10 BM, and 2 AM were not interviewed because they did not have the preferred medical scheduling experience in a Radiology hospital-based or outpatient setting.

1 WF and 1 BF were selected.

- 1 WF had 8 years of medical scheduling experience in a Radiology outpatient setting. She was currently working at UConn Health through a temporary service agency.
- 1 BF had 6 years of medical scheduling experience in a Radiology outpatient setting. She was also previously employed at UConn Health where she received a positive reference.

# JOB OPPORTUNITY BULLETIN

**As of Friday, September 21, 2018**

**Department:** CMHC-Corrigan/Radgowski

**Job Title:** Medical Records Clerk - Functional Unit #3

**Recruiter:** Noreen Logan

**Search Code:** 2017-971

**Date Posted:** 3/21/2017

**Posting Deadline:** 3/27/2017

## **Purpose of Class:**

In the Correctional Managed Health Care Program, this class is accountable for the typing, processing and maintenance of inmate files and for the monitoring of documentation deadlines.

**EXPERIENCE AND TRAINING:** Two (2) years of clerical experience.

**SPECIAL EXPERIENCE:** One (1) year of the general experience must have been in a medical or psychiatric environment as appropriate to the position.

**SPECIAL REQUIREMENT:** Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

## **MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILLS, ABILITY:** Incumbents in this class must possess considerable knowledge of office systems and procedures including proper telephone usage and filing; knowledge of medical or psychiatric terminology as appropriate to the position; oral and written communication skills; skill and accuracy in typing; basic interpersonal skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to follow written and oral instructions.

**EXAMPLES OF DUTIES:** Incumbents type medical forms, reports and summaries from rough copy or dictating machine; check all documentation for correct patient name and number, completion of data and authorized signature; perform routine coding of information supplied by physicians and translated according to comprehensive reference guidelines; file paperwork in chronological order within appropriate section of patient folders; maintain physical folders and contents; maintain patient rosters for different disciplines (psychiatric, nursing, social work, rehabilitation, treatment plans) and note whether reports have been filed at required intervals; may schedule patient appointments; perform related duties as required.

**PHYSICAL REQUIREMENTS:** Incumbents in this class must possess general good health and retain sufficient stamina, agility, 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 some exposure to communicable/infectious diseases; risk of injury from assaultive/abusive inmates and may be exposed to disagreeable conditions; may be required to travel.

**SCHEDULE:** 7:30 am - 4:00 pm, 1/2 hour unpaid meal break. 80 hour pay period.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$40,901

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Req: 2017-971

Date Started: 9/1/2017

Job Title: Medical Records Clerk

Job Group: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	81	9	72	4	46	4	11	1	12	0	3
TOTAL REJECTED APPLICANT	41	6	35	3	21	2	6	1	6	0	2
TOTAL QUAL. APPLICANT	40	3	37	1	25	2	5	0	6	0	1
TOTAL INTERVIEWED	6	0	6	0	4	0	1	0	1	0	0
NOT OFFERED POSITION	5	0	5	0	4	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

This position was posted on the UConn Health website.

The goal candidates, 3 WM, 21 WF, and 2 BM did not meet the minimum requirements because they did not have the required 2 years of clerical experience with at least one (1) year of the General Experience in a medical or psychiatric environment.

The goal candidates, 1 WM, 21 WF and 2 BM were not interviewed for the following reasons:

- 1 WM, 17 WF and 1 BM did not have any experience working in medical records.
- 1 WF withdrew her application from consideration.
- 1 WF was a former UConn Health employee who was discharged during her working test period.
- 2 WF did not respond to repeated requests to schedule an interview.
- 1 BM had limited experience working with medical records as his experience was solely in the archiving process.

The goal candidates, 4 WF were interviewed and not selected for the following reasons:

- 1 WF had over 6 years' experience with medical records as a physician's office Unit Secretary. She had delayed responses, when she was informed that she would have one on one interaction with the inmate population.
- 1 WF had 3 years' experience as a clinical coder performing billing duties.
- 1 WF was the 2<sup>nd</sup> choice candidate. She had 8 years' experience in medical records, both as a physician's office Customer Services Representative and a physician's office Office Manager.

**Req: 2017-971 continued**

- 1 WF had 16 years of experience with medical records, both as a physician's office Medical Records Specialist and a physician's office Medical Records Clerk. During a tour of the facility, she was not comfortable in a prison environment.

1 HF was selected. She had over 8 years of experience with medical records, both as a Medical Records Discharge Planer and a physician's office Medical Assistant Supervisor.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, August 21, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Telecommunications Operator

**Recruiter:** Donna Seklecki

**Search Code:** 2017-1115

**Date Posted:** 5/8/2017

**Posting Deadline:** 5/14/2017

## 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. This position will work in the Neag Comprehensive Cancer Center at UConn Health located in Farmington, CT.

## 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 Telecommunicator within one (1) year of appointment.

**PREFERRED QUALIFICATIONS:** Experience in a high volume clinical office or hospital call center. Experience with IDX, LCR and e-triage.

**PHYSICAL REQUIREMENT:** the appointing authority may require a physical examination. Applicants must possess normal hearing.

**WORKING CONDITIONS:** Incumbents of this class may be required to work in tiring positions for long periods.

**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 between the hours of 7:45 a.m. to 4:30 p.m., 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$37,736



Req: 2017-1115

Date Started: 7/7/2017

JobTitle: Telecom Operator

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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	67	10	57	5	24	3	19	1	11	1	3
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	67	10	57	5	24	3	19	1	11	1	3
TOTAL INTERVIEWED	2	0	2	0	0	0	0	0	1	0	1
NOT OFFERED POSITION	1	0	1	0	0	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

### Abbreviations in Posting:

IDX – scheduling, billing, and accounts receivable software

LCR – Life Time Clinical Record

e-triage – a computerized system process of determining the priority of patients

This position was posted on our UConn Health website.

The goal candidates, 5 WM, 24 WF, and 3 BM were not interviewed for the following reasons:

- 5 WM, 18 WF, and 3 BM did not have the preferred qualifications of experience in a high volume clinical office or hospital call center.
- 1 WF had typographical errors on her resume which raised concern regarding her written communication skills.
- 2 WF were in Medical Assistant positions and answering phones was not a main function of their positions.
- 1 WF was an Office Manager and answering phones was not a main function of her position.
- 1 WF did not have current (over a year ago) telecommunications operator experience.
- 1 WF did not have current (over 5 years ago) telecommunications operator experience.

1 HF was selected. She had the preferred qualifications of experience in a high volume call center. Specifically, she had worked for the past year as a Telecommunications Operator at a local hospital. She also provided detailed examples of her ability to think and act quickly in emergency situations.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, August 21, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Telecommunications Operator

**Recruiter:** Donna Seklecki

**Search Code:** 2017-1213

**Date Posted:** 6/7/2017

**Posting Deadline:** 6/13/2017

## 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. 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 Telecommunicator within one (1) year of appointment.

**PREFERRED QUALIFICATIONS:** Experience in a high volume clinical office or hospital call center. Experience using IDX, LCR and etriage.

**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 between the hours of 7:45 a.m. to 4:30 p.m., 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$37,736

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Req: 2017-1213

Date Started: 8/4/2017

JobTitle: Telecommunications Operator

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	62	8	54	5	22	2	14	1	14	0	4
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	62	8	54	5	22	2	14	1	14	0	4
TOTAL INTERVIEWED	6	0	6	0	0	0	3	0	3	0	0
NOT OFFERED POSITION	4	0	4	0	0	0	2	0	2	0	0
OFFERED POSITION	2	0	2	0	0	0	1	0	1	0	0
REFUSED POSITION	1	0	1	0	0	0	0	0	1	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

### Abbreviations in Posting:

IDX – scheduling, billing, and accounts receivable software

LCR – Life Time Clinical Record

e-triage – a computerized system process of determining the priority of patients

This position was posted on our UConn Health website.

The goal candidates, 5 WM, 22 WF, and 2 BM were not interviewed for the following reasons:

- 1 WM's cover letter referenced an application for a Clinic Office Assistant position which raised concern regarding his written communication skills.
- 1 WM's experience was for 6 months in a doctor's office in 2015 where answering the phones was not a main function of his position. Also all of his positions were short term, 2 to 6, months, which raised concern of his reliability.
- 3 WM, 15 WF, and 2 BM did not have the preferred qualifications of experience in a high volume clinical office or hospital call center.
- 1 WF accepted another position at UConn Health.
- 1 WF was a Medical Assistant position and answering phones was not a main function of her position.
- 1 WF was an Office Manager and answering phones was not a main function of her position.

**Req: 2017-1213 continued**

- 1 WF had 1 year of experience (2013 to 2014) working in a high volume clinical office or hospital. Her experience was not current.
- 1 WF had typographical errors on her resume which raised concern regarding her written communication skills.
- 1 WF had been previously employed at UConn Health and had not updated her application which raised concern regarding her written communication skills.
- 1 WF had not worked in a high volume clinical office or hospital, since 2007. Her experience was not current.

1 HF was offered the position and she declined it. She was currently an UConn Health Telecommunications Operator in a different department who met all of the preferred qualifications of experience in a high volume clinical office setting, IDX, LCR, and e-triage.

1 BF was selected. She had all of the preferred qualifications of experience in a high volume clinical office setting, IDX, LCR, and e-triage. She also had previously held a temporary position (2016-2107) in our Cancer Center.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, August 22, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Telecommunications Operator

**Recruiter:** Donna Seklecki

**Search Code:** 2018-042

**Date Posted:** 7/28/2017

**Posting Deadline:** 8/4/2017

## 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. 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 Telecommunicator within one (1) year of appointment.

**PREFERRED QUALIFICATIONS:** Experience in a high volume clinical office or hospital call center. Experience using IDX, LCR and etriage.

**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 between the hours of 7:45 a.m. to 4:30 p.m., 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$37,736

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Req: 2018-042

Date Started: 10/13/2017

JobTitle: Telecom Operator

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	62	8	54	3	16	4	18	0	19	1	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	62	8	54	3	16	4	18	0	19	1	1
TOTAL INTERVIEWED	7	1	6	1	1	0	1	0	4	0	0
NOT OFFERED POSITION	6	1	5	1	1	0	1	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

**Abbreviations in Posting:**

IDX – scheduling, billing, and accounts receivable software

LCR – Life Time Clinical Record

e-triage – a computerized system process of determining the priority of patients

This position was posted on our UConn Health website.

The goal candidates, 2 WM, 15 WF and 4 BM were not interviewed for the following reasons:

- 2 WM, 9 WF, and 3 BM did not have the preferred qualifications of experience in a high volume (100+ phone calls a day) clinical office or hospital call center.
- 2 WF's and 1 BM had experience answering and transferring calls, they did not indicate any scheduling experience, which is a preferred requirement, IDX.
- 1 WF's experience in a clinical office or hospital call center was over 11 years ago.
- 2 WF had typographical errors on their resumes which raised concerns about her written communication skills.
- 1 WF was a former UConn Health employee who was dropped in her working test period.

**Req: 2018-042 continued**

The goal candidates, 1 WM and 1 WF were interviewed and not selected for the following reasons:

- 1 WM did not answer correctly how to triage an emergency call from a patient; and his answers were not patient centered.
- 1 WF withdrew her application.

1 HF was selected. She had the preferred qualification of experience in a high volume clinical office scheduling patient appointments and her situational responses were detailed and customer focused.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, September 26, 2018

**Department:** Health Information Management

**Job Title:** Medical Records Clerk

**Recruiter:** Marisa Leone

**Search Code:** 2018-096

**Date Posted:** 7/31/2017

**Posting Deadline:** 8/7/2017

## Purpose of Class:

In a state agency this class is accountable for the typing, processing and maintenance of patient files and for the monitoring of documentation deadlines.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Knowledge of office systems and procedures including proper telephone usage and filing; knowledge of medical or psychiatric terminology as appropriate to the position; oral and written communication skills; skill and accuracy in typing; basic interpersonal skills; ability to operate office equipment which includes personal computers or other electronic equipment; ability to follow written and oral instructions.

**EXPERIENCE AND TRAINING:** General Experience: Two (2) years of clerical experience. Special Experience: One (1) year of the General Experience must have been in a medical environment.

**PREFERRED QUALIFICATIONS:** Previous experience in HIM.

**WORKING CONDITIONS:** Incumbents in this class in a state hospital may have significant exposure to such things as communicable/infectious diseases and/or risk of injury from assaultive and/or abusive clients and may be exposed to moderately disagreeable conditions.

**SUPERVISION RECEIVED:** Works under the general supervision of an employee of higher grade.

**EXAMPLES OF DUTIES:** Types medical forms, reports and summaries from rough copy or electronic recording devices; checks all documentation for correct patient name and number, completion of data and authorized signature; performs routine coding of information supplied by physicians and translated according to comprehensive reference guidelines; files paperwork in chronological order within appropriate section of patient folders; maintains physical folders and contents; maintains patient rosters for different disciplines (psychiatric, nursing, social work, rehabilitation, treatment plans) and notes whether reports have been filed at required intervals; maintains separate Medicaid/Medicare file and submits forms to physician or nursing staff for medical notation before periodic deadlines for continuation of coverage; follows periodic deadlines for reminding accountable staff of such requirements as physical exams, weight and blood pressure checks, lab work, X-rays, medication renewal, recertification of admission; may schedule patient appointments; performs related duties as required.

**SCHEDULE:** 40 hour work week, Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$40,901

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Req: 2018-096

Date Started: 10/27/2017

JobTitle: Medical Records Clerk

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	176	19	157	14	86	3	34	1	34	1	3
TOTAL REJECTED APPLICANT	48	7	41	5	28	2	7	0	6	0	0
TOTAL QUAL. APPLICANT	128	12	116	9	58	1	27	1	28	1	3
TOTAL INTERVIEWED	8	0	8	0	6	0	1	0	1	0	0
NOT OFFERED POSITION	7	0	7	0	5	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:**

HIM – Health Information Management

This position was posted on our UConn Health website.

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

The goal candidates, 5 WM and 2 BM did not meet the minimum requirements because they did not have the required 2 years of clerical experience and 1 year of experience in a medical environment.

The goal candidates, 9 WM and 1 BM were not interviewed for the following reasons:

- 1 WM withdrew his application.
- 8 WM and 1 BM did not have the preferred experience in HIM.

1 WF, part-time UConn Health employee was selected. She had 15 years of part-time UConn Health Medical Records Clerk experience in HIM.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, August 22, 2018

**Department:** Call Center

**Job Title:** Telecom Operator

**Recruiter:** Pamela Rucker

**Search Code:** 2018-112

**Date Posted:** 8/4/2017

**Posting Deadline:** 8/11/2017

## 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.

\*\*\*\*\*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 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, 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: 2018-112

Date Started: 10/27/2017

JobTitle: Telecom Operators

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	131	17	114	10	46	2	37	5	29	0	2
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	131	17	114	10	46	2	37	5	29	0	2
TOTAL INTERVIEWED	10	0	10	0	4	0	3	0	3	0	0
NOT OFFERED POSITION	7	0	7	0	2	0	3	0	2	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

This position was posted on our UConn Health website.

The goal candidates, 10 WM and 2 BM were not interviewed because they did not have the preferred qualifications of call center and/or medical office scheduling experience.

The goal candidates, 2 WF and 1 HF were selected.

- 1 HF had the preferred qualification of medical office scheduling experience and her situational responses were detailed and customer focused.

The 2 WF hires for this position met the established 2 WF hiring goals for this job group; therefore, after these hires occurred, the WF was no longer an established hiring goal.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 23, 2018

**Department:** CMHC-Osborn

**Job Title:** Secretary 1 - Functional Unit #1

**Recruiter:** Noreen Logan

**Search Code:** 2018-262

**Date Posted:** 9/20/2017

**Posting Deadline:** 9/27/2017

## Purpose of Class:

Incumbents in this class must be a current Secretary 1 employee with the State of CT, or have taken and passed CT state exam for Secretary 1.

In the Correctional Managed Health Care Program, this class is accountable for performing a full range of secretarial support functions.

EXPERIENCE AND TRAINING: Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitution Allowed: College training in the secretarial sciences may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

## MINIMUM QUALIFICATIONS REQUIRED

**KNOWLEDGE, SKILLS, ABILITY:** Incumbents in this class must possess considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor); ability to type at a net speed of 50 wpm.

**EXAMPLES OF DUTIES:** Incumbents in this class perform a variety of secretarial duties: Typing - using a typewriter, word processor, or other automated equipment format a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofread for content; edit using knowledge of grammar, punctuation and spelling; Filing - design office filing systems; organize and maintain files (including confidential files); maintain, update, and review manuals and reference materials; Correspondence - compose routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature; Report Writing - compile information from standard sources and prepare data reports (e.g. number of forms processed during the month); Interpersonal - greet and direct visitors; answer phones and take messages; answer questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the unit); Processing - scan correspondence; pull and attach related materials; review, route and prioritize mail; Personal Secretary - arrange and coordinate meetings (including space and equipment); write minutes of meetings, lectures, conferences, etc. from rough draft; take notes using shorthand, speedwriting or machine transcription; prepare expense accounts; make travel arrangements; Office Management - maintain an inventory of supplies and equipment; order supplies when necessary; complete, process and maintain paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintain time and attendance records; perform related duties as required.

**PHYSICAL REQUIREMENTS:** Incumbents in this class must possess general good health and retain sufficient stamina, agility, 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 some exposure to communicable and/or infectious diseases and risk of injury from assaultive and/or abusive inmates; may be exposed to disagreeable conditions; may be required to travel.

**SCHEDULE:** 7:00 am - 3:30 pm, 1/2 hour unpaid meal break, 40 hour work week

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$42,684

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Req: 2018-262

Date Started: 11/13/2017

JobTitle: Secretary 1

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	21	1	20	0	16	1	4	0	0	0	0
TOTAL REJECTED APPLICANT	17	1	16	0	12	1	4	0	0	0	0
TOTAL QUAL. APPLICANT	4	0	4	0	4	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:**

wpm – words per minute

This position was posted on our UConn Health website.

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

The goal candidate, 1 BM did not meet the minimum requirements of being a current Secretary 1 employee with the State of Connecticut (CT) or having taken and passed the CT state examination for Secretary 1.

1 WF was selected. She had taken and passed the CT state examination for Secretary 1.

Req: 2018-311

Date Started: 11/27/2017

JobTitle: Human Resources Assistant

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	96	5	91	5	51	0	14	0	23	0	3
TOTAL REJECTED APPLICANT	89	5	84	5	45	0	14	0	23	0	2
TOTAL QUAL. APPLICANT	7	0	7	0	6	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 the UConn Health website.

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

The goal candidates, 5 WM did not meet the position requirements because they did not have 2 years of administrative support experience above the routine clerk level within the last 5 years and did not have 1 year of Human Resources experience.

1 WF was selected. She met all of the qualifications. She had worked for a large non-profit organization and thus had experience in a front desk and administrative position with high public contact. She was able to answer interview questions about her experience interacting with the community and clients. Her in-depth and detailed answers to interview questions showed her capabilities to communicate effectively. She also had worked with Microsoft Office programs and was able to answer questions about their functionality.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, August 21, 2018

**Department:** Human Resources

**Job Title:** Front Desk Administrative Assistant -

**Recruiter:** Erica Dangelo

**Search Code:** 2018-311

**Date Posted:** 9/29/2017

**Posting Deadline:** 10/5/2017

## Purpose of Class:

UConn Health is currently looking for a Front Desk Administrative Assistant - Human Resources to join our innovative organization, focusing on the best in patient care. This position will be front-facing with high access to employee and community phone calls and walk-ins. The responsibility of this position is to provide strong administrative support of day-to-day Human Resources activities and programs, while providing top-level customer service support to the UConn Health community.

Schedule - Monday - Friday 8a-5p (1 hour lunch/40 hours)

## Examples of Duties

Greets visitors, assists with online application and document set up for employees and applicants

Assist with copying & scanning projects for departments within HR (primarily Benefits), email and hard copy post all relevant information within the administrative building and main hospital/university building

Assist with appointment coordination for both internal staff and department visitors

Manage scheduling for HR conference rooms

Manage and distribute all in-coming department mail, HR notifications and relevant information

Manage supply stock room

Perform additional administrative duties as needed

**\*\*Must meet both minimum and special qualifications to qualify. Strong preference given to candidates with preferred experience\*\***

## Minimum Qualifications Required

High school diploma or equivalent plus two (2) years of experience, within the last 5 years, in an administrative support role above the routine clerk level

One (1) out of the two (2) years of experience should be working within a Human Resources Department

Basic knowledge of Human Resources principles and practices

Knowledge of business operations and software, with solid proven experience in functions of MS Office Suite and internet based systems

Proven ability to communicate effectively both orally and in writing, along with excellent interpersonal/customer service skills

## Special Qualification:

- Experience working within an administrative role that has high public contact

## Strongly Preferred Qualifications

Experience working in a front desk role within a large organization

MINIMUM full time equivalent salary: \$41,829

**\*\*Must include resume in application to qualify\*\***

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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# JOB OPPORTUNITY BULLETIN

As of Thursday, August 23, 2018

**Department:** Health Information Management

**Job Title:** Medical Records Clerk

**Recruiter:** Marisa Leone

**Search Code:** 2018-371

**Date Posted:**

**Posting Deadline:** 10/20/2017

## Purpose of Class

In a state agency this class is accountable for the typing, processing and maintenance of patient files and for the monitoring of documentation deadlines.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:** Knowledge of office systems and procedures including proper telephone usage and filing; knowledge of medical or psychiatric terminology as appropriate to the position; oral and written communication skills; skill and accuracy in typing; basic interpersonal skills; ability to operate office equipment which includes personal computers or other electronic equipment; ability to follow written and oral instructions.

**EXPERIENCE AND TRAINING:** General Experience: Two (2) years of clerical experience. Special Experience: One (1) year of the General Experience must have been in a medical environment.

**PREFERRED QUALIFICATIONS:** Previous experience in HIM.

**WORKING CONDITIONS:** Incumbents in this class in a state hospital may have significant exposure to such things as communicable/infectious diseases and/or risk of injury from assaultive and/or abusive clients and may be exposed to moderately disagreeable conditions.

**SUPERVISION RECEIVED:** Works under the general supervision of an employee of higher grade.

**EXAMPLES OF DUTIES:** Types medical forms, reports and summaries from rough copy or electronic recording devices; checks all documentation for correct patient name and number, completion of data and authorized signature; performs routine coding of information supplied by physicians and translated according to comprehensive reference guidelines; files paperwork in chronological order within appropriate section of patient folders; maintains physical folders and contents; maintains patient rosters for different disciplines (psychiatric, nursing, social work, rehabilitation, treatment plans) and notes whether reports have been filed at required intervals; maintains separate Medicaid/Medicare file and submits forms to physician or nursing staff for medical notation before periodic deadlines for continuation of coverage; follows periodic deadlines for reminding accountable staff of such requirements as physical exams, weight and blood pressure checks, lab work, X-rays, medication renewal, recertification of admission; may schedule patient appointments; performs related duties as required.

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

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$40,901

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Req: 2018-371

Date Started: 11/10/2017

JobTitle: Medical Records Clerk

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	25	1	24	0	10	1	3	0	10	0	1
TOTAL REJECTED APPLICANT	5	1	4	0	1	1	1	0	1	0	1
TOTAL QUAL. APPLICANT	20	0	20	0	9	0	2	0	9	0	0
TOTAL INTERVIEWED	6	0	6	0	3	0	0	0	3	0	0
NOT OFFERED POSITION	5	0	5	0	3	0	0	0	2	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:**

HIM – Health Information Management

This position was posted on our UConn Health website for our employees only.

The WF hiring and promotional goals had been met with previous hires and a promotion. They were no longer established goals.

The goal candidate, 1 BM did not meet the minimum requirements because he was not an UConn Health employee.

1 HF was selected. She had been a durational Clerk UConn Health employee who had 10 years of clerical experience in HIM.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 23, 2018

**Department:** UMG-Orthopaedics Module

**Job Title:** Telecom Operator - Orthopaedic

**Recruiter:** Noreen Logan

**Search Code:** 2018-406

**Date Posted:** 10/23/2017

**Posting Deadline:** 10/30/2017

## Purpose of Class:

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Telecom Operator to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you. This position is responsible for answering calls for MSI practices (Orthopaedic Surgery, Comprehensive Spine/Neurosurgery, Rheumatology, Osteoporosis).

**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; heavy phone 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

## Why UConn Health

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Req: 2018-406

Date Started: 1/5/2018

JobTitle: Telecom Operator

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	65	6	59	5	24	0	16	0	18	1	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	65	6	59	5	24	0	16	0	18	1	1
TOTAL INTERVIEWED	4	0	4	0	1	0	1	0	2	0	0
NOT OFFERED POSITION	3	0	3	0	1	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:**

MSI – Musculoskeletal Institute

This position was posted on our UConn Health website.

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

The goal candidates, 5 WM were not interviewed because they did not have the preferred qualifications of call center or medical office scheduling experience.

1 HF was selected. She had 9 years of experience working in call centers and medical offices scheduling appointments.

Req: 2018-564

Date Started: 4/2/2018

JobTitle: Administrative Fiscal Assistant

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	204	49	155	33	90	7	33	3	27	6	5
TOTAL REJECTED APPLICANT	72	15	57	10	28	3	12	1	15	1	2
TOTAL QUAL. APPLICANT	132	34	98	23	62	4	21	2	12	5	3
TOTAL INTERVIEWED	5	2	3	2	2	0	0	0	1	0	0
NOT OFFERED POSITION	3	0	3	0	2	0	0	0	1	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

A goal candidate, one (1) WM was selected.

Req: 2018-573

Date Started: 3/2/2018

JobTitle: Administrative Fiscal Assistant  
JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	140	37	103	19	54	3	28	7	15	8	6
TOTAL REJECTED APPLICANT	124	31	93	15	48	3	26	5	14	8	5
TOTAL QUAL. APPLICANT	16	6	10	4	6	0	2	2	1	0	1
TOTAL INTERVIEWED	5	3	2	2	1	0	1	1	0	0	0
NOT OFFERED POSITION	4	2	2	2	1	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

**Abbreviations in Posting:**

COD – Common Origination and Disbursement

LOA – Leave of Absence

This position was posted on the following websites: Nasfaa.org Student Financial Aid, American Association for Affirmative Action and on UConn Health.

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

The goal candidates, 15 WM and 3 BM did not meet the minimum qualifications for the following reasons:

- 4 WM did not have the required 4 years of experience in a financial aid office in higher education as a financial aid counselor awarding both federal and university funding at the university level.
- 2 WM did not have the required knowledge of Federal and State financial aid regulations.
- 2 WM did not have the required competency with Microsoft Word and Excel.
- 7 WM and 2 BM did not have the required 4 years of experience in a financial aid office in higher education as a financial aid counselor awarding both federal and university funding at the university level, nor the allowable substitution.
- 1 BM did not have the required experience awarding both federal and university funding.

**Req: 2018-573 continued**

The goal candidates, 2 WM were not interviewed for the following reasons:

- 1 WM did not have any experience awarding financial aid.
- 1 WM's application was received after interviews were conducted and a selection had been made.

The goal candidates, 2 WM were interviewed and not selected for the following reasons:

- 1 WM had difficulty staying focused and was unable to directly answer the questions demonstrating poor interpersonal skills.
- 1 WM had 8 years of experience and he did not have the preferred experience working in COD and his university experience was over 2 years ago. He was our second choice.

1 HM was selected. He had a Bachelor's degree and 11 years of experience in a financial aid office in higher education as a financial aid counselor awarding both federal and university funding at the university level; ability to read and understand tax returns, experience awarding and process federal loans; business writing and project management/report writing skills; and competency with Microsoft Word and Excel. He also had the preferred experience working in COD and university experience working with Deans, faculty, and staff.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 23, 2018

**Department:** Student Services Center

**Job Title:** Financial Aid Administrator (Admin Fiscal

**Recruiter:** Pamela Rucker

**Search Code:** 2018-573

**Date Posted:** 12/8/2017

**Posting Deadline:** 2/14/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Financial Aid Administrator to our growing team located in Farmington. If you have a background in federal financial aid, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

State of the art facility and campus environments

Progressive leadership and educational development programs available

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

## MINIMUM QUALIFICATIONS, REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of personnel/payroll procedures; knowledge of Federal and State financial aid regulations; interpersonal skills; oral and written communication skills; computer skills; ability to communicate effectively by phone and email; organizational ability; ability to review/analyze financial documents; ability to understand and apply statutes and regulations; ability to independently manage multiple priorities and responsibilities, work independently but also as a strong team member; ability to build positive relationships with faculty and staff; strong organizational and time management skills; strong commitment to quality and customer service for faculty, staff, students, and other constituents. Ability to follow directions and complete workload independently and accurately. Ability to manage stress and work under pressure while multitasking under deadlines.

## REQUIRED EXPERIENCE AND TRAINING:

**General Experience:** Four (4) years of experience in a financial aid office in higher education as a financial aid counselor awarding both federal and university funding at the university level; ability to read and understand tax returns, experience awarding and processing federal loans. Must have demonstrated strong business writing and project management/report writing skills. High level competency with Microsoft Word and Excel.

## 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 (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

**PREFERRED QUALIFICATIONS:** PowerFails and Jenzabar; experience working in COD; ability to interact and partner with University Deans, faculty and staff.

## EXAMPLES OF DUTIES:

Administer all federal, state, and institutional policies and procedures relating to student financial aid. Assist in counseling students and parents, regarding financial aid eligibility, debt management and the awarding of financial aid funds. Assists in creating and maintaining student files. Interprets and explains state and federal regulations to parents and students. Maintains and ensures confidentiality of student records and information. Serves on college committees as assigned. Monitors all files consistently to ensure required and updated documentation. Notifies and requests required documentation from students for file completion and eligibility determination. Assists in distributing information on financial aid and scholarships. Responsible for following university awarding guidelines. Represent Financial Aid Office at Orientations, Registrations, and workshops (will include evenings, weekends). Assist in updating student enrollment status to ensure correct financial aid awards. Review and process medical and dental student applications and perform need analysis to determine eligibility. Participate in reconciliation of loan disbursements including making adjustments and initiating return of Title IV funds to COD. Review financial aid applicants for Title IV eligibility. Perform verification on students that have been flagged by the Department of Education. Calculate Return to Title IV for withdrawing and LOA students. Participate in audit reviews. Perform other related duties and/or special projects as required and/or assigned by the Director.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$53,477

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Req: 2018-641

Date Started: 2/16/2018

Job Title: Administrative Fiscal Assistant

Job Group: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	26	6	20	3	13	0	2	0	4	3	1
TOTAL REJECTED APPLICANT	19	4	15	3	10	0	1	0	3	1	1
TOTAL QUAL. APPLICANT	7	2	5	0	3	0	1	0	1	2	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

**Abbreviations in Posting:**

Husky Buy – online purchasing system

CORE-CT – Connecticut’s state governments integrated human resources, payroll, and a financial system

APEX – Transfer Voucher application

This position was posted on our UConn Health website.

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

The goal candidates, 3 WM did not meet the minimum requirements because they did not have the required 4 years of experience in complex clerical work in one or more fiscal/administrative functions or the substitution allowed.

1 HF was selected. She had 10.5 years of university experience in complex clerical work in fiscal/administrative functions. She also had the preferred qualifications of experience processing requisitions; experience interpreting and applying state university policy and procedures; and journal entry experience.

# JOB OPPORTUNITY BULLETIN

As of Friday, September 21, 2018

**Department:** Finance and Reporting

**Job Title:** Administrative Fiscal Asst

**Recruiter:** Marisa Leone

**Search Code:** 2018-641

**Date Posted:** 12/19/2017 **Posting Deadline:** 12/26/2017

## Purpose of Class:

At UConn Health this class is accountable for performing highly complex clerical work in fiscal and administrative functions.

## SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade.

## SUPERVISION EXERCISED:

May lead lower level employees as assigned.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

Schedule: 40 hrs/wk, Mon - Fri, 8:30a.m. - 5:00p.m. with a 30 minute unpaid meal break

## EXAMPLES OF DUTIES:

Independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts.

Assists in the preparation of the annual department/hospital budget.

May maintain hospital statistics including census; may update hospital fee schedule;

may act as liaison with auditors.

Performs internal audits on late charge review, billing, productivity;

Independently accountable for an accounts receivable and accounts payable process including varied and complex procedures and activities.

Prepares month end financial reports and statements; ensures that expenditures plus encumbrances are within itemized budgets.

Reviews routine expenditures for compliance with itemized budgets.

Performs routine personnel/payroll functions.

Acts as liaison with other department members in financial management and consultant role.

Provides training in all aspects of budget, finance and monitoring to staff.

Performs related duties as required.

## MINIMUM QUALIFICATIONS REQUIRED

### KNOWLEDGE, SKILL AND ABILITY:

Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices.

Knowledge of basic procedures of budget preparation and control.

Some knowledge of personnel/payroll procedures.

Interpersonal skills; oral and written communication skills; computer skills.

Organizational ability; ability to review/analyze financial documents; ability to understand and apply statutes and regulations.

Must have experience with Banner Finance, Husky Buy, CORE-CT and APEX

## EXPERIENCE AND TRAINING:

### General Experience:

Four (4) years experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing.

### 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.

### Preferred Qualifications:

Experience processing requisitions

Demonstrated experience interpreting and applying state university policy and procedures

Ability to multitask and move between different softwares with ease

Journal entry experience

Full Time Equivalent Minimum Salary: \$53,477.00

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# JOB OPPORTUNITY BULLETIN

As of Tuesday, June 26, 2018

**Department:** Call Center

**Job Title:** Telecom Operator

**Recruiter:** Pamela Rucker

**Search Code:** 2018-705

**Date Posted:** 1/17/2018

**Posting Deadline:** 1/24/2018

## 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.

## 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 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, 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: 2018-705

Date Started: 4/2/2018

JobTitle: Telecom Operator

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	101	11	90	4	40	3	25	3	23	1	2
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	101	11	90	4	40	3	25	3	23	1	2
TOTAL INTERVIEWED	16	0	16	0	11	0	2	0	3	0	0
NOT OFFERED POSITION	11	0	11	0	6	0	2	0	3	0	0
OFFERED POSITION	5	0	5	0	5	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	*4	0	4	0	4	0	0	0	0	0	0

This position was posted on our UConn Health website.

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

The goal candidates, four (4) WM and three (3) BM were not interviewed for the following reasons: One (1) WM did not have the preferred qualification of medical office scheduling experience. Three (3) WM and three (3) BM did not have the preferred qualifications of call center experience or medical office scheduling experience.

Four (4) WFs were selected. One (1) WF had eleven (11) years of the preferred medical office scheduling experience. One (1) WF for the past four (4) years had been a part-time UConn Health Telecom Operator. \*One (1) WF UConn Health employee was a voluntary demotion. She had six (6) years of the preferred medical office scheduling experience. One (1) WF had eleven (11) years of call center experience which included seven (7) months of the part-time preferred medical office scheduling experience.

Req: 2018-707

Date Started: 4/13/2018

Job Title: Executive Assistant

Job Group: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	134	16	118	13	85	0	13	3	17	0	3
TOTAL REJECTED APPLICANT	6	2	4	2	2	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	128	14	114	11	83	0	12	3	16	0	3
TOTAL INTERVIEWED	5	0	5	0	4	0	0	0	1	0	0
NOT OFFERED POSITION	4	0	4	0	3	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:**

MS – Microsoft Office

Banner – integrated human resources, information management and accounting system

Skype – software application that enables file transfers, texting, video chat, and videoconferencing

VP – Vice President

This position was posted on our UConn Health website.

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

The goal candidates, 2 WM did not meet the minimum requirements because they did not have the required 4 years of experience in office support or administrative/executive assistant work or the substitution allowed.

The goal candidates, 11 WM were not interviewed because they did not have experience supporting multiple executive level positions. Our Research Compliance Office consists of 5 different departments and the Executive Assistant will be coordinating various functions and handling highly time sensitive and confidential situations, which could potentially put UConn Health at legal risk.

1 WF was selected. She had 21 years of Executive Assistant experience supporting multiple executive level positions which included 10 years at an academic medical center and 11 years in state service. She also had the preferred Banner experience.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, September 25, 2018

**Department:** Research Compliance Svcs

**Job Title:** Executive Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-707

**Date Posted:** 1/24/2018

**Posting Deadline:** 1/26/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Executive Assistant to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

## 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.  
Must be able to handle highly sensitive, confidential situations.

### EXPERIENCE AND TRAINING:

#### General Experience:

Four (4) years of experience in office support or administrative/executive assistant work.

#### Special Experience:

One (1) year of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

Demonstrated proficiency in MS Word, Excel, Outlook, access, Visio and PowerPoint.

#### Preferred Experience

Working knowledge of the computer systems such as banner, online ordering system, husky buy. Experience using Skype.

#### 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:** Perform a full range of administrative support and/or program functions in the Office of the Associate VP for Research Compliance. Coordinate various functions and handle highly sensitive, confidential situations.

- 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. Takes minutes at meetings.
- 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; researches, assembles and coordinates meeting materials; makes complex travel arrangements; maintains calendars; Maintains the budget for the office; performs related duties as required.

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$57,595 - this is a confidential bargaining exempt position.

**SCHEDULE:** Monday through Friday, 8:00 am to 5:00 pm; 1 hour unpaid meal break.

#### Why UConn Health

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UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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Req: 2018-711

Date Started: 4/2/2018

JobTitle: Executive Assistant

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	129	8	121	6	81	1	16	1	18	0	6
TOTAL REJECTED APPLICANT	91	7	84	5	53	1	12	1	14	0	5
TOTAL QUAL. APPLICANT	38	1	37	1	28	0	4	0	4	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

**Abbreviations in Posting:**

UCHC – UConn Health Center  
TA – Travel Arrangements

This position was posted on our UConn Health website.

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

The goal candidates, 5 WM and 1 BM did not meet the minimum requirements for the following reasons:

- 1 WM did not have the required 4 years of experience above the routine clerk level in office support or secretarial work or the allowable substitutions.
- 4 WM and 1 BM did not have the required special experience of 1 year of the general experience at a level comparable to Administrative Program Assistant 2.

The goal candidate, 1 WM was not interviewed because his experience was in debt collecting. He did not have the preferred experience with grant construction and management or experience with conference/event organization.

1 WF was selected. She had Executive Assistant experience; experience with organizing events which included volunteer recruitment, funding resources, event coordinating and community outreach; and experience navigating within state and federal agencies which is part of the grant construction and management experience.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 23, 2018

**Department:** Child & Family Studies

**Job Title:** Executive Assistant

**Recruiter:** Pamela Rucker

**Search Code:** 2018-711

**Date Posted:** 1/19/2018

**Posting Deadline:** 1/26/2018

## Purpose of Class:

This grant funded position will act as an Executive Assistant to 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.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

Schedule; 40 hrs/week, Monday - Friday, 8:00a.m. to 4:30p.m. with a 30 minute unpaid meal break

## 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; troubleshoot 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; compiles national data entries for Director on a daily basis; gathers information for Director as needed; assists in arranging conferences and training, including such things as general planning, catering, guest TA'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 presentation; 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.

## 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. Demonstrated strong typing and editing skills; considerable experience in arranging and scheduling travel and knowledge of the UCHC TA system and policies.

### 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) year of the General Experience must have been at a level comparable to Administrative Program Assistant 2.

#### Preferred Experience:

Experience with conference organization and internet research; experience with grant construction and management; demonstrated strong typing and editing skills; 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.

Full Time Equivalent Minimum Salary: \$57,595.00

**Why UConn Health**

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# JOB OPPORTUNITY BULLETIN

As of Thursday, August 30, 2018

**Department:** UMG-Storrs

**Job Title:** Telecom Operator- UMG Medical Services

**Recruiter:** Marisa Leone

**Search Code:** 2018-766

**Date Posted:** 2/2/2018

**Posting Deadline:** 2/9/2018

## Purpose of Class:

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Telecom Operator to our growing team located in Storrs. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

**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; heavy phone 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 - 4pm, 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$37,736

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Req: 2018-766

Date Started: 4/2/2018

JobTitle: Telecom Operator

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	22	2	20	2	9	0	4	0	6	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	22	2	20	2	9	0	4	0	6	0	1
TOTAL INTERVIEWED	2	0	2	0	0	0	1	0	0	0	1
NOT OFFERED POSITION	1	0	1	0	0	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

This position was posted on our UConn Health website.

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

The goal candidates, 2WM were not interviewed because they did not have the preferred qualifications of call center or medical office scheduling experience.

1 AF was selected. She had the preferred 5 years of call center experience in a hospital and 8 months of medical office scheduling experience.

# JOB OPPORTUNITY BULLETIN

As of Thursday, August 30, 2018

**Department:** UMG-Storrs

**Job Title:** Telecom Operator

**Recruiter:** Marisa Leone

**Search Code:** 2018-890

**Date Posted:** 3/7/2018

**Posting Deadline:** 3/14/2018

## Purpose of Class:

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Telecom Operator to our growing team located in Storrs. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

**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; heavy phone 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, work between the hours of 7am - 6pm, depending on the Doctor's schedule; may include a long evening and a short day as needed. 30 minute unpaid meal break. This position is located in Storrs.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$37,736

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Req: 2018-890

Date Started: 5/11/2018

JobTitle: Telecom Operator

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	28	4	24	0	16	1	4	2	3	1	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	28	4	24	0	16	1	4	2	3	1	1
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

This position was posted on our UConn Health website.

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

The goal candidate, 1 BM was not interviewed because his preferred qualifications of medical office scheduling experience was 14 years ago.

1 WF was selected. She was currently working in a medical office scheduling medical appointments and handling over 100 calls a day. She had 5 years of the preferred medical office scheduling experience.



# JOB OPPORTUNITY BULLETIN

**As of Monday, September 10, 2018**

**Department:** Call Center

**Job Title:** Telecom Operator

**Recruiter:** Pamela Rucker

**Search Code:** 2018-992

**Date Posted:** 4/6/2018

**Posting Deadline:** 4/13/2018

## **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.

## **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: 2018-992

Date Started: 5/25/2018

JobTitle: Telecom Operator

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>	<i>UU</i>
TOTAL APPLICANTS	78	17	59	8	23	4	16	5	19	0	1	2
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	78	17	59	8	23	4	16	5	19	0	1	2
TOTAL INTERVIEWED	7	0	7	0	4	0	1	0	2	0	0	0
NOT OFFERED POSITION	4	0	4	0	1	0	1	0	2	0	0	0
OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*3	0	3	0	3	0	0	0	0	0	0	0

This position was posted on our UConn Health website.

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

The goal candidates, 8 WM and 4 BM were not interviewed for the following reasons:

- 1 WM did not have the preferred qualification of medical office scheduling experience.
- 7 WM and 3 BM did not have the preferred qualifications of call center experience or medical office scheduling experience.
- 1 BM withdrew his application.

3 WFs were selected.

- 1 WF had 3 years of the preferred medical office scheduling experience.
- \*2 WF were hired in the next reporting period and will be discussed in the 2019 Affirmative Action Plan.

**4D. (Secretarial/Clerical) Hires – Part Time to Full Time – Adjusted Work Schedule**

**Telephone Operator  
(UMG-Call Center)**

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

Req: 2017-1088

Date Started: 7/7/2017

JobTitle: Administrative Program Assistant 1

JobGroup: 4E-ADMIN PROGRAM ASSISTANT 1

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	41	3	38	2	25	1	5	0	6	0	2
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	40	3	37	2	24	1	5	0	6	0	2
TOTAL INTERVIEWED	10	0	10	0	6	0	2	0	1	0	1
NOT OFFERED POSITION	9	0	9	0	5	0	2	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) WF, part-time UConn Health employee was selected.

# JOB OPPORTUNITY BULLETIN

As of Monday, August 20, 2018

**Department:** Office Vice President of Research

**Job Title:** Adm Program Assistant I

**Recruiter:** Marisa Leone

**Search Code:** 2018-015

**Date Posted:**

**Posting Deadline:** 7/17/2017

## Purpose of Class:

At the UCHC, this class is accountable for providing a full range of administrative support and/or entry level program support for an academic/clinical/administrative department or program.

## 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:

TIP tenant relations

Assistance on-boarding new tenants and off-boarding as they leave

Billing and collection of TIP rents

Maintenance of Banner access and TIP transaction reports

TCS program support

Assistance with processing and payment of legal bills related to patents and licensing agreements

Assistance with maintenance of IP filings in InfoEd.

Logging royalty cash receipts

Billing and collection of recoverable licensing fees

Administrative support to all units in the Cell and Genome Sciences Building (400 Farmington) including:

Maintain calendar for common spaces (conference rooms and auditorium)

Event scheduling

Visitor log maintenance and visitor greeting

Vendor and visitor access - permissions and access

Assistance with vendor shows and event management

Maintenance of building email and distribution of building-wide communications

General office support to units in the building including filing, copying/scanning

Website maintenance

Key and badge request fulfillment

Performs related duties as required

## MINIMUM QUALIFICATION REQUIRED

### KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation, and spelling; knowledge of business communications; knowledge of the unit's policies and procedures; some knowledge of business math; oral and written communication skills; interpersonal skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment.

### EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of administrative experience and proficient with Excel and Word. Website maintenance preferred.

**SCHEDULE:** 40 hour work week, Monday through Friday, 7:30am - 4pm, 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$41,829

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: 2018-015

Date Started: 9/15/2017

JobTitle: Administrative Program Assistant 1  
JobGroup: 4E-ADMIN PROGRAM ASSISTANT 1

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</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	14	108	8	70	2	16	2	19	2	3
TOTAL REJECTED APPLICANT	20	0	20	0	7	0	4	0	9	0	0
TOTAL QUAL. APPLICANT	102	14	88	8	63	2	12	2	10	2	3
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:

This position was posted on the UConn Health website.

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

The goal candidates, 9 HF, did not meet the position requirements for the following reasons:

- 1 HF did not have Excel and Word experience listed on their resumes.
- 7 HF did not have 2 years of administrative experience.
- 1 HF submitted an incomplete application without a resume or cover letter

The goal candidates, 10 HF were not interviewed because they were not University Health Professional (UHP) union members with contractual bargaining rights to be interviewed and they did not have administrative experience which included finance related administrative experience. We only interviewed UHP union members and candidates with finance related administrative experience.

1 WF was selected. She had finance related administrative experience at UConn School of Social Work. She also scored the highest in the interview and skills assessment. They were based upon the following: administrative experience; oral and written communication skills, Excel skills, and their attention to details.

Req: 2018-467

Date Started: 12/22/2017

JobTitle: Administrative Program Assistant 1

JobGroup: 4E-ADMIN PROGRAM ASSISTANT 1

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</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	3	26	2	18	1	3	0	4	0	1
TOTAL REJECTED APPLICANT	5	0	5	0	2	0	0	0	2	0	1
TOTAL QUAL. APPLICANT	24	3	21	2	16	1	3	0	2	0	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

This position was posted on the UConn Health website.

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

The goal candidates, 2 HF, did not meet position requirements because they did not have the required 2 years of experience performing administrative work above the general clerk level.

The goal candidates, 2 HF were not interviewed for the following reasons:

- 1 HF did not submit a cover letter. We only interviewed individuals who submitted a cover letter.
- 1 HF did not have legal administrative experience.

1 WM was selected. He had 3 years of experience in a law office where he specifically worked on client management; had worked with the entire Microsoft Office suite and was able to answer interview questions about all platform programs.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, August 21, 2018

**Department:** Office of General Counsel

**Job Title:** Legal Administrative Program Assistant I

**Recruiter:** Pamela Rucker

**Search Code:** 2018-467

**Date Posted:** 11/8/2017

**Posting Deadline:** 11/15/2017

## Purpose of Class:

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a Legal Administrative Program Assistant I within the Office of the General Counsel. If you have a background in the legal field, as well as a passion for customer experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Most major and minor holidays off

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

**SCHEDULE:** This is a full time position, 40 hours/week, Mon - Fri 8:00 a.m. - 4:30 p.m., 30 minute unpaid meal break.

The Legal Administrative Program Assistant I role, under the supervision of the Chief Counsel, is responsible for providing a full range of administrative support and/or entry level program support for legal and risk management departments, in addition to the strategic business office. The position will work in collaboration with the Administrative Staff within the department in order to coordinate administrative and support services to the legal office.

## EXAMPLES OF DUTIES:

Provide comprehensive administrative support in the form of preparation, review, organization, filing and/or tracking of legal documents, including FOIA filings, litigation pleadings and strategic contracts

Collect, analyze, summarize, organize and redact information to produce reports and/or respond to requests for information

Triage phone calls and track legal service requests

Provide administrative support to attorneys, paralegal and administrators in the office as assigned

Assist in the review, preparation, and maintenance of office files and electronic databases, including creating and maintaining files on the shared drive and procurement system

Performs administrative and fiscal office processes under established University and state policies and procedures

May compile confidential data or information, including matters related to the collective bargaining process

Other related duties as assigned

## Minimum Qualifications Required:

Bachelor's Degree or at least 2 years of experience performing administrative duties above the clerk level in the legal field (or a closely related field)

Excellent attention to detail and organizational skills, along with self-motivation

Demonstrated ability to handle multiple assignments concurrently to independently resolve problems under tight deadlines

Strong verbal, written and interpersonal communication skills

Experience working in a collaborative manner with diverse constituents

Demonstrated proficiency in using Microsoft Office platform programs

## Preferred Experience:

At least 1 year of experience working in an academic or public sector environment

**MINIMUM** full time equivalent salary: \$41,829, based on experience

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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](mailto:jobs@adp.uconn.edu).



**4E. (Administrative Program Assistant 1) Hires – Part Time to Full Time – Adjusted Work Schedule**

**Administrative Program Assistant 1  
(Emergency Medicine)**

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

Segar, Theresa  
Segar, Theresa  
Word

**4F. Administrative Program Assistant 2**

No hiring activity occurred in this job group during the reporting period.

Segar, Theresa  
Segar, Theresa  
World...} 2

# JOB OPPORTUNITY BULLETIN

As of Friday, August 31, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Clinic Office Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-027

**Date Posted:** 7/25/2017

**Posting Deadline:** 7/31/2017

## 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, Radiation Oncology and Cancer Center front desk located in the Outpatient Pavilion in Farmington CT.

**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 the principles and practices of clinical office management; knowledge of medical terminology; considerable interpersonal skills; oral and written communications 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 experience providing clinical office support including scheduling of appointments and procedures.

### SUBSTITUTIONS ALLOWED:

Graduation from a medical office assistant program may be substituted for the general experience.

**SPECIAL REQUIREMENTS:** Surgical scheduling experience in an outpatient clinic office setting.

**PREFERRED:** Experience using IDX and LCR and medical oncology practice experience.

**EXAMPLES OF DUTIES:** Acts as triage/receptionist for incoming patients and telephone calls; schedules patient appointments for clinics, infusions, treatments, surgery and diagnostic testing; assures availability of medical records; prepares a variety of requests for patient diagnostic testing; may transport specimens; receives/records tests results, notifies physicians of results; processes billing/insurance information; sends out reminder cards/letters to cancel and reschedule appointments; may assist physicians in minor office procedures; may stock rooms; may order supplies; works on special projects; may perform secretarial duties; keeps records/files; prepares reports/correspondence; may transcribe orders, discharge/admission summaries from tape recordings; performs related duties as required.

**SCHEDULE:** This is a full time position, 40 hours per week, 8:30 a.m. to 5:30 p.m., minor holidays as needed; 1 hour unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$41,829

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Req: 2018-027

Date Started: 9/29/2017

JobTitle: Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	157	7	150	4	65	1	34	2	42	0	9
TOTAL REJECTED APPLICANT	141	7	134	4	59	1	32	2	34	0	9
TOTAL QUAL. APPLICANT	16	0	16	0	6	0	2	0	8	0	0
TOTAL INTERVIEWED	8	0	8	0	4	0	0	0	4	0	0
NOT OFFERED POSITION	7	0	7	0	4	0	0	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

**Abbreviations in Posting:**

IDX – scheduling, billing, and accounts receivable software

LCR – Life Time Clinical Record

This position was posted on our UConn Health website.

The goal candidates 4 WM, 1 BM, and 2 HM did not meet the minimum requirements for the following reasons:

- 1 WM did not have the required 2 years of experience providing clinical office support including scheduling of appointments and procedures or the allowable substitutions.
- 3 WM, 1 BM, and 2 HM did not have the required surgical scheduling experience in an outpatient clinic office setting.

1 HF was selected. She had 4 years of experience providing clinical office support including scheduling of appointments and procedures which included 2 years of medical oncology practice experience.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, June 5, 2018

**Department:** UMG-Orthopaedics Module

**Job Title:** Clinic Office Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-032

**Date Posted:** 7/14/2017

**Posting Deadline:** 7/21/2017

## 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 is a busy, high volume clinic for Orthopaedic Surgery.

## 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 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.

**SPECIAL REQUIREMENTS:** Travel to satellite offices as needed.

**PREFERRED:** Previous experience in a surgery/Ortho office practice setting; bilingual/Spanish; IDXWeb; NextGen.

**EXAMPLE 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, 7:45am - 4:45pm, or 8am - 5pm , 1 hour unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$41,829

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Req: 2018-032

Date Started: 9/1/2017

JobTitle: Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	159	6	153	3	63	2	31	1	54	0	5
TOTAL REJECTED APPLICANT	23	1	22	1	10	0	5	0	7	0	0
TOTAL QUAL. APPLICANT	136	5	131	2	53	2	26	1	47	0	5
TOTAL INTERVIEWED	3	0	3	0	0	0	1	0	2	0	0
NOT OFFERED POSITION	1	0	1	0	0	0	0	0	1	0	0
OFFERED POSITION	2	0	2	0	0	0	1	0	1	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	*2	0	2	0	0	0	1	0	1	0	0

### Abbreviations in Posting:

UHC – UConn Health Center

Ortho – Orthopaedics

IDXWeb – scheduling, billing, and accounts receivable software

NextGen – electronic medical records software

MD – Doctor of Medicine

This position was posted on our UConn Health website.

The goal candidate, one (1) WM did not meet the minimum requirements of having medical scheduling experience in a medical setting or the allowable substitution.

The goal candidates, two (2) WM, two (2) BM, and one (1) HM were not interviewed because they were not University Health Professional (UHP) union members with contractual bargaining interviewing rights to the position. We only interviewed UHP union members.

One (1) BF, part-time UConn Health employee, UHP union member and one (1) HF, full-time UConn Health employee, UHP union member were selected. One (1) BF was a part-time UConn Health Clinic Office Assistant. She was currently working in UConn Health Surgery Center where she was familiar with Orthopaedic surgeries and coordination of all pre-operation needs of the patient; had six (6) months experience in an outside Orthopaedic facility as well as eight (8) years of experience in an Emergency Department/Operating Room scheduling; and had IDXWeb experience.

\*One (1) HF was a full-time UConn Health Clinic Office Assistant and was a lateral transfer. She had three and a half (3.5) years of experience in this Orthopaedics; had successfully worked in this position in the past as a special payroll employee; and had IDXWeb experience.



# JOB OPPORTUNITY BULLETIN

As of Friday, August 31, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Clinic Office Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-113

**Date Posted:** 8/18/2017

**Posting Deadline:** 8/24/2017

## 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 provide coverage to 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 and Radiation Oncology located in the Outpatient Pavilion in Farmington, CT.

**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 the principles and practices of clinical office management; knowledge of medical terminology; considerable interpersonal skills; oral and written communications 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 experience providing clinical office support including scheduling of appointments and procedures.

**SUBSTITUTIONS ALLOWED:** Graduation from a medical office assistant program may be substituted for the general experience.

**PREFERRED:** Experience using IDX and LCR; oncology medical practice experience, chemotherapy/infusion therapy scheduling experience.

**EXAMPLES OF DUTIES:** Acts as triage/receptionist for incoming patients and telephone calls; schedules patient appointments for clinics, infusions, treatments, surgery and diagnostic testing; assures availability of medical records; prepares a variety of requests for patient diagnostic testing; may transport specimens; receives/records tests results, notifies physicians of results; processes billing/insurance information; sends out reminder cards/letters to cancel and reschedule appointments; may assist physicians in minor office procedures; may stock rooms; may order supplies; works on special projects; may perform secretarial duties; keeps records/files; prepares reports/correspondence; may transcribe orders, discharge/admission summaries from tape recordings; performs related duties as required.

**SCHEDULE:** Full time, 40 hours per week, 8:00 a.m. to 5:00 p.m., minor holidays as needed; 1 hour unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$41,829

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Req: 2018-113

Date Started: 10/13/2017

JobTitle: Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	108	11	97	6	46	1	22	2	28	2	1
TOTAL REJECTED APPLICANT	71	10	61	5	27	1	15	2	18	2	1
TOTAL QUAL. APPLICANT	37	1	36	1	19	0	7	0	10	0	0
TOTAL INTERVIEWED	5	0	5	0	1	0	1	0	3	0	0
NOT OFFERED POSITION	3	0	3	0	0	0	1	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:**

IDX – scheduling, billing, and accounts receivable software

LCR – Life Time Clinical Record

This position was posted on our UConn Health website.

The goal candidates, 5 WM, 1 BM, and 2 HM did not meet the minimum requirements for the following reasons:

- 2 WM and 1 BM did not have the required scheduling of appointments and procedures.
- 3 WM and 2 HM did not have the required 2 years of experience providing clinical office support including scheduling of appointments and procedures or the allowable substitutions.

The goal candidate, 1 WM was not interviewed because his experience was as a radiation therapist, he did not have applicable clinical front office experience for this position.

1 WF was offered the position and she declined it. She had previously worked at UConn Health as a Clinic Office Assistant for 2 years.

1 HF was selected. She had 2 years of experience providing clinical office support including scheduling of appointments and procedures which included working with oncology patients.



Req: 2018-244

Date Started: 11/27/2017

JobTitle: Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	165	11	154	6	83	1	30	2	35	2	6
TOTAL REJECTED APPLICANT	40	6	34	2	19	1	7	2	6	1	2
TOTAL QUAL. APPLICANT	125	5	120	4	64	0	23	0	29	1	4
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: 2018-294

Date Started: 11/27/2017

JobTitle: Clinic Office Assistant

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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	140	8	132	7	64	0	26	0	36	1	6
TOTAL REJECTED APPLICANT	21	2	19	2	11	0	4	0	2	0	2
TOTAL QUAL. APPLICANT	119	6	113	5	53	0	22	0	34	1	4
TOTAL INTERVIEWED	2	0	2	0	0	0	0	0	2	0	0
NOT OFFERED POSITION	1	0	1	0	0	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

This position was posted on our UConn Health website.

The goal candidates, 2 WM did not meet the minimum requirements for the following reasons:

- 2 WM did not have the required 2 years of experience providing clinical office support including scheduling of appointments and procedures.

The goal candidates, 5 WM were not interviewed because they did not have the preferred oncology medical practice experience scheduling chemotherapy/infusion therapy.

1 HF was selected. She had 5 years of experience providing clinical office support including scheduling of appointments and procedures which included medical oncology practice experience and infusion therapy scheduling experience.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 31, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Clinic Office Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-294

**Date Posted:** 10/5/2017

**Posting Deadline:** 11/1/2017

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

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 provide coverage to 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 and Radiation Oncology located in the Outpatient Pavilion in Farmington, CT. There are two (2) positions available.

#### COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Route 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Mon - Fri 8:00 a.m.- 5:00 p.m., minor holidays as needed; One hour unpaid meal break.

#### EXAMPLES OF DUTIES:

Acts as triage/receptionist for incoming patients and telephone calls; schedules patient appointments for clinics, infusions, treatments, surgery and diagnostic testing  
Assures availability of medical records  
Prepares a variety of requests for patient diagnostic testing  
May transport specimens  
Receives and records tests results, notifies physicians of results  
Processes billing/insurance information  
Sends out reminder cards/letters to cancel and reschedule appointments  
May assist physicians in minor office procedures  
May stock rooms and order supplies  
Works on special projects  
Performs secretarial duties, keeps records/files, prepares reports/correspondence  
May transcribe orders, discharge/admission summaries from tape recordings  
Performs related duties as required.

#### MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of clinical office management  
Knowledge of medical terminology  
Considerable interpersonal skills  
Oral and written communications skills  
Ability to operate office equipment which may include word processors, computer terminals or other automated equipment  
Ability to schedule and prioritize workflow.

#### POSITION REQUIREMENTS:

**EXPERIENCE AND TRAINING:** General Experience:

Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

#### PREFERRED EXPERIENCE/QUALIFICATIONS:

Experience using IDX and LCR  
Oncology medical practice experience  
Chemotherapy/infusion therapy scheduling experience.

**MINIMUM full time equivalent salary:** \$41,829

#### Why UConn Health

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Req: 2018-296

Date Started: 10/27/2017

JobTitle: Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	18	1	17	1	7	0	3	0	6	0	1
TOTAL REJECTED APPLICANT	6	0	6	0	1	0	2	0	3	0	0
TOTAL QUAL. APPLICANT	12	1	11	1	6	0	1	0	3	0	1
TOTAL INTERVIEWED	4	0	4	0	2	0	0	0	1	0	1
NOT OFFERED POSITION	3	0	3	0	1	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

**Abbreviations in Posting:**

IDX – scheduling, billing, and accounts receivable software

ICD-9/CPT – International Classification of Diseases 9<sup>th</sup> Edition/Current Procedural Terminology

MD – Doctor of Medicine

This position was posted on our UConn Health website.

The goal candidate, 1 WM was not interviewed because he did not respond to repeated attempts to schedule an interview.

1 WF was selected. She had 3 years of experience providing clinical office support including scheduling of appointments and procedures which included the preferred ICD-9/CPT coding experience.



# JOB OPPORTUNITY BULLETIN

As of Friday, August 31, 2018

**Department:** UMG-Storrs

**Job Title:** Clinic Office Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-296

**Date Posted:** 9/25/2017

**Posting Deadline:** 10/2/2017

## Purpose of Class:

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Clinic Office Assistant to our growing team located in Storrs. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

State of the art facility and campus environments

Progressive leadership and educational development programs available

## 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 scheduling medical appointments 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.

**SPECIAL REQUIREMENTS:** May travel to multiple locations.

**PREFERRED:** Surgical scheduling experience; previous experience in an orthopaedic physician office practice setting. IDX, ICD-9/CPT coding.

**EXAMPLE 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 7am - 7pm, depending on the physician's schedule. Must be flexible and willing to travel to any Ambulatory locations. 1 hour unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$41,829

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Req: 2018-466

Date Started: 12/22/2017

JobTitle: Clinic Office Assistant

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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	24	0	24	0	10	0	4	0	9	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	24	0	24	0	10	0	4	0	9	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:**

MRI – magnetic resonance imaging

ICD-10/CPT – International Classification of Diseases 10<sup>th</sup> Edition/Current Procedural Terminology

PSR – Patient Service Representatives

This position was posted on our UConn Health website.

No goal candidates applied for this position.

1 BF was selected. She had 9 years of experience providing clinical office support including scheduling of appointments and procedures for Cardiology practices which included all of the preferred qualifications.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 31, 2018

**Department:** Cardiology

**Job Title:** Clinic Office Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-466

**Date Posted:** 11/16/2017

**Posting Deadline:** 11/16/2017

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

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 provide coverage to the Cardiology units in Farmington and other off-campus locations throughout CT. This position will cross train for all duties associated with each module (Cardiology, Pulmonary, Hypertension, Electrophysiology).

## COMPREHENSIVE BENEFITS OFFERED:

- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Monday - Friday, 8:30 a.m. - 5:00 p.m., may travel to off-campus locations; 30 minute unpaid meal break.

## EXAMPLES OF DUTIES:

Acts as triage/receptionist for incoming patients and telephone calls; schedules patient appointments for clinics, infusions, treatments, surgery and diagnostic testing. Assures availability of medical records. Prepares a variety of requests for patient diagnostic testing. May transport specimens. Receives and records tests results, notifies physicians of results. Processes billing/insurance information. Sends out reminder cards/letters to cancel and reschedule appointments. May assist physicians in minor office procedures. May stock rooms and order supplies. Works on special projects. Performs secretarial duties, keeps records/files, prepares reports/correspondence. May transcribe orders, discharge/admission summaries from tape recordings. Performs related duties as required.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communications skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow.

## POSITION REQUIREMENTS:

### EXPERIENCE AND TRAINING: General Experience:

Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

### SUBSTITUTION ALLOWED:

Graduation from a Medical Office Assistant program may substitute for the general experience.

**SPECIAL REQUIREMENTS:** This position provides support to all UConn Health Cardiology units and may require travel to off-campus locations throughout CT. This position will cross train for all duties associated with each module (Cardiology, Pulmonary, Hypertension, Electrophysiology).

## PREFERRED EXPERIENCE/QUALIFICATIONS:

- Experience scheduling complex medical procedures and testing: MRI, right sided cardiac cath. procedures for pulmonary hypertension, complex diagnostic testing
- Experience scheduling invasive electrophysiology procedures and testing, cardiac and thoracic surgeries, biopsies as appropriate for discipline and bronchoscopies
- Familiarity with appropriate ICD10 and CPT coding for scheduling
- Precertification experience including coding and medical terminology, completing referrals to other specialists
- Experience processing billing and insurance information
- Experience preparing vouchers and assisting PSR staff

**MINIMUM full time equivalent salary:** \$41,829

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# JOB OPPORTUNITY BULLETIN

As of Tuesday, May 29, 2018

**Department:** UMG-Surgery Module

**Job Title:** Clinic Office Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-507

**Date Posted:** 11/22/2017 **Posting Deadline:** 11/29/2017

## 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 services to patients. This position will work in Surgery/ENT and GI.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

## SCHEDULE:

40 hr/wk, Mon - Fri, between the hrs of 7:30am - 5:30pm, 1 hr unpaid meal break.

## 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.

## 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 appointment scheduling experience in a medical setting.

### SUBSTITUTION:

Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, and abilities as stated above.

### SPECIAL REQUIREMENTS:

May be required to work in other areas of UMG and travel to satellite offices.

### PREFERRED:

Previous experience in a multi-specialty office practice setting. Surgical scheduling Experience; IDXWeb; NextGen.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Req: 2018-507

Date Started: 2/16/2018

JobTitle: Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	56	5	51	2	20	1	12	0	18	2	1
TOTAL REJECTED APPLICANT	2	1	1	0	0	0	1	0	0	1	0
TOTAL QUAL. APPLICANT	54	4	50	2	20	1	11	0	18	1	1
TOTAL INTERVIEWED	7	0	7	0	4	0	1	0	2	0	0
NOT OFFERED POSITION	4	0	4	0	3	0	0	0	1	0	0
OFFERED POSITION	3	0	3	0	1	0	1	0	1	0	0
REFUSED POSITION	1	0	1	0	0	0	1	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	1	0	0	0	1	0	0

**Abbreviations in Posting:**

ENT – Ear, Nose, and Throat

GI – Gastroenterology

MD – Doctor of Medicine

UMG – UConn Medical Group

IDXWeb – scheduling, billing, and accounts receivable software

NextGen – electronic medical records software

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, 1 AM did not meet the minimum qualifications because he did not have the required two (2) years of medical appointment scheduling experience in a medical setting or the allowable substitution.

The goal candidates, 2 WM, 1 BM, and 1 AM were not interviewed for the following reasons:

- 1 WM was not an UConn Health employee. We only interviewed UConn Health employees who had the preferred IDXWeb and NextGen experience.
- 1 WM and 1 BM did not have the preferred experiences of IDXWeb and NextGen experience.
- 1 AM withdrew his application.

**Req: 2018-507 continued**

1 HF, part-time UConn Health employee was selected and 1 WF was promoted.

- The HF had 10 years of medical appointment scheduling experience along with the preferred IDXWeb and NextGen. All of her responses to questions were patient centered responses and she scored 195/220. The samplings were based upon the skill requirements for the position.
- The WF is discussed in the promotions section of the Goals Analysis.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, June 6, 2018

**Department:** UMG-Comprehensive Spine Center

**Job Title:** Clinic Office Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-519

**Date Posted:** 11/27/2017 **Posting Deadline:** 12/4/2017

## Purpose of Class:

At the 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.

## SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

## SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

Schedule: 40 hrs per week, Mon-Fri, 8:00am - 5:00pm with a hour unpaid meal break

## EXAMPLES OF DUTIES:

Acts as triage/receptionist for incoming patients and telephone calls; Schedules patient appointments for clinics, surgery and diagnostic testing; Assures availability of medical records; Prepares a variety of requests for patient diagnostic testing; May transport specimens; Receives/records tests results, notifies physicians of results; Processes billing/insurance information; Sends out reminder cards/letters to cancel and reschedule appointments; May stock rooms; may order supplies; Works on special projects; May perform secretarial duties; keeps records/files; prepares reports/correspondence; may transcribe orders, discharge/admission summaries from tape recordings; Performs related duties as required.

## MINIMUM QUALIFICATIONS REQUIRED

### KNOWLEDGE, SKILL AND ABILITY:

Knowledge of the principles and practices of clinical office management  
Knowledge of medical terminology  
Considerable interpersonal skills; oral and written communications 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 relevant experience in a medical setting.

## SUBSTITUTIONS ALLOWED:

Graduation from a medical office assistant program may be substituted for the general experience

## PREFERRED QUALIFICATIONS:

Previous experience in Outpatient Medical Practice  
Bilingual/Spanish

Full Time Equivalent Minimum Salary: \$41,829.00

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Req: 2018-519

Date Started: 2/16/2018

JobTitle: Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	73	4	69	2	29	0	14	1	24	1	2
TOTAL REJECTED APPLICANT	4	0	4	0	1	0	1	0	2	0	0
TOTAL QUAL. APPLICANT	69	4	65	2	28	0	13	1	22	1	2
TOTAL INTERVIEWED	7	0	7	0	1	0	1	0	5	0	0
NOT OFFERED POSITION	6	0	6	0	1	0	1	0	4	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, two (2) WM and one (1) HM were not interviewed for the following reasons:

- One (1) WM and one (1) HM did not have the preferred experience in an outpatient medical setting.
- One (1) WM previously worked in Orthopaedics and did not pass his working test period.

One (1) HF, part-time UConn Health employee, was selected. She had eleven and a half (11.5) years of experience in an outpatient rehabilitation and therapy medical setting and was bilingual in Spanish.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, June 6, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Clinic Office Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-557

**Date Posted:**

**Posting Deadline:** 12/10/2017

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

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 provide coverage to 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 and Radiation Oncology located in the Outpatient Pavilion in Farmington, CT.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Route 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Monday - Friday, 7:45 a.m. to 4:45 p.m., minor holidays as needed; One hour unpaid meal break.

## EXAMPLES OF DUTIES:

Acts as triage/receptionist for incoming patients and telephone calls; schedules patient appointments for clinics, infusions, treatments, surgery and diagnostic testing; Assures availability of medical records; Prepares a variety of requests for patient diagnostic testing; May transport specimens; Receives and records tests results, notifies physicians of results; Processes billing/insurance information; Sends out reminder cards/letters to cancel and reschedule appointments; May assist physicians in minor office procedures; May stock rooms and order supplies; Works on special projects; Performs secretarial duties, keeps records/files, prepares reports/correspondence; May transcribe orders, discharge/admission summaries from tape recordings; Performs related duties as required.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of clinical office management  
Knowledge of medical terminology  
Considerable interpersonal skills  
Oral and written communications skills  
Ability to operate office equipment which may include word processors, computer terminals or other automated equipment  
Ability to schedule and prioritize workflow.

## POSITION REQUIREMENTS:

**EXPERIENCE AND TRAINING:** General Experience:

Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

## PREFERRED EXPERIENCE/QUALIFICATIONS:

High volume Outpatient Clinic experience  
Oncology medical practice experience  
Chemotherapy/infusion therapy scheduling experience.

**MINIMUM** full time equivalent salary: \$41,829

## Why UConn Health

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Req: 2018-557

Date Started: 1/19/2018

JobTitle: Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	11	0	11	0	4	0	3	0	3	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	0	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	9	0	9	0	4	0	2	0	2	0	1
TOTAL INTERVIEWED	6	0	6	0	3	0	2	0	0	0	1
NOT OFFERED POSITION	5	0	5	0	2	0	2	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 for our employees only.

No goal candidates, applied for this job.

One (1) WF, part-time UConn Health employee was selected. She had four and a half (4.5) years of experience providing clinical office support including scheduling of appointments and procedures in a high volume (approximately 100 to 150 patients a day) outpatient clinic experience.

Req: 2018-626

Date Started: 3/2/2018

JobTitle: Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	46	1	45	0	21	0	4	1	18	0	2
TOTAL REJECTED APPLICANT	30	0	30	0	13	0	3	0	13	0	1
TOTAL QUAL. APPLICANT	16	1	15	0	8	0	1	1	5	0	1
TOTAL INTERVIEWED	4	0	4	0	1	0	1	0	1	0	1
NOT OFFERED POSITION	3	0	3	0	1	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

**Abbreviations in Posting:**

PFT Lab – Pulmonary Function Testing Laboratory

CT - Connecticut

MRI – magnetic resonance imaging

ICD-10 - International Classification of Diseases 10<sup>th</sup> Edition

CPT – Current Procedural Terminology

PSR – Patient Service Representatives

This position was posted on our UConn Health website.

The goal candidate, 1 HM was not interviewed because he did not have the experience scheduling complex medical procedures and testing.

1 HF was selected. She had 7 years of experience providing clinical office support including scheduling of appointments and procedures. For the past year she has worked for a Pulmonary Clinic which included all of the preferred qualifications.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 31, 2018

**Department:** Pulmonary Clinic

**Job Title:** Clinic Office Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-626

**Date Posted:** 1/3/2018

**Posting Deadline:** 1/9/2018

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

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 provide coverage to the pulmonary units in Farmington, CT and may rotate to provide coverage in Cardiology. This position will cross train for all duties associated with each module (Cardiology, Pulmonary, PFT Lab, Hypertension and Sleep Disorders) and may be required to travel to off-site satellite offices in CT.

#### COMPREHENSIVE BENEFITS OFFERED:

- Industry-leading health insurance options and affordability
- Generous vacation and sick-time plans
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus environments
- Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Monday - Friday, flexibility needed to work between 8:00 a.m. to 5:30 p.m., 30 minute unpaid meal break.

#### EXAMPLES OF DUTIES:

- Acts as triage/receptionist for incoming patients and telephone calls; schedules patient appointments for clinics, infusions, treatments, surgery and diagnostic testing
- Assures availability of medical records
- Prepares a variety of requests for patient diagnostic testing
- May transport specimens
- Receives and records tests results, notifies physicians of results
- Processes billing/insurance information
- Sends out reminder cards/letters to cancel and reschedule appointments
- May assist clinical staff in obtaining prior authorization for specialty medications and durable medical equipment
- May stock rooms and order supplies
- Works on special projects
- Performs secretarial duties, keeps records/files, prepares reports/correspondence
- May transcribe orders, discharge/admission summaries from tape recordings
- Performs related duties as required.

#### MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of the principles and practices of clinical office management
- Knowledge of medical terminology
- Considerable interpersonal skills
- Oral and written communications skills
- Ability to operate office equipment which may include word processors, computer terminals or other automated equipment
- Ability to schedule and prioritize workflow.

#### POSITION REQUIREMENTS:

**EXPERIENCE AND TRAINING:** General Experience:

Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

**SPECIAL REQUIREMENTS:** This position provides support to all UConn Health Pulmonary units and may require travel to off-campus locations throughout CT. This position will cross train for all duties associated with each module (Cardiology, Pulmonary, PFT Lab, Hypertension and Sleep Disorders).

#### PREFERRED EXPERIENCE/QUALIFICATIONS:

- Experience scheduling complex medical procedures and testing: MRI, right sided cardiac cath. procedures for pulmonary hypertension, complex diagnostic testing
- Experience scheduling sleep studies, PFT's, bronchoscopies, thoracentesis, biopsies as for appropriate disciplines
- Familiarity with appropriate ICD10 and CPT coding for scheduling
- Precertification experience including coding and medical terminology, completing referrals to other specialists
- Experience processing billing and insurance information
- Experience preparing vouchers and assisting PSR staff

**MINIMUM** full time equivalent salary: \$41,829

#### Why UConn Health

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Req: 2018-750

Date Started: 5/11/2018

JobTitle: Clerk to Clinic Office Assistant  
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	93	2	91	0	48	1	20	0	20	1	3
TOTAL REJECTED APPLICANT	51	1	50	0	25	0	15	0	8	1	2
TOTAL QUAL. APPLICANT	42	1	41	0	23	1	5	0	12	0	1
TOTAL INTERVIEWED	5	0	5	0	3	0	0	0	1	0	1
NOT OFFERED POSITION	3	0	3	0	1	0	0	0	1	0	1
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:**

PFT Lab – pulmonary function test laboratory

MRI – magnetic resonance imaging

ICD-10/CPT – International Classification of Diseases 10<sup>th</sup> Edition and Current Procedural Terminology

PSR – Patient Services Representative

This position was posted on our UConn Health website.

The goal candidate, 1 BM was not interviewed because he did not have the preferred experience scheduling complex medical procedures, coding for scheduling, completing referrals, billing and insurance processing or voucher experience.

1 WF was selected. She had 7 years of experience providing clinical office support including scheduling of appointments and procedures. She had the preferred experiences of scheduling complex medical procedures and testing; familiarity with appropriate ICD10 and CPT coding for scheduling; and precertification experience including coding and medical terminology, completing referrals to other specialists.

\*1 WF was promoted and is explained in the promotions section of our Goals Analysis.

# JOB OPPORTUNITY BULLETIN

As of Monday, July 16, 2018

**Department:** Cardiology

**Job Title:** Clinic Office Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-750

**Date Posted:** 3/23/2018

**Posting Deadline:** 3/29/2018

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

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 provide coverage to the pulmonary units in Farmington, CT and may rotate to provide coverage in Cardiology. This position will cross train for all duties associated with each module (Cardiology, Pulmonary, PFT Lab, Hypertension and Sleep Disorders) and may be required to travel to off-site satellite offices in CT.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Monday - Friday, flexibility needed to work between 8:00 a.m. to 5:30 p.m., 30 minute unpaid meal break.

## EXAMPLES OF DUTIES:

Acts as triage/receptionist for incoming patients and telephone calls; schedules patient appointments for clinics, infusions, treatments, surgery and diagnostic testing

Assures availability of medical records

Prepares a variety of requests for patient diagnostic testing

May transport specimens

Receives and records tests results, notifies physicians of results

Processes billing/insurance information

Sends out reminder cards/letters to cancel and reschedule appointments

May assist clinical staff in obtaining prior authorization for specialty medications and durable medical equipment

May stock rooms and order supplies

Works on special projects

Performs secretarial duties, keeps records/files, prepares reports/correspondence

May transcribe orders, discharge/admission summaries from tape recordings

Performs related duties as required.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communications skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow.

## POSITION REQUIREMENTS:

**EXPERIENCE AND TRAINING:** General Experience:

Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

**SPECIAL REQUIREMENTS:** This position provides support to all UConn Health Pulmonary units and may require travel to off-campus locations throughout CT. This position will cross train for all duties associated with each module (Cardiology, Pulmonary, PFT Lab, Hypertension and Sleep Disorders).

## PREFERRED EXPERIENCE/QUALIFICATIONS:

Experience scheduling complex medical procedures and testing: MRI, right sided cardiac cath. procedures for pulmonary hypertension, complex diagnostic testing

Experience scheduling sleep studies, PFT's, bronchoscopies, thoracentesis, biopsies as for appropriate disciplines

Familiarity with appropriate ICD10 and CPT coding for scheduling

Precertification experience including coding and medical terminology, completing referrals to other specialists

Experience processing billing and insurance information

Experience preparing vouchers and assisting PSR staff

**MINIMUM** full time equivalent salary: \$41,829

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# JOB OPPORTUNITY BULLETIN

As of Saturday, September 1, 2018

**Department:** UMG-Neurology

**Job Title:** Clinic Office Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-1014

**Date Posted:** 4/26/2018

**Posting Deadline:** 4/26/2018

## Purpose of Class:

At UCH this position is responsible for independently performing a full range of administrative tasks in the scheduling, record keeping and billing services to patients. There are well over 100 patients per day who check into this area.

## 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, and 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, flexibility needed 8am - 5pm or 8:30am - 5:30pm; depending on department needs; 1 hour unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$41,829

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Req: 2018-1014

Date Started: 5/25/2018

JobTitle: Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	32	1	31	1	17	0	2	0	12	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	30	1	29	1	15	0	2	0	12	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

**Abbreviations in Posting:**

UCH – UConn Health

UMG – UConn Medical Group

IDX – scheduling billing, and accounts receivable software

NextGen – electronic medical records software

AIDET – acknowledge, introduce, duration, explanation, thank you (customer support values)

MD – Doctor of Medicine

This position was posted on our UConn Health website.

The goal candidate, 1 WM was not interviewed because he did not have the preferred experience in an outpatient office practice setting.

1 HF was selected. She had 2.5 years of experience providing clinical office support including scheduling of appointments and procedures which included all of the preferred qualifications.

Req: 2018-871

Date Started: 5/11/2018

JobTitle: Respiratory Therapist

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	5	12	5	5	0	4	0	2	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	17	5	12	5	5	0	4	0	2	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) WF, part-time UConn Health employee, 1199 union member was selected. She had contractual bargaining rights to the position.

**5A. (Clinical/Paraprofessional) Hires – Part Time to Full Time – Adjusted Work Schedule**

**Community Health Specialist  
(Pediatrics)**

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

**Community Health Worker  
(Infectious Diseases)**

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



# JOB OPPORTUNITY BULLETIN

As of Friday, August 31, 2018

**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 Polysomographic Technologist (BRPT). If eligible must obtain certification within one (1) year of employment.

**EXAMPLES OF DUTIES:** Performs exam/tests in the area of modalities such as, electroencephalography(EEG), Evoked Potential (EP), Nerve Conduction Studies (NCS), Polysomnography (PSG), Pneumograms; 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: 8/18/2017

JobTitle: Neurodiagnostic Technologist

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<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

This position was posted on the UConn Health website, with the American Board of Registration (ABRET) and the American Association of Electrodiagnostic Technologists (AAET).

The goal candidates, 4 WF, 2 BM, 1 BF and 4 HF, did not meet position requirements because they did not have the required 1 year of experience or training in a hospital or medical clinic in the application of or training for electroencephalography and related techniques.

The goal candidates, 2 WF, 1 BM, 1 BF and 1 HF, were not interviewed because they did not have the ability to conduct Pneumograms.

The goal candidates, 2 WF, were interviewed and not selected because in the interview they were found not to have the ability to perform Pneumograms.

1 AM was selected. He was a certified Electroencephalographic Technologist and was able to perform Pneumograms in all areas including the Neonatal Intensive Care Unit. He was also able to answer interview questions about the equipment used at the hospital.

\*In the last reporting period, 1 AF was selected and discussed in the 2017 Affirmative Action Plan.

# JOB OPPORTUNITY BULLETIN

As of Friday, September 21, 2018

**Department:** Prosthodontics

**Job Title:** Spec Dental Lab Tech

**Recruiter:** Pamela Rucker

**Search Code:** 2017-333

**Date Posted:** 9/23/2016

**Posting Deadline:** 3/31/2017

## Purpose of Class:

At UConn Health this class is accountable for complicated or unusual technical work in the construction and repair of dental prosthetic appliances on prescription of a licensed dentist in an area such as ceramics, removable prosthodontics, cast restorations, orthodontics. This position is located in the School of Dental Medicine (Prosthodontics).

## SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade.

## SUPERVISION EXERCISED:

May lead lower level employees as assigned.

## MINIMUM QUALIFICATIONS REQUIRED

### KNOWLEDGE, SKILL AND ABILITY:

Considerable technical knowledge of dental or oral anatomy with normal and abnormal variations thereof; considerable knowledge of the practices, processes and material used in a restorative dentistry; exacting mechanical and artistic skill and judgment in the manufacture of dental laboratory products; interpersonal skills; oral and written communication skills; teaching ability.

## EXPERIENCE AND TRAINING

### General Experience:

Graduation from a one (1) year Dental Technology Program and five (5) years of progressively responsible dental laboratory technology experience, which included some teaching responsibility.

## EXAMPLES OF DUTIES

Constructs crowns, bridge work and dentures; sets up artificial teeth for denture cases; plans and designs special prosthetic appliances; schedules cases; compiles required reports pertaining to cases completed or under construction; maintains ledger of cases sent out to various labs, maintains working stock level of supplies and materials required for use in laboratory; conducts on job training of new, unusual or specialized techniques; evaluates new materials and techniques for possible use in the lab; keep lab and equipment in good working order; performs related duties as required. May lead dental laboratory technicians and other employees assigned.

## WORKING CONDITIONS:

May be exposed to some risk of injury from such hazards as sharp instruments, high speed drills, acids, heat and some disagreeable conditions as noxious odor, noise. May also be exposed to communicable/infectious disease.

**SCHEDULE:** 40 hours per week. Monday through Friday, 8:00 a.m. to 5:00 p.m. with an hour unpaid mealbreak.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$57,595.00.

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Req: 2017-333

Date Started: 7/7/2017

Job Title: Special Dental Laboratory Technician  
Job Group: 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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	11	5	6	3	2	0	3	1	1	1	0
TOTAL REJECTED APPLICANT	6	3	3	1	1	0	2	1	0	1	0
TOTAL QUAL. APPLICANT	5	2	3	2	1	0	1	0	1	0	0
TOTAL INTERVIEWED	4	2	2	2	1	0	0	0	1	0	0
NOT OFFERED POSITION	3	1	2	1	1	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, 1 WF and 2 BF did not meet the minimum requirements because they did not have the required graduation from a one year Dental Technology Program and five years of progressively responsible dental laboratory technology experience, which included some teaching responsibility.

The goal candidate, 1 BF, was not interviewed because she withdrew her application from the process.

The goal candidates, 1 WF and 1 HF, were interviewed and not selected for the following reasons:

- 1 WF only had experience in removable prosthodontics and acrylic work with no experience in fixed prosthodontics which was necessary for the position.
- 1 HF's current experience was in removable prosthodontics and acrylic work. She had a certificate in 2012 for Complete Dentures; however, she had not utilized those skills in over 5 years.

1 WM was selected. He had current experience with fixed prosthodontics which was necessary for the position. The candidate had good interpersonal skills in his interactions with the interviewers and spoke of the importance of a professional work ethic.

Req: 2017-795

Date Started: 9/1/2017

JobTitle: Cardiovascular Technologist

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	18	6	12	5	9	0	1	1	2	0	0
TOTAL REJECTED APPLICANT	12	3	9	2	8	0	0	1	1	0	0
TOTAL QUAL. APPLICANT	6	3	3	3	1	0	1	0	1	0	0
TOTAL INTERVIEWED	4	3	1	3	1	0	0	0	0	0	0
NOT OFFERED POSITION	3	3	0	3	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, 1 WF, was selected.

Req: 2017-898

Date Started: 1/19/2018

JobTitle: Lead Mag Resonance Imaging Technologist

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	16	7	9	7	9	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	6	2	4	2	4	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	10	5	5	5	5	0	0	0	0	0	0
TOTAL INTERVIEWED	4	2	2	2	2	0	0	0	0	0	0
NOT OFFERED POSITION	2	0	2	0	2	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:

ARRT - American Registry of Radiological Technologists

This position was posted on the UConn Health website.

The goal candidates, 4 WF, did not meet the position requirements for the following reasons:

- 3 WF were not graduates of an ARRT approved 2 year certificate program or Associates Degree program in Radiology Technology, and did not have three years' experience as an MRI technologist and a current license to practice radiography in the State of Connecticut (CT).
- 1 WF did not indicate 3T MRI experience on her application materials.

The goal candidates, 3 WF, were not interviewed for the position for the following reasons:

- 2 WF had previously been employed at UConn Health per diem and had not been renewed.
- 1 WF did not respond to calls or emails to schedule an interview

The goal candidates, 2 WF, were not selected for the following reasons:

- 1 WF did not have supervisory experience based on her answers to interview questions.
- 1 WF was found not to have a current license to practice radiography in the State of Connecticut during the interview.

**Req: 2017-898 continued**

1 WM was selected. He had an Associate's degree in Radiology Technology; 11 years of experience as an MRI technologist; and a current license to practice radiography in the State of CT. He also had experience in a lead position where he supervised other technologists, and had experience with 3T MRI including Siemen's and GE experience.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, September 18, 2018

**Department:** Diagnostic Imaging & Therapeutics

**Job Title:** Lead Radiologic Technologist - MRI

**Recruiter:** Pamela Rucker

**Search Code:** 2017-898

**Date Posted:** 2/24/2017

**Posting Deadline:**

## Purpose of Class:

At the UCHC this class is accountable for acting as a working lead for a diagnostic or specialty unit within the Division of Radiology, as well as performing a full range of complex MRI procedures.

Our dynamic environment offers candidates in this role the following:

- Highly competitive salary/comp structures
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment...and more

## MINIMUM QUALIFICATIONS REQUIRED

### KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of complex MRI procedures; understanding of anatomical positioning and physiology; considerable competency and proficiency with MRI equipment, including experience with 3T MRI; ability to exercise independent judgment, and establish priorities; knowledge of infection control procedures; knowledge of MRI patient monitoring equipment; knowledge of MRI safety standards; considerable interpersonal skills, some supervisory ability; ability to effectively write and develop MRI policies, procedures, and protocols.

## EDUCATION AND TRAINING

### General Experience

Graduation from an ARRT approved two (2) year certificate program or Associates Degree program in Radiology Technology, and three (3) years experience as an MRI technologist.

### Special Experience:

Incumbents must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT); Registered as ARRT (MR)

### Special Requirement:

Incumbents must possess and maintain a current license to practice radiography in the State of Connecticut. Experience using 3T MRI scanner.

## WORKING CONDITIONS:

Incumbents are required to lift and position patients; are exposed to magnetism while performing certain aspects of duties, and infection/communicable diseases; may be exposed to moderately disagreeable conditions.

## SUPERVISION RECEIVED

Receives general direction from an employee of higher grade.

## SUPERVISION EXERCISED

Leads MRI technologists of lower rank and other staff members as assigned.

## EXAMPLES OF DUTIES

Plans workflow for a unit or units within radiology; determines priorities; schedules, assigns, oversees and reviews work; maintains unit procedures; 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; may prepare reports and correspondence; provides technical guidance to other MRI technologists; participates in teaching programs and in-service classes; performs MRI examinations requiring a higher level of technical skill; performs MRI and assists in research protocols for other areas both internal and external; critiques exams of subordinates and makes judgments as to acceptability; practices and provides radiation protection in accordance with prescribed safety standards; assists Radiologist or designee in administering contrast agents; assists Radiologist or designee in performing examinations requiring a physician, i.e., MRI biopsies; positions, transfers and provides immobilization devices as required; practices sterile techniques and guards against cross contamination; performs patient monitoring under the direction of a physician; completes all required documentation; orders supplies; maintains inventory levels; maintains patient confidentiality; performs related duties as required.

**SCHEDULE:** 40 hour work week, Monday through Friday, 8am - 4:30pm, on-call, holidays as needed; 30 minute unpaid meal break.

UConn Health is committed to building and supporting a multicultural and diverse community of students, faculty and staff.

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Req: 2017-1038

Date Started: 10/27/2017

JobTitle: Surgical Technologist 2

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	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	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

A goal candidate, 1 BM, was selected.

Req: 2017-1166

Date Started: 9/1/2017

JobTitle: DM Sonography Technologist 2

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	20	2	18	1	13	1	2	0	2	0	1
TOTAL REJECTED APPLICANT	5	0	5	0	3	0	1	0	0	0	1
TOTAL QUAL. APPLICANT	15	2	13	1	10	1	1	0	2	0	0
TOTAL INTERVIEWED	7	1	6	0	5	1	1	0	0	0	0
NOT OFFERED POSITION	6	1	5	0	4	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, 1 WF, was selected.

Req: 2018-148

Date Started: 2/16/2018

JobTitle: Biomedical Technician 2

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>OM</i>	<i>OF</i>
TOTAL APPLICANTS	33	29	4	20	3	4	0	3	1	2	0
TOTAL REJECTED APPLICANT	24	21	3	14	3	4	0	2	0	1	0
TOTAL QUAL. APPLICANT	9	8	1	6	0	0	0	1	1	1	0
TOTAL INTERVIEWED	5	4	1	3	0	0	0	1	1	0	0
NOT OFFERED POSITION	4	3	1	2	0	0	0	1	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 and with New England Society of Clinical Engineering.

The goal candidates, 3 WF and 4 BM, did not meet the position requirements for the following reasons:

- 1 BM had experience in PC electronics not the required maintenance, testing and repair of medical devices which included medical electronics, clinical instrumentation, radiological, research, and dental equipment in a hospital setting.
- 3 WF, 3 BM did not have the required 5 years' experience in the maintenance, testing and repair of medical devices which included medical electronics, clinical instrumentation, radiological, research, and dental equipment in a hospital setting or substitution allowed.

The goal candidate, 1 HF, was interviewed and not selected because she was not able to answer 2 interview questions about technical aspects of medical device repair correctly and questions about her experience with networking access.

1 WM was selected. He had over 15 years of relevant work experience directly on medical equipment similar to UConn Health. He had experience with TMS, the department's core inventory and work order tracking system. He correctly answered technical questions and provided solutions to several current equipment knowledge gaps.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 31, 2018

**Department:** Clinical Engineering

**Job Title:** Biomedical Technician II

**Recruiter:** Donna Seklecki

**Search Code:** 2018-148

**Date Posted:** 8/23/2017

**Posting Deadline:** 1/15/2018

## Purpose of Class:

At UConn Health, this class is accountable for performing the most complex tasks in the testing, maintenance and repair of a wide variety of clinical/research/dental instrumentation and equipment. These duties include servicing complex medical devices which may integrate mechanical, pneumatic, electronic and electrical systems such as heart lung bypass equipment, anesthesia machines and dialysis units.

## SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade.

## SUPERVISION EXERCISED:

May lead/supervise lower level employees and students as assigned.

## MINIMUM QUALIFICATIONS REQUIRED

### KNOWLEDGE, SKILL AND ABILITY:

Knowledge of the principles of electronics and mechanics as it applies to testing, repair and maintenance of clinical, radiological, dental, research instrumentation and equipment; interpersonal skills; oral and written communication skills; considerable ability to troubleshoot independently; ability to effectively communicate with various health care professionals. ; knowledge of anatomy and physiology and medical terminology; must be knowledgeable and have experience using a variety of calibration and test equipment for medical devices; knowledge of current codes and standards pertaining to the safe use of medical devices in a hospital setting including medical gases and other utilities; ability to interaction with clinical personnel; knowledge of the medical application of the device which are critical to resolving the problem.

### EXPERIENCE AND TRAINING:

#### General Experience:

Five (5) years of experience in the maintenance, testing and repair of medical devices which include medical electronics, clinical instrumentation, radiological, research, and dental equipment in a hospital setting.

#### Substitutions Allowed:

Associate's degree in Biomedical Equipment Technology, Electronics, or other related field and three (3) years of experience in the testing and repair of medical devices which include medical electronics, clinical instrumentation, radiological, research, and dental equipment in a hospital setting.

#### Preferred Qualifications:

Experience or college level training in computer technology including but not limited to network access, database administration (Oracle, SQL, Access preferred), programming, system design principles and/or IT security experience.

## EXAMPLES OF DUTIES:

Performs the most complex related duties in the specification, evaluation, installation, troubleshooting, repairing, calibration and maintenance of a wide variety of clinical, radiological, dental, research instrumentation and equipment; service responsibilities include repairing, testing, and calibrating medical devices that are used in life support situations such as ventilators and defibrillators; designs/modifies equipment upon request; does special projects; conducts performance assurance testing; research and locate parts for repairs; provides in-service education to hospital personnel on operation of equipment and safety issues; trains clinical engineering interns and biomedical engineering students; acts as consultant in the procurement, installation of new equipment; documents all repairs and performance assurance testing; assists in equipment evaluations and incident investigations; develops performance assurance inspection procedures; troubleshoots equipment problems that are related to patient/device interfaces such as transducers, leads, probes and electrodes; performs related duties as required.

## WORKING CONDITIONS:

Incumbents in this class may be exposed to electric shock from equipment and to exposure to infectious diseases, radiation, toxic and other hazardous substances. Employee may be exposed to highly charged, stressful situations involving medical equipment that malfunctions in critical patient care situations. Employee may be required to repair medical or dental equipment located in a State of Connecticut Correctional Institution. Ability to lift forty (40) pounds and be physically able to maneuver in, under, around medical devices such as beds, stretchers, OR tables, etc. in the course of equipment service activities.

Schedule: 40 hrs per wk, Monday - Friday, 8:00am - 4:30pm with a 30 minute unpaid meal break

\*\*\*\*\*Rotating On Call, Weekends, Holidays and other shifts as assigned\*\*\*\*\*

Full Time Equivalent Minimum Salary \$61,734.00

Req: 2018-326

Date Started: 10/16/2017

JobTitle: Operating Room/Anesthesia Technologist

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	2	7	0	4	1	2	1	1	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	9	2	7	0	4	1	2	1	1	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) BM, part-time UConn Health employee was selected. He was an 1199 union member with layoff protection rights per 2017 State Employee Bargaining Agent Coalition Agreement.

Req: 2018-359

Date Started: 11/27/2017

JobTitle: Computed Tomography (CT) Technician

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	5	1	4	1	4	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	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) WF was selected.

Req: 2018-378

Date Started: 12/22/2017

JobTitle: Neurodiagnostic Technician

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	0	3	0	2	0	1	0	0	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	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) WF was selected.

Req: 2018-412

Date Started: 1/5/2018

JobTitle: Computed Tomography (CT) Technologist II  
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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	8	2	6	2	4	0	1	0	1	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	7	2	5	2	4	0	1	0	0	0	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

This position was posted on the UConn Health website.

The goal candidate, 1 HF, did not meet the position requirements because she did not have both of the required Radiography and Computed Tomography certification and registry by American Registry of Radiologic Technologist.

The goal candidates, 2 WF and 1 BF were not interviewed for the following reasons:

- 1 BF applied after an offer for the position was made.
- 1 WF withdrew her application.
- 1 WF did not have experience with the computerized clinical systems we utilize and this position is second shift which requires technologist to work independently.

The goal candidates, 2 WF were interviewed and not selected for the following reasons:

- 1 WF was a new graduate and was currently (for the past 4 months) working in an UConn Health per diem first shift position. This is a second shift position which requires a technologist to work independently, so an experienced technologist is needed. She would require more training with us prior to gaining a second shift position.
- 1 WF withdrew her application.

1 WM was selected. He had both Radiography and Computed Tomography certification, registry, license, and 2 years of work experience performing computed tomography imaging utilizing the clinical systems we utilize.



# JOB OPPORTUNITY BULLETIN

As of Friday, August 31, 2018

**Department:** Diagnostic Imaging & Therapeutics

**Job Title:** Computed Tomography [CT] Technologist II

**Recruiter:** Marisa Leone

**Search Code:** 2018-412

**Date Posted:** 10/24/2017 **Posting Deadline:** 12/4/2017

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time, 2nd shift CT Tech to our growing team located in Farmington. If you have a background in this field, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

## 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:** 2nd shift, Monday through Friday, 3:30pm -midnight, plus on-call, holiday, and other approved shifts.

#### Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)



Req: 2018-436

Date Started: 2/2/2018

JobTitle: Interventional/Special Procedure Technologist  
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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	3	1	2	1	2	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	3	1	2	1	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

This position was posted on the UConn Health website.

The goal candidates, 2 WF were not interviewed because they did not have Hybrid interventional radiology experience.

1 WM was selected. He had 16 years of experience performing interventional and special radiographic procedures which included training and experience in both Cardiac, Vascular and Hybrid interventional cases including hemodynamic monitoring, angiojet, Ivus and Volcano. He was also currently learning neurovascular interventional procedures.

# JOB OPPORTUNITY BULLETIN

As of Friday, August 31, 2018

**Department:** Operating Room

**Job Title:** Interventional/Special Procedure

**Recruiter:** Donna Seklecki

**Search Code:** 2018-436

**Date Posted:** 11/1/2017

**Posting Deadline:** 12/7/2017

At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

UConn Health is searching for an Interventional Special Procedure Technologist to join our patient-focused care team at our new, state of the art 1800 square foot Hybrid OR. Gain experience in a world-class facility with the highest level of technology, designed specifically with patient safety and experience in mind.

View our video on YouTube to get an in-depth look at our UConn Health Operating Rooms: <https://www.youtube.com/watch?v=BbdYfdxJFqU>

## COMPREHENSIVE BENEFITS OFFERED:

Competitive wages

Industry-leading health insurance options and affordability

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus

SCHEDULE: 40 hours per week - day rotator shift: 7a-3:30p - holidays and weekends only as needed

At UConn Health this crucial role is responsible for utilizing imaging equipment in the treatment of image guided procedures to help diagnose and treat heart and blood vessel disorders including angioplasty, stenting, hemodynamics and calculations, percutaneous intervention, thrombolysis, embolization, ablation, biopsies, and more.

## Examples of Duties:

Performs imaging and procedures as prescribed by license practitioner integrating pertinent patient history and supporting clinical data to facilitate optimum imaging results in accordance with standards and protocols.

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 procedure and imaging,

Works with Provider to protocol exam to ensure the appropriate procedure is being performed;

Assumes responsibility patient's care, safety, and physical comfort while they are in your care.

Recognizes any unusual patient condition and -initiate emergency measures initiate RRT and assist with repositioning.

Complies with all safety policies and regulations and maintains safety for other and self.

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, such as efficient patient flow, adequate availability of supplies, and performs related clerical duties as required.

Provides in-service education as requested by other members of the health care team.

Assists in the training of Radiology students during clinical rotations and new physicians, residents and fellows.

Coordinates with other staff to ensure appropriate patient care is provided.

Assists in the development of new computed tomography techniques and protocols.

Orient new technologists and provide education and training as required / assigned.

Participates in research practices.

Acts as a lead or in a leadership capacity on an as needed basis.

Ensures correct charges of procedures and supply on a daily basis.

Establishes and maintains ethical working relationship with healthcare team

Performs other related duties as required.

## 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 imaging information in each procedure 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:

Two [2] years' experience performing interventional and special radiographic procedures. Hybrid interventional radiology experience preferred.

Radiography Registry [R.T.(R) by American Registry of Radiologic Technologist (ARRT)

Cardiac Interventional or vascular interventional registry by American Registry of Radiologic Technologist (ARRT) or registry eligible and obtain registry within six months in position.

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 and/or Advanced Cardiac Life Support [ACLS] certification.

## Preferred Experience

Previous Hybrid Operating Room experience is strongly preferred

**Working Conditions:**

Emotional and physical health sufficient to meet the demands of the position.

Strength sufficient to position patients of various weights who need assistance; move heavy equipment on wheels 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.

**Salary**

MINIMUM full time equivalent salary: \$61,734, based on experience

**Why UConn Health**

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Req: 2018-570

Date Started: 5/11/2018

JobTitle: Interventional/Special Procedure Radiology Technologist II

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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	2	1	1	1	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	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

**Abbreviations in Posting:**

OR – operating room

RRT – Rapid Response Team

PACS – picture archiving and communication system

RIS – Radiology Information System (patient tracking and scheduling)

MS - Microsoft

This position was posted on our UConn Health website.

The goal candidate, 1 WF did not meet the minimum requirements because she did not have the required 2 years of experience performing interventional and special radiographic procedures.

1 WM was selected. He had 4 years of experience performing interventional and special radiographic procedures; RT by ARRT; Connecticut State license to practice radiography; and a BLS certificate.



# JOB OPPORTUNITY BULLETIN

As of Saturday, September 1, 2018

**Department:** Operating Room

**Job Title:** Interventional/Special Procedure Radiology

**Recruiter:** Donna Seklecki

**Search Code:** 2018-570

**Date Posted:** 12/8/2017

**Posting Deadline:** 3/16/2018

At UConn Health, patient experience and innovative healthcare is paramount. UConn John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

UConn Health is searching for an Interventional Special Procedure Technologist to join our patient-focused care team at our new, state of the art 1800 square foot Hybrid OR. Gain experience in a world-class facility with the highest level of technology, designed specifically with patient safety and experience in mind.

At UConn Health this crucial role is responsible for utilizing imaging equipment in the treatment of image guided procedures to help diagnose and treat heart and blood vessel disorders including angioplasty, stenting, hemodynamics and calculations, percutaneous intervention, thrombolysis, embolization, ablation, biopsies, and more.

View our video on YouTube to get an in-depth look at our UConn Health Operating Rooms: <https://www.youtube.com/watch?v=BbdYfdxJFqU>

## COMPREHENSIVE BENEFITS OFFERED:

- Competitive wages
- Industry-leading health insurance options and affordability
- Multi-channel retirement options (pension and match options)
- Tuition waiver and reimbursement for employees and qualified family members
- Quick commute access from I-84, Route 9 and surrounding areas
- State of the art facility and campus

**SCHEDULE:** 40 hours per week - day rotator shift: 7:00 a.m. to 3:30 p.m., on call, holidays and weekends as needed

## Examples of Duties:

- Performs imaging and procedures as prescribed by license practitioner integrating pertinent patient history and supporting clinical data to facilitate optimum imaging results in accordance with standards and protocols.
- 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 procedure and imaging,
- Works with Provider to protocol exam to ensure the appropriate procedure is being performed;
- Assumes responsibility patient's care, safety, and physical comfort while they are in your care.
- Recognizes any unusual patient condition and -initiate emergency measures initiate RRT and assist with resuscitation.
- Complies with all safety policies and regulations and maintains safety for other and self.
- 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, such as efficient patient flow, adequate availability of supplies, and performs related clerical duties as required.
- Provides in-service education as requested by other members of the health care team.
- Assists in the training of Radiology students during clinical rotations and new physicians, residents and fellows.
- Coordinates with other staff to ensure appropriate patient care is provided.
- Assists in the development of new computed tomography techniques and protocols.
- Orient new technologists and provide education and training as required / assigned.
- Participates in research practices.
- Acts as a lead or in a leadership capacity on an as needed basis.
- Ensures correct charges of procedures and supply on a daily basis.
- Establishes and maintains ethical working relationship with healthcare team
- Performs other related duties as required.

## 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 imaging information in each procedure 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:

- Two [2] years' experience performing interventional and special radiographic procedures.
- Radiography Registry [R.T. (R) 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.

## Preferred Experience

Hybrid Operating Room experience is strongly preferred

**Working Conditions:**

Emotional and physical health sufficient to meet the demands of the position.

Strength sufficient to position patients of various weights who need assistance; move heavy equipment on wheels 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.

MINIMUM full time equivalent salary: \$61,734

Why UConn Health UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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Req: 2018-574

Date Started: 4/2/2018

JobTitle: Ophthalmology Technician

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	26	3	23	2	10	0	3	1	10	0	0
TOTAL REJECTED APPLICANT	14	2	12	1	3	0	3	1	6	0	0
TOTAL QUAL. APPLICANT	12	1	11	1	7	0	0	0	4	0	0
TOTAL INTERVIEWED	11	1	10	1	6	0	0	0	4	0	0
NOT OFFERED POSITION	9	1	8	1	4	0	0	0	4	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

Goal candidates, two (2) WFs were selected.

Req: 2018-614

Date Started: 5/11/2018

JobTitle: Diagnostic Radiology Technician

JobGroup: 5B-TECHNICAL/PARAPROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	21	1	20	0	14	1	3	0	2	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	19	1	18	0	13	1	2	0	2	0	1
TOTAL INTERVIEWED	13	1	12	0	7	1	2	0	2	0	1
NOT OFFERED POSITION	12	1	11	0	6	1	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

A goal candidate, one (1) WF was selected.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, September 25, 2018

**Department:** Diagnostic Imaging & Therapeutics

**Job Title:** Diagnostic Rad Tech

**Recruiter:** Marisa Leone

**Search Code:** 2018-620

**Date Posted:** 12/18/2017

**Posting Deadline:** 2/23/2018

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a skilled Diagnostic Radiology Tech to our growing team. If you have a background in this field, as well as a passion for patient experience, we want to hear from you.

#### COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

**Schedule:** Primarily 9a-5:30p, must have the ability to rotate to earlier start time if needed, on call coverage and weekend/holiday rotation

At the UConn Health, this position is accountable for independently performing a full range of technical diagnostic radiologic procedures.

#### EXAMPLES OF DUTIES:

Positions/transfers, transports and prepares patients for exams; provides immobilization devices as required; selects proper technical factors on individual patient basis; selects/operates equipment as directed  
Develops film for automatic/manual processing; provides protection in accordance with prescribed safety standards  
Assists physician in administering contract media  
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  
May be required to assist in the development of technical factors/film selection; reports/records equipment problems  
May participate in research  
Performs related duties as required

#### MINIMUM QUALIFICATIONS REQUIRED

##### KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of anatomical positioning and physiology; competency and proficiency with radiologic equipment; ability to exercise independent judgement; knowledge of radiographic film processing techniques; knowledge of infection control procedures; knowledge of patient monitoring equipment; some computer skills; ability to follow oral/written instructions; considerable interpersonal skills.

#### EXPERIENCE AND TRAINING:

**General Experience:** Graduation from an ARRT approved two year certificate or Associate's degree program in Radiology Technology.

**Special Experience:** Candidates must meet the requirements for registry by the American Registry of Radiological Technologists (ARRT). Also must possess and maintain a current license to practice radiography in the State of Connecticut.

**MINIMUM full time equivalent salary:** \$53,477, based on experience

#### Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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](mailto:jobs@adp.uhc.edu).

Req: 2018-620

Date Started: 4/27/2018

Job Title: Diagnostic Radiology Technologist

Job Group: 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	6	21	5	18	1	0	0	1	0	2
TOTAL REJECTED APPLICANT	1	1	0	1	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	26	5	21	4	18	1	0	0	1	0	2
TOTAL INTERVIEWED	17	4	13	3	10	1	0	0	1	0	2
NOT OFFERED POSITION	14	3	11	2	8	1	0	0	1	0	2
OFFERED POSITION	3	1	2	1	2	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	2	1	1	1	1	0	0	0	0	0	0

This position was posted on our UConn Health website.

The goal candidates, 8 WF were not interviewed for the following reasons:

- 1 WF is currently working a full-time job at another facility and not planning on leaving it. This a full-time position so the hours are incompatible.
- 1 WF's license was expired.
- 1 WF had 4 months of per-diem experience.
- 2 WF withdrew their applications as they obtained other employment elsewhere.
- 1 WF was interested in a Magnetic Resonance Imaging (MRI) position and the manager passed along her application to our MRI Department.
- 1 WF did not return phone calls to schedule an interview.
- 1 WF had not worked in a hospital setting for over 6 years.

The goal candidates, 8 WF, 1 BM, and 1 HF were interviewed but not selected for the position for the following reasons:

- 1 WF went through an accelerated radiology program through the United States Army which did not offer the same clinical experience as graduation from an AART program. Her license also did not have an expiration date on it which raised concerns.
- 1 HF withdrew her application as she accepted a position elsewhere.
- 1 WF indicated that she would prefer to work in Ultrasound and has enrolled in a program.

**Req: 2018-620 continued**

- 1 WF indicated that Operating Room procedures was the majority of her experience and was her passion. This position covers a variety of areas in our hospital and does not encompass the Operating Room.
- 1 WF stated her interest was in MRI. This position does not perform MRI.
- 1 WF's hospital experience was as an Intern.
- 1 WF recently passed her mammography registry and wanted to focus on that modality which this position does not incorporate.
- 1 WF wanted a part time position only.
- Based upon 1 WF's responses to questions, she did not research information about UConn Health. Also, the only questions she asked were about our benefits rather than our position.
- 1 BM had 7 months of per-diem hospital experience, and he stated that he thought working at UConn Health would involve education based programs and participation in research. This position does not involve those areas, so we do not feel this would be the right fit for him.

The goal candidate, 1 WF declined our offer for employment.

The goal candidate, 1 WF and 1 WM were selected for the position.

- The WM had 11 years of hospital Radiology Technology experience, and he provided accurate, detailed responses to interview questions.



Req: 2018-912

Date Started: 4/27/2018

JobTitle: DM Sonography Technologist 2

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	4	0	4	0	3	0	1	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	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

A goal candidate, one (1) WF, part-time UConn Health Employee was selected.

Segar, Theresa  
Segar, Theresa  
Word

Segar, Theresa

Segar, Theresa

Segar, Theresa Microsoft

World

### **3E. Clinical Group**

No promotional activity occurred in this job group during the reporting period.

**3G. Clinical Technologist**

No promotional activity occurred in this job group during the reporting period.

**3K. Social Worker**

No promotional activity occurred in this job group during the reporting period.

#### **4B. Patient Service Representative**

No promotional activity occurred in this job group during the reporting period.

#### **4C. Clerk**

No promotional activity occurred in this job group during the reporting period.



**5A. Clinical/Paraprofessional**

No promotional activity occurred in this job group during the reporting period.

**5B. Technical/Paraprofessional**

No promotional activity occurred in this job group during the reporting period.

**5F. Dental Assistant**

No promotional activity occurred in this job group during the reporting period.

**5G. Licensed Practical Nurse**

No promotional activity occurred in this job group during the reporting period.

**7A. Protective Services**

No promotional activity occurred in this job group during the reporting period.

**7B. Custodian**

No promotional activity occurred in this job group during the reporting period.

**7C. Other Services/Maintenance**

No promotional activity occurred in this job group during the reporting period.

Req: 2017-674

Date Started: 9/1/2017

JobTitle: Medical Records Clerk to Medical Records Specialist 1  
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	35	2	33	0	12	2	7	0	13	0	1
TOTAL REJECTED APPLICANT	20	1	19	0	7	1	2	0	9	0	1
TOTAL QUAL. APPLICANT	15	1	14	0	5	1	5	0	4	0	0
TOTAL INTERVIEWED	10	1	9	0	4	1	3	0	2	0	0
NOT OFFERED POSITION	7	1	6	0	3	1	2	0	1	0	0
OFFERED POSITION	3	0	3	0	1	0	1	0	1	0	0
REFUSED POSITION	2	0	2	0	1	0	0	0	1	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	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) black female was selected, and she met a hiring goal.



# JOB OPPORTUNITY BULLETIN

As of Wednesday, May 30, 2018

**Department:** Laboratory Medicine

**Job Title:** Clinical Coordinator

**Recruiter:** Donna Seklecki

**Search Code:** 2017-752

**Date Posted:** 1/24/2017

**Posting Deadline:** 1/30/2017

## **Purpose of Class:**

At the UConn John Dempsey Hospital, this position will be responsible for working with the Clinical Laboratory supervisors and managers, to provide leadership, supervision and mentoring to the phlebotomists and central processing personnel. This position will work in Laboratory Medicine located in Farmington, CT and will require the ability to travel to and from other sites throughout the State of CT to accommodate departmental needs.

**SUPERVISION RECEIVED:** Receives direction from Supervisors, Chief Technologist, Administrative Director or any Division Director.

**SUPERVISION EXERCISED:** Exercises technical and functional supervision over phlebotomy and central processing staff.

## **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE, SKILL AND ABILITY:**

Demonstrates expertise and proficiency with the performance of the wide range of phlebotomy duties per laboratory procedures including but not limited to, venipuncture, finger stick and heel stick procedures on patients ranging from neonate, pediatric, adolescent, adult and geriatric; blood culture collections; glucose tolerance tests, and a resource for difficult collections throughout the hospital. Demonstrates excellent computer and organizational skills. Demonstrates ability to work independently.

### **EXPERIENCE AND TRAINING:**

**General Experience:** Four (4) years of phlebotomy experience in a clinical setting. Experience with reference lab testing procedures including appropriate packaging and routing to several reference labs. Proficiency in the use of Microsoft Word, Excel and Laboratory Systems (SCC, LIS and IDX). Considerable customer service, organizational, verbal and written communication skills. Considerable attention to detail including analytical and problem solving skills. Ability to multi-task and demonstrate leadership skills.

**Substitution 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.

**PREFERRED REQUIREMENTS:** Certification by a national accrediting agency for phlebotomy. Certification in DOT/IATA.

**WORKING CONDITIONS:** The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Specific vision abilities required by this job includes close vision. Incumbents in this class will be given a visual color sampling. Must be available for the hours of the lab operations and weekends/holidays if necessary. Able to travel to offsite locations. Must be able to lift, push and/or pull 50 lb. Incumbents in this class are exposed to disagreeable odors, infectious materials, radioactive, toxic and other hazardous substances. Ability to bend and reach in order to operate instrumentation and perform phlebotomy. Prolonged standing and walking.

### **EXAMPLE OF ESSENTIAL RESPONSIBILITIES AND DUTIES:**

Trains and monitors staff that is utilizing technical skills and abilities to perform accurate venipuncture and capillary blood collection, as well as accurately handling and processing specimens, especially molecular testing and other reference lab tests. Ensures adherence to reference lab protocols and financial considerations. Develops phlebotomy and central processing schedules in a timely manner according to union contracts, accounting for adequate staffing and skill mix for all draw stations. Utilizes job knowledge, judgment, and problem solving skills to ensure quality. Effectively utilizes departmental resources and strives to promote efficiency by timely performance of procedures and determining priority. Utilizes personal and professional skills to promote customer relations, communicates with laboratory staff and their customers to ensure quality patient care. Participates as a lead by answering questions, serves as a mentor to the team in the absence of immediate Supervisor. Coordinates tasks daily to adjust work flow as necessary and as directed by immediate Supervisor. Provides coverage on an as needed basis for phlebotomy. Works with the team to develop standard work practices, compliance and good teamwork. Reviews tasks independently and with the Supervisor (if necessary) daily to adjust workflow as necessary. Provides ongoing support and guidance to team members as needed. Provides refresher training as needed and documents this re-training to conform to accreditation regulations. Assists in monitoring productivity and accuracy within the team, monitors efficiencies, quality and quantity of work. Support continuous improvements by offering feedback and suggestion to Immediate Supervisor. Present improvement plans to immediate Supervisor. Provides input for performance reviews for the team members. Performs miscellaneous duties with completion in a designated time frame, supports direct Supervisor in duties and/or functions. Travels as needed to satellite locations. Escalates discipline issues to Supervisor or Management immediately. Performs monthly and quarterly audits for satellite locations and submits completed paperwork to Supervisor. Provides backup phlebotomy coverage as needed at PSC locations. Performs other related duties as required.

**SCHEDULE:** Full time, 40 hours per week, Monday - Friday, 7:00 a.m. to 3:30 p.m., Flexibility to work second shift and weekends to accommodate departmental needs, rotating holidays, 30 minute unpaid meal break.

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$53,477

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Req: 2017-752

Date Started: 10/27/2017

JobTitle: Phlebotomist 1199 to Clinical Coordinator

JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	25	3	22	1	12	1	2	1	6	0	2
TOTAL REJECTED APPLICANT	17	1	16	1	7	0	2	0	6	0	1
TOTAL QUAL. APPLICANT	8	2	6	0	5	1	0	1	0	0	1
TOTAL INTERVIEWED	4	2	2	0	1	1	0	1	0	0	1
NOT OFFERED POSITION	3	2	1	0	0	1	0	1	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:

DOT/IATA – United States Department of Transportation/International Air Transport Association

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) WM, two (2) BF, and six (6) HF did not meet the minimum requirements for the following reasons:

All of the candidates were required to answer questions on their application related to the minimum requirements and to provide narratives of their abilities to utilize the required systems.

- One (1) WM, two (2) BF, and two (2) HF indicated they did not have proficiency in the use of required systems for this position.
- One (1) HF did not provide details as instructed on application to indicate proficiency in the use of required systems for this positions.
- One (1) HF indicated they did not have minimum of four (4) years of phlebotomy experience in a clinical setting or the allowable substitution.
- One (1) HF did not have the minimum of four (4) years of phlebotomy experience in a clinical setting and did not indication of required systems used.
- One (1) HF did not have the required phlebotomy experience, the allowable substitution, or the required systems used for this position.

One (1) white female was promoted. She had six (6) years of phlebotomy experience in a clinical setting and proficiency in the use of required systems. Her skills assessment score was 60% and interview rating was 76%. The skill assessment score was based upon the following skills: assessing new employees' phlebotomy skills; training style; problem solving and leadership. The interview questions were based upon the following skills: phlebotomy, leadership, knowledge of systems, customer service, communication, and problem solving.

# JOB OPPORTUNITY BULLETIN

As of Friday, May 25, 2018

**Department:** Clinical Business Services

**Job Title:** Univ Phy-Fee Specialist

**Recruiter:** Marisa Leone

**Search Code:** 2017-899

**Date Posted:**

**Posting Deadline:** 3/6/2017

## Purpose of Class:

At UConn Health, this class is accountable for independently performing a full range of tasks in the analyzing of fees and developing of fee schedules for services provided, and for the supervision of employees engaged in research and reconciliation of third party reimbursement issues.

## SUPERVISION RECEIVED:

Receives general direction from an employee of higher grade.

## MINIMUM QUALIFICATIONS REQUIRED

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of reimbursement principles, client/vendor billing, and payer guidelines. Knowledge of medical terminology. Ability to analyze fee schedule data and interpret reimbursement requirements of insurance and other third party payers required; knowledge of computers and programs; knowledge of financial and statistical methodologies used in analyzing fee schedules; oral and written communication skills; strong customer service skills.

**EXPERIENCE AND TRAINING:** General Experience of 5 years in a Hospital Acute environment, Medical Practice, or Ancillary service Setting. Experience with computer programs such as Excel and Word required. New User training and testing will be required as an EPIC user.

Substitutions Allowed: A Bachelor's degree may be substituted for four (4) years of the General Experience.

## EXAMPLES OF DUTIES:

Plans workflow and determines priorities to provide exemplary customer service to the requesting department, Director, or Chair. Establishes and maintains procedures related to Client/Vendor Billing in the applicable software. Provides training and assistance as required. Acts as a liaison with operating units, outside agencies, vendors, clients, customers and/or patients. May make recommendations on policies and standards. Will prepare reports, correspondence, and perform follow up actions to ensure timely responses to and from parties external to the department. Inputs fee schedules into the computer, verifies that codes are correct and accurate, reviews reimbursement to determine proposed fees, creates and distributes fee schedules, works with managers to correct charge entry issues, assists on identifying issues related to charge interfaces and is responsible for IDX HOLD BILLS or EPIC Workqueues as assigned by Supervisor of a higher grade. Resolves coding issues as a result of billing, adapts billing codes and procedures to applicable specialties or service lines, integrates billing requirements as related to Hospital (HB) or Professional Billing (PB); 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:** \$57,595

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Req: 2017-899

Date Started: 7/7/2017

JobTitle: Office Assistant to University Physician Fee Specialist  
JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	9	2	7	2	4	0	1	0	2	0	0
TOTAL REJECTED APPLICANT	4	1	3	1	1	0	0	0	2	0	0
TOTAL QUAL. APPLICANT	5	1	4	1	3	0	1	0	0	0	0
TOTAL INTERVIEWED	5	1	4	1	3	0	1	0	0	0	0
NOT OFFERED POSITION	4	1	3	1	3	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:**

EIPC – integrated electronic medical records system

IDX – scheduling software billing, software, accounts receivable software

This position was posted on our UConn Health website for our employees only.

The goal candidate, one (1) WM did not meet the minimum requirements of reimbursement experience, client/vendor billing, or ability to analyze fee schedule data and interpret reimbursement requirements of insurance and other third party payers.

The goal candidate, one (1) WM was interviewed and not selected because during the interview it was discovered that he did not have the minimum qualification of reimbursement principles experience.

One (1) BF was promoted. She had twenty-five (25) years of experience in a Hospital Acute environment; experience with computer programs; experience with reimbursement principles; knowledge of Chargemaster, which are the items that our hospital can bill to a payer, patient, facility, and insurance company.

# JOB OPPORTUNITY BULLETIN

As of Thursday, May 24, 2018

**Department:** Sponsored Program Services

**Job Title:** Sponsored Programs Specialist

**Recruiter:** Marisa Leone

**Search Code:** 2017-1036

**Date Posted:**

**Posting Deadline:** 4/18/2017

## Purpose of Class:

Responsible for providing financial and/or administrative management for the University's research and other sponsored program (grants and contracts).

## SUPERVISION RECEIVED:

Works under limited supervision of designated employee of higher grade.

## SUPERVISION EXERCISED:

May lead lower level staff as assigned.

## EXAMPLES OF DUTIES:

Evaluate and document existing Sponsored Program services pre-award and post-award business processes and work with management to streamline workflows where possible; Identify business application and information technology solutions and opportunities for resolving business problems; performs workflow analysis; Translate work processes into business and functional requirements; write business and functional specifications; identify and provide business rules, standards, policies and procedures; Oversee and coordinate the development and installation of systems; assist in the re-engineering of systems by developing specifications for modifications and enhancements and testing prior to implementation; Act as a liaison between users and programming staff to develop technology based business solutions and ad hoc reporting as required; Prepare user documentation including training manuals and procedures; Coordinate and conduct workshops and training classes; Advise users on system change; Ensure applications are integrated with other systems where possible; Conduct audits and/or other monitoring activities to ensure internal controls are in place and operational; Work collaboratively to develop policies and standard operating procedures in accordance with University and cost principles as required; advise management on policy issues related to management of sponsored programs; Compile and publish regular reports for management; Maintain technical and professional knowledge and keep up to date with relevant regulations and systems. Related duties as required.

## 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 in fund accounting; experience writing and implementing financial policies and procedures for practical use in sponsored projects management and as documentation for the requirements for electronic systems; considerable interpersonal skills; ability to communicate effectively (written and oral); 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 Accounting or 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 OMB Uniform Guidance

## PREFERRED QUALIFICATIONS:

Flexibility to accommodate grant deadlines and ever-changing priorities;

Experience with InfoEd and Banner systems;

CRA certification or the willingness to obtain CRA certification

SCHEDULE: 40 hour work week; Monday through Friday, 8am - 4:30pm, 30 minute unpaid meal break.

FULL TIME MINIMUM EQUIVALENT SALARY: \$81,037

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Req: 2017-1036      Date Started: 8/18/2017      JobTitle: Accountant to Sponsored Program Specialist  
 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	4	0	4	0	2	0	1	0	0	0	1
TOTAL REJECTED APPLICANT	1	0	1	0	0	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	2	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	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:**

OMB – Office of Management and Budget

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 system

CRA – Clinical Research Associate

This position was posted on our UConn Health website for our employees only.

No goal candidates applied for this position.

One (1) AF was promoted based on her work experience, oral presentation, knowledge of sponsored program services and project management and project solving skills. She scored the highest with 4.18. Her base of knowledge of Sponsored Programs from an institutional perspective, experience with both pre and post award business processes, experience with system development and development of system modification and testing of system enhancements makes her the ideal candidate.

Req: 2017-1076

Date Started: 9/15/2017

JobTitle: Licensed Practical Nurse to Nurse Correction

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	1	8	0	1	0	1	0	1
TOTAL REJECTED APPLICANT	3	0	3	0	3	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	9	1	8	1	5	0	1	0	1	0	1
TOTAL INTERVIEWED	2	0	2	0	0	0	1	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	0	2	0	0	0	1	0	1	0	0
REFUSED POSITION	1	0	1	0	0	0	0	0	1	0	0
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0

One (1) black female was promoted. She was an 1199 union member who had promotional contractual bargaining rights to the position.

# JOB OPPORTUNITY BULLETIN

As of Thursday, May 24, 2018

**Department:** Human Resources

**Job Title:** Employee Resource Specialist

**Recruiter:** Joyce Smith

**Search Code:** 2017-1107

**Date Posted:**

**Posting Deadline:** 5/12/2017

## Purpose of Class:

### Position Scope:

The Employee Resource Specialist provides first response support for Human Resources processes to the UConn Health workforce.

### Reporting Relationship:

Works under limited supervision of the Benefits Director.

### Supervision:

This position is not required to supervise

### Duties & Responsibilities:

Accurately responds to employees inquiries [via phone, emails], recommends resolution within policy guidelines, and escalates to appropriate area as needed to ensure prompt resolution.  
Responds to HR inquiries in a professional and courteous manner.  
Accurately document call activity and responses.  
Provide transactional support in Benefits areas such as but not limited to, FMLA, Workers' compensation, etc.  
Maintains knowledge of organization policies and procedures.  
Performs special projects and other related duties as assigned.

### Knowledge, Skills & Abilities Requirement:

Knowledge of Benefits Health & Welfare Plans, FMLA, Human Resources policies and practices.  
Good critical thinking and problem solving skills.  
Excellent/effective communication skills [verbal and written] interpersonal skills.  
Proficient computer skills, ability to utilize HR systems and Microsoft Office suite.  
Professional phone etiquette skills and ability to handle high call volume.  
Ability to provide excellent, professional customer service to all employees.  
Ability to interact with all levels of the workforce.  
Ability to manage multiple projects and reprioritize tasks as necessary.  
Ability to maintain a high level of confidentiality.  
Ability to consistently deliver high customer services a professional manner.

### Qualification/Experience & Training:

Six [6] years human resources, administrative or customer service experience.  
Two [2] year of the experience performing human resources related work.  
PHR or SHRM equivalent certification preferred.

Bachelor's degree in Human Resources management may be substitute for four [4] years of the experience.

Salary Range: \$54,730 - \$76,576

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Req: 2017-1107

Date Started: 7/7/2017

JobTitle: Human Resources Associates to Employee Resource Specialists

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	16	1	15	1	11	0	3	0	1	0	0
TOTAL REJECTED APPLICANT	7	0	7	0	3	0	3	0	1	0	0
TOTAL QUAL. APPLICANT	9	1	8	1	8	0	0	0	0	0	0
TOTAL INTERVIEWED	5	1	4	1	4	0	0	0	0	0	0
NOT OFFERED POSITION	3	0	3	0	3	0	0	0	0	0	0
OFFERED POSITION	2	1	1	1	1	0	0	0	0	0	0
REFUSED POSITION	0	0	0	0	0	0	0	0	0	0	0
TOTAL ACCESSIONS	2	1	1	1	1	0	0	0	0	0	0

**Abbreviations in Posting:**

HR – Human Resources

FMLA – Family Medical Leave Act

PHR – Professional in Human Resources

SHRM – Society for Human Resource Management

These positions were posted on our website for our employees only.

A goal candidate, one (1) WM and one (1) WF were promoted. The WF had the preferred qualification of having a PHR and SHRM certification. Additionally, through an e-mail scenario question, she provided a detailed response which demonstrated her effective communication skills, and through responses to interview questions she was able articulate problem solving skills and customer service etiquette.

Req: 2017-1133

Date Started: 10/13/2017

JobTitle: Medical Records Clerk to Medical Records Specialist 1

JobGroup: 5C-HEALTH CARE SUPPORT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	35	5	30	3	16	2	9	0	4	0	1
TOTAL REJECTED APPLICANT	14	1	13	0	7	1	4	0	2	0	0
TOTAL QUAL. APPLICANT	21	4	17	3	9	1	5	0	2	0	1
TOTAL INTERVIEWED	7	1	6	0	3	1	2	0	1	0	0
NOT OFFERED POSITION	6	1	5	0	2	1	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

A goal candidate, one (1) WF was promoted.

# JOB OPPORTUNITY BULLETIN

As of Thursday, May 24, 2018

**Department:** Dean's Office - Med

**Job Title:** Executive Staff Assistant - Confidential

**Recruiter:** Marisa Leone

**Search Code:** 2017-1204

**Date Posted:** 6/6/2017

**Posting Deadline:** 6/13/2017

## Purpose of Class:

UConn Health in Farmington is looking for a skilled and experienced Executive Staff Assistant to the Senior Associate Dean for Faculty Affairs, the Administrative Manager of the Office of Faculty Affairs, and the Dean as assigned. At the University of Connecticut Health Center, this class is accountable for providing administrative, program and staff support for executive staff.

Our dynamic environment offers candidates in this role the following:

- Highly competitive salary/comp structures
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment...and more

## SUPERVISION RECEIVED:

Works under the limited supervision of a manager/director or higher level position.

## SUPERVISION EXERCISED:

May have lead responsibility over staff as assigned.

## EXAMPLES OF DUTIES:

Coordinates all aspects of specialized functions, including processing paperwork and/or records; reviews for accuracy, completeness and compliance with regulations, policies and procedures; identifies and follows up to resolve problems; referring most unusual or difficult problems to supervisor; prepares narrative and informational reports as needed or requested; compiles and organizes information requiring the understanding and evaluation of data sources; may include special projects or extensive reports; responds to requests for information and provides assistance in solving a wide variety of problems, some of which may require interpretation, judgment and initiative; serves as a resource regarding policies and procedures relating to specialized administrative functions; communicates with other offices and/or outside agencies to request or provide information; makes recommendations or changes for improvement; participates in planning and decisions regarding areas of program responsibility; performs routine administrative office functions; coordinates work flow and processes administrative paperwork; drafts or independently composes and/or edits routine correspondence and other documents for supervisors review and signature; as delegated signs supervisor's name to documents; makes routine decisions in supervisor's absence; as assigned assists in planning and carrying out related support activities such as meetings, conferences, interviews, makes all necessary arrangements, including travel and coordinates details; independently manages and coordinates the calendar of the senior associate dean for Faculty Affairs and provides executive level logistics and administrative support, making adjustments to accommodate changing priority needs; assists in planning outreach programs, conferences, meetings, seminars, with responsibility to make all necessary arrangements including travel and coordinates events and details; maintains confidential records and documents related to faculty; assists in faculty appointment and promotion procedures; arranges for new faculty meetings and annual reception; answers telephones and serves as front office gatekeeper for the Office of the senior associate dean for Faculty Affairs and the dean of the School of Medicine; routes phone calls within the office; arranges and coordinates interoffice and external meetings as requested; researches, assembles and coordinates meeting materials; records meeting minutes as assigned; makes complex travel arrangements; and performs all related duties as required. Independently facilitates faculty appointment and reappointment processes; serves as the coordinator of the faculty/executive video productions sponsored by the Office of Faculty Affairs; serves as the maintainer of the faculty development website; performs special projects as requested; and performs all other tasks that may be assigned; performs related duties as required.

**SCHEDULE:** 40 hour work week, Monday through Friday, 8am - 5pm, with occasional early and late meetings as necessary, 1 hour unpaid meal break.

## MINIMUM QUALIFICATIONS REQUIRED

### KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of office and administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; considerable interpersonal skills; considerable organizational skills; considerable computer skills including office suite software; ability to independently resolve problems of unusual difficulty; ability to interpret relevant policies and procedures; some supervisory ability.

### EXPERIENCE AND TRAINING:

#### General Experience:

Seven (7) years' relevant administrative experience. Demonstrated advanced computer skills using Microsoft Office.

#### Substitutions Allowed:

A Bachelor's Degree and three (3) years of relevant administrative experience may be substituted for the general experience.

**SPECIAL REQUIREMENTS:** Successful candidate will have demonstrated ability to seamlessly manage, coordinate, and facilitate executive calendar, flow of office, and meeting schedules; create Excel worksheets and provide reports; draft executive level written correspondence; prepare PowerPoint presentations; multitask and prioritize work flow while maintaining confidentiality at all times.

**PREFERRED QUALIFICATIONS:** Working knowledge of medical school/office procedures and ability to effectively and professionally interact with cohorts in a high-paced, professional environment; and demonstrated verbal articulation skills. SharePoint experience is desirable.

**FULL TIME MINIMUM EQUIVALENT SALARY:** TBD

#### Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.



Req: 2017-1204

Date Started: 8/4/2017

JobTitle: Executive Assistant to Executive Staff Assistant  
JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	100	6	94	3	72	1	12	2	7	0	3
TOTAL REJECTED APPLICANT	48	4	44	2	34	0	7	2	1	0	2
TOTAL QUAL. APPLICANT	52	2	50	1	38	1	5	0	6	0	1
TOTAL INTERVIEWED	12	1	11	1	9	0	1	0	1	0	0
NOT OFFERED POSITION	10	1	9	1	7	0	1	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

This position was posted on our UConn Health website.

The goal candidates, two (2) WM did not meet the minimum qualifications of seven (7) years of relevant administrative experience; or the substitution of a Bachelor's Degree and three (3) years of relevant administrative experience; or the demonstrated ability to seamlessly manage, coordinate, and facilitate executive calendar, flow of office, and meeting schedules.

The goal candidate, one (1) BM was not interviewed because he had a discrepancy in his cover letter which referred to a different position.

The goal candidate, one (1) WM was interviewed and not selected because he did not have the preferred qualifications of working knowledge of medical school/office procedures and SharePoint experience. The main function of his position was with database tracking.

One (1) WF was promoted. She had the preferred qualifications of working knowledge of medical school/office procedures and ability to effectively and professionally interact with cohorts in a high-paced environment; demonstrated verbal articulation skills; and SharePoint experience. Specifically, she demonstrated these skills by providing clear detailed examples in response to interview questions; her experience managing complex and multiple executive calendars; and her two (2) years of Executive Assistant experience in our Clinical Operations Administration.

Req: 2017-1224

Date Started: 9/15/2017

JobTitle: Telecommunication Analyst/Coordinator to  
Assistant Director, Unified Communications

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	27	22	5	15	3	1	1	2	1	4	0
TOTAL REJECTED APPLICANT	2	2	0	1	0	1	0	0	0	0	0
TOTAL QUAL. APPLICANT	25	20	5	14	3	0	1	2	1	4	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) WM was promoted.

Req: 2017-1228

Date Started: 7/7/2017

JobTitle: Nurse Correction to Head Nurse-Correctional  
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	8	2	6	1	6	1	0	0	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	8	2	6	1	6	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) BM was promoted. He was an 1199 union member who had promotional contractual bargaining rights to the position.



Req: 2017-1233

Date Started: 7/21/2017

JobTitle: Telecom Operator to Medical Assistant

JobGroup: 5D-MEDICAL ASSISTANTS

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	19	2	17	2	8	0	1	0	7	0	1
TOTAL REJECTED APPLICANT	6	1	5	1	2	0	0	0	3	0	0
TOTAL QUAL. APPLICANT	13	1	12	1	6	0	1	0	4	0	1
TOTAL INTERVIEWED	7	0	7	0	3	0	1	0	2	0	1
NOT OFFERED POSITION	6	0	6	0	3	0	0	0	2	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

Our hiring and promotional goals are being utilized for this position because it was posted externally.

A goal candidate, one (1) black female was promoted.

Req: 2017-1245

Date Started: 7/21/2017

JobTitle: LPN to Nurse Correction

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	2	0	1	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	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

Only 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, and she met a hiring goal.

Req: 2017-1285

Date Started: 7/21/2017

JobTitle: Research Associate 1

JobGroup: 3F-RESEARCH

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	4	1	3	1	1	0	1	0	1	0	0
TOTAL REJECTED APPLICANT	3	1	2	1	1	0	0	0	1	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

Only 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) BF, was promoted, and she met a hiring goal.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, May 30, 2018

**Department:** UMG-Orthopaedics Module

**Job Title:** Clinical Coordinator

**Recruiter:** Marisa Leone

**Search Code:** 2018-092

**Date Posted:**

**Posting Deadline:** 8/7/2017

## Purpose of Class:

At the UCHC, this class acts as a working lead in a faculty practice, clinic or other clinical department. This Clinical Coordinator position is responsible for managing the day-to-day operations for the Comprehensive Spine Center, MSI Telecom Operators and the UMG Front staff on 3 West in the Outpatient Pavilion.

## SUPERVISION RECEIVED:

Receives general direction from an employee of higher rank.

## SUPERVISION EXERCISED:

Leads administrative personnel and other staff as assigned. May provide administrative supervision to clinical/technical personnel.

## EXAMPLES OF DUTIES:

Plans unit workflow by setting physician's schedules in a computer and monitors changes, cancellations; assures adequate staffing; assures that patients are handled courteously and efficiently; assists in conducting performance evaluations; maintains unit procedures; assists in hiring and training of office personnel; may make recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; may prepare reports and correspondence; orders supplies; arranges for repair or medical and/or other equipment; tracks payments to vendors; performs duties of office staff as necessary; acts for Clinical Manager in his/her absence; performs related duties as required.

## MINIMUM QUALIFICATIONS REQUIRED:

### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles and practice of clinical office management; knowledge of relevant agency policies and procedures; knowledge of relevant State and Federal laws, statutes and regulations; knowledge of billing systems and insurance regulations; considerable interpersonal skills; oral and written communication skills; computer skills; mathematical skills; ability to work under pressure deadlines; some supervisory ability.

### EXPERIENCE AND TRAINING:

#### GENERAL EXPERIENCE:

Four (4) years of relevant experience at a paraprofessional level in a clinical setting.

#### SUBSTITUTION 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.

**SPECIAL REQUIRMENTS:** This position may travel to our satellite offices.

**PREFERRED QUALIFICATIONS:** Three (3) years or more working in a Neurosurgery/Spine Practice. Exceptional customer service skills and ability to successfully perform in a high volume multispecialty practice.

**SCHEDULE:** 40 hour work week, Monday through Friday, 7:30am - 4:30pm, 1 hour unpaid meal break.

**FULL TIME MINIMUM EQUIVALENT SALARY:** \$53,477

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Req: 2018-092

Date Started: 12/8/2017

JobTitle: Clinic Office Assistant to Clinical Coordinator  
JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	22	5	17	3	9	2	4	0	3	0	1
TOTAL REJECTED APPLICANT	3	1	2	1	0	0	1	0	1	0	0
TOTAL QUAL. APPLICANT	19	4	15	2	9	2	3	0	2	0	1
TOTAL INTERVIEWED	18	4	14	2	8	2	3	0	2	0	1
NOT OFFERED POSITION	17	3	14	2	8	1	3	0	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

### Abbreviations in Posting:

UCHC – UConn Health Center  
MSI – Musculoskeletal Institute  
UMG – UConn Medical Group

This position was posted on our UConn Health website for our employees only.

The goal candidates, one (1) WM and one (1) HF did not meet the minimum requirements for the following reasons:

- One (1) WM did not have the required knowledge of the principles and practice of clinical office management.
- One (1) HF was not an UConn Health employee.

The goal candidates, two (2) WM and two (2) HF were interviewed and not selected because they did not have the preferred experience of three (3) or more years working in a Neurosurgery/Spine practice.

One (1) BM was promoted because he met all of the preferred qualifications. Specifically, he had worked with our Spine practice for approximately seven (7) years in various roles; and for the past two (2) years he had acted unofficially as a lead for our front desk staff, helping to coordinate the needs of our department. He also acted as a liaison for Patient Relations, training staff, and instituting process improvements. He had eleven (11) years past experience as a Customer Services manager including experience in payroll, interviewing and on boarding new employees.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, May 29, 2018

**Department:** UMG-Orthopaedics Module

**Job Title:** Clinic Office Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-093

**Date Posted:**

**Posting Deadline:** 8/7/2017

## 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 is a busy, high volume clinic for Orthopaedic Surgery.

## 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 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, and abilities as stated above. Must have medical appointment scheduling experience.

**SPECIAL REQUIREMENTS:** Travel to satellite offices as needed.

**PREFERRED:** Previous experience in a surgery/Ortho office practice setting; bilingual/Spanish; IDXWeb; NextGen.

**EXAMPLE 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 7:15am - 5:15pm, 1 hour unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$41,829

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Req: 2018-093

Date Started: 9/29/2017

JobTitle: Telecom Operator to Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	26	2	24	1	10	0	6	0	8	1	0
TOTAL REJECTED APPLICANT	7	0	7	0	2	0	1	0	4	0	0
TOTAL QUAL. APPLICANT	19	2	17	1	8	0	5	0	4	1	0
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

**Abbreviations in Posting:**

UCHC – UConn Health Center

Ortho – Orthopaedics

IDXWeb – scheduling, billing, and accounts receivable software

NextGen – electronic medical records software

MD – Doctor of Medicine

This position was posted on our UConn Health website for our employees only.

The goal candidate, one (1) AM was not interviewed because he did not have the preferred experience with surgeries in an office practice setting and his application was incomplete.

The goal candidate, one (1) WM was interviewed and not selected because his current manager indicated he worked slowly and meticulous. This is a busy, high volume clinic for Orthopaedic Surgery, and is a two (2) person job, based on 140 to 150 patients arriving daily for scheduled out-patient appointments. It is a fast paced and ever changing position, while meticulous is great, speed is a necessity.

One (1) BF was promoted. She had the preferred qualifications of experience in a surgery office practice setting; IDXWeb and NextGen experience.

Req: 2018-215

Date Started: 11/10/2017

JobTitle: Academic Administrative Manager to Administrative 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	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) WF was promoted.



# JOB OPPORTUNITY BULLETIN

As of Wednesday, May 23, 2018

**Department:** Genetics & Genome Sciences

**Job Title:** Asst Prof/Basic Sciences

**Recruiter:** Joyce Smith

**Search Code:** 2018-266

**Date Posted:**

**Posting Deadline:** 9/28/2017

## Purpose of Class:

In Residence Faculty Position in Genetics and Genome Sciences

The Department of Genetics and Genome Sciences at the University of Connecticut School of Medicine is seeking highly qualified individuals with expertise and background in Bioinformatics, Genomics, Clinical Data Analytics, Artificial Intelligence and Software Engineering with focus on scientific software solutions and infrastructure development for the complex and large scaled clinical and genomics big data management, processing, analysis and visualization.

The successful candidate will be expected to establish an independent and innovative research program that will attract extramural funding and to actively contribute to a rich scientific environment.

Candidates are invited to visit the departmental web page (<http://genetics.uchc.edu>) and should apply by submitting a curriculum vita and three letters of reference via the UConn Health Employment Services website, <https://jobs.uchc.edu>, questions regarding this search should be addressed to:

Brenton Graveley, PhD  
Professor and Interim Chair  
Department of Genetics and Genome Sciences  
UConn Health, School of Medicine  
Farmington, CT 06030-6403  
Email: [ucsci\\_admin@uchc.edu](mailto:ucsci_admin@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](mailto:jobs@adp.uchc.edu).

Req: 2018-266

Date Started: 11/10/2017

JobTitle: Clinical Information Systems Supervisor to Assistant Professor/Basic Science

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	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

This position was posted on our UConn Health website for our employees only.

The white female goal was met with a previous promotion and was no longer an established promotional goal.

No goal candidates applied for this position.

One (1) AM was promoted. He had expertise and background in Bioinformatics, Genomics, Clinical Data Analytics, Artificial Intelligence and Software Engineering. His research focused on scientific software solutions and infrastructure development for the complex and large scaled clinical and genomics big data management, processing, analysis, and visualization. He also had fifteen (15) years of experience in applied research, and four (4) years of experience in teaching and research supervision.

Req: 2018-275

Date Started: 1/5/2018

JobTitle: Administrative Program Assistant 2 to Administrative Fiscal Assistant

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	73	14	59	8	40	3	11	1	3	2	5
TOTAL REJECTED APPLICANT	68	14	54	8	36	3	10	1	3	2	5
TOTAL QUAL. APPLICANT	5	0	5	0	4	0	1	0	0	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

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 WF hiring and promotional goals had been met with previous hires and promotions and were no longer established goals.

The goal candidates, eight (8) WM and three (3) BM did not meet the minimum qualifications for the following reasons:

- Five (5) WM did not have the special requirement of experience coordinating travel for faculty and staff.
- Two (2) WM and one (1) BM did not have the special requirements of ordering/purchasing experience and experience coordinating travel for faculty and staff.
- One (1) WM and two (2) BM did not have the required four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing. They also did not have the allowable substitution.

One (1) WF was promoted. She had four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting and payroll; the special requirements of purchasing and coordinating travel for faculty and staff experience; and the preferred qualifications of experience maintaining financial spreadsheets to balance and reconcile interrelated accounts; experience in Excel; and experience related to purchasing, obtaining quotes, preparing and tracking standing orders and service accounts. She also scored 100% of the writing sample which was to write an e-mail to invite a doctor to a seminar; and scored 80% on an Excel assessment which included inserting rows, creating formulas, and adding information into spreadsheet.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, May 29, 2018

**Department:** Immunology

**Job Title:** Administrative Fiscal Asst

**Recruiter:** Pamela Rucker

**Search Code:** 2018-275

**Date Posted:** 9/22/2017

**Posting Deadline:** 9/29/2017

## Purpose of Class:

At UConn Health this class is accountable for performing highly complex clerical work in fiscal and administrative functions.

### SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade.

### SUPERVISION EXERCISED:

May lead lower level employees as assigned.

### COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability; Generous vacation and sick-time plans; Multi-channel retirement options (pension and match options); Tuition waiver and reimbursement for employees and qualified family members; Quick commute access from I-84, Rte 9 and surrounding areas; State of the art facility and campus environments; Progressive leadership and educational development programs available.

**SCHEDULE:** This is a full time position, 40 hours/week, Mon - Fri 8:00 a.m. - 4:30 p.m., 30 minute unpaid meal break.

### EXAMPLES OF DUTIES:

Provide direct oversight and responsibility for scheduling, notifications, presentations and retreats related to the Immunology Graduate Program. Serve as coordinator of the Immunology Seminar Series; Maintain the schedule and budget. Arrange travel and reimbursement for faculty and staff. Track all aspects of ordering as well as the maintenance of service contracts and standing orders. Place orders for supplies, services and equipment for laboratories on a daily basis. Independently perform bookkeeping and accounting activities such as maintaining, balancing and reconciling interrelated grant and state accounts. Post and track expenditures, reconcile accounts to review encumbrances and balances on a monthly basis. Assist with grant submissions, departmental reporting and website maintenance. Performs related duties as required.

### MINIMUM QUALIFICATIONS REQUIRED

#### KNOWLEDGE, SKILL AND ABILITY:

Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices; knowledge of basic procedures of budget preparation and control; conference planning; interpersonal skills; oral and written communication skills; computer skills; organizational ability; ability to review/analyze financial documents; ability to understand and apply statutes and regulations.

#### EXPERIENCE AND TRAINING:

##### General Experience:

Four (4) years experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration; payroll, personnel or purchasing.

#### PREFERRED QUALIFICATIONS:

Experience maintaining financial spreadsheets to balance and reconcile interrelated accounts; Ability to demonstrate proficiency and working knowledge in Excel; Posses experience related to purchasing, obtaining quotes, preparing and tracking standing orders and service accounts.

#### SPECIAL REQUIREMENTS:

Ordering/Purchasing experience; Experience coordinating travel for faculty and staff

##### Substitution

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.

MINIMUM full time equivalent salary: \$53,477.00

#### Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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Req: 2018-291

Date Started: 12/22/2017

JobTitle: Clinic Office Assistant to Medical Assistant

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	32	0	32	0	21	0	4	0	6	0	1
TOTAL REJECTED APPLICANT	4	0	4	0	3	0	0	0	1	0	0
TOTAL QUAL. APPLICANT	28	0	28	0	18	0	4	0	5	0	1
TOTAL INTERVIEWED	3	0	3	0	1	0	0	0	2	0	0
NOT OFFERED POSITION	2	0	2	0	1	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

**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

Next Gen – electronic medical software

EPIC – integrated electronic medical records 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) BF and one (1) AF were not interviewed because they did not have the preferred Next Gen or EPIC experience.

One (1) HF was promoted. She was a CMA with the preferred EPIC experience. All of her responses to interview questions were patient centered.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, May 30, 2018

**Department:** UMG-Surgery Module

**Job Title:** Medical Assistant - General Surgery/ENT

**Recruiter:** Marisa Leone

**Search Code:** 2018-291

**Date Posted:** 9/25/2017

**Posting Deadline:** 10/2/2017

## Purpose of Class:

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Medical Assistant to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

### COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

### MINIMUM QUALIFICATIONS SKILLS AND KNOWLEDGE REQUIRED

- 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:

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.

**SPECIAL REQUIREMENTS:** May travel to satellite offices. Must provide current registration as a Certified Medical Assistant.

**PREFERRED QUALIFICATIONS:** Experience in a General Surgery practice Office; Next Gen or EPIC experience preferred.

### 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:** 40 hours per week, Monday through Friday; work between the hours of 7:30am - 5:30pm to meet the needs of the unit; one hour unpaid meal break.

**MINIMUM FULL TIME EQUIVALENT SALARY:** \$45,531

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Req: 2018-319

Date Started: 11/10/2017

JobTitle: Nurse Correction to Head Nurse-Correctional

JobGroup: 3B-NURSING SUPERVISOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<b>HF</b>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	19	6	13	3	8	2	4	1	0	0	1
TOTAL REJECTED APPLICANT	2	0	2	0	1	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	17	6	11	3	7	2	3	1	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

One (1) WF was promoted. She was an 1199 union member who had promotional contractual bargaining rights to the position.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, May 23, 2018

**Department:** Cell Biology

**Job Title:** Asst Prof/Basic Sciences - Chemistry

**Recruiter:** Joyce Smith

**Search Code:** 2018-338

**Date Posted:** 10/6/2017

**Posting Deadline:**

## Purpose of Class:

Assistant Professor in Voltage Sensitive Dye Chemistry

The R.D. Berlin Center for Cell Analysis and Modeling at the University of Connecticut School of Medicine is seeking a highly qualified individual with an outstanding background in voltage sensitive dye development.

The successful applicant will have PhD and postdoctoral experience in organic chemistry, six or more years of experience in the organic synthesis of voltage sensitive dyes, and have a demonstrated record of publications in these research areas. He/she will have expertise on the synthetic chemistry of voltage sensitive dyes and the spectroscopy of these compounds. This will be applicable to imaging electrical activity in brain and heart. He/she will be expected to maintain an innovative research program supported by extramural funding, successfully securing NIH funding through the BRAIN initiative and other funding for heart disease and drug screening applications.

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Req: 2018-338

Date Started: 11/24/2017

JobTitle: Research Associate 1 to Assistant Professor/Basic Science

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	0	0	0	0	0	0	2	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	2	2	0	0	0	0	0	0	0	2	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

NIH – National Institute of Health

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.

No goal candidates applied for this position.

One (1) AM was promoted. He had a PhD in Organic Material Chemistry, thirteen (13) years of experience in organic synthesis of voltage sensitive dyes and had a record of publications in these research areas. He also had expertise on the synthetic chemistry of voltage sensitive dyes and the spectroscopy of these compounds.

Req: 2018-339

Date Started: 11/24/2017

JobTitle: Research Associate 1 to Assistant Professor/Basic Science

JobGroup: 2D-ASSISTANT PROFESSOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	4	3	1	1	1	0	0	0	0	2	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	4	3	1	1	1	0	0	0	0	2	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

Our hiring goals and promotional goals are being utilized for this position because it was posted externally.

A goal candidate, one (1) WM was promoted, and he met a hiring goal.

Req: 2018-369

Date Started: 12/8/2017

JobTitle: Mechanical Systems Specialist to Director, Environment of Care Clinic Safety Officer  
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	2	2	0	1	0	0	0	1	0	0	0
TOTAL REJECTED APPLICANT	1	1	0	0	0	0	0	1	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:**

CEO – Chief Executive Officer

CMS – Center for Medicare and Medicaid

DPH – Department of Public Health

DEEP – Department of Energy and Environmental Protection

OSHA – Occupational Safety and Health Administration

ICS – Incident Command System

IFMA – International Facility Management Association

This position was posted on our UConn Health website for our employees only.

No goal candidates, applied for this position.

One (1) WM was promoted. He was currently performing in the role as temporary service in a higher classification. He was an engineer with a Master’s degree in business administration and had thirty (30) years of experience in plant, facility, engineering and maintenance along with twenty (20) years of managing experience.

Req: 2018-369

Date Started: 12/8/2017

JobTitle: Mechanical Systems Specialist to Director, Environment of Care Clinic Safety Officer  
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	2	2	0	1	0	0	0	1	0	0	0
TOTAL REJECTED APPLICANT	1	1	0	0	0	0	0	1	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:**

CEO – Chief Executive Officer

CMS – Center for Medicare and Medicaid

DPH – Department of Public Health

DEEP – Department of Energy and Environmental Protection

OSHA – Occupational Safety and Health Administration

ICS – Incident Command System

IFMA – International Facility Management Association

This position was posted on our UConn Health website for our employees only.

No goal candidates, applied for this position.

One (1) WM was promoted. He was currently performing in the role as temporary service in a higher classification. He was an engineer with a Master’s degree in business administration and had thirty (30) years of experience in plant, facility, engineering and maintenance along with twenty (20) years of managing experience.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, May 22, 2018

**Department:** Health Affairs

**Job Title:** Director, Environment of Care and Clinic

**Recruiter:** Joyce Smith

**Search Code:** 2018-369

**Date Posted:**

**Posting Deadline:** 11/9/2017

## Purpose of Class:

Position Summary:

This position is responsible for developing, implementing and monitoring risk based safety programs and initiatives at UConn Health (UCH). Management of Environment of Care (EC), and Life Safety (LS) Plans in order to minimize hazards and reduce risk of injury to patients, visitors, and employees is a major responsibility of this position. Incumbent is responsible for ensuring compliance relative to regulations and accreditation standards regarding Environment of Care, Life Safety and Emergency Management and serves as the designated Safety Officer for the clinical operations.

## Reporting Relationship:

This position reports directly to the CEO of UConn Health or their designee

## Supervision:

May require supervision of support staff.

## Major Duties & Responsibilities:

Coordinates the on-going, organization-wide system of information collection and evaluation in order to identify deficiencies and opportunities for improvement relative to The Joint Commission (TJC) Environment of Care (EC) standards; Develops methods to maintain compliance with environmental health and safety standards with accreditation organizations; including but not limited to CMS, DPH, TJC, DEEP, and OSHA. Develops and implements a hazards surveillance and health and safety inspection program to identify risk and assess conditions throughout UConn Health facilities; performs safety, standards compliance, and sanitation inspections; evaluates deficiencies and recommends corrective action. Documents situations and trends and plans for remediation of situations that present risk, including such matters as the disposal and tracking of hazardous waste; Participates in, and/or coordinates completion of, any risk assessments and/or Interim Life Safety Measures (ILSM) due to ongoing construction projects and major repairs; Authority to suspend or terminate activities that may pose imminent danger or safety or health risk to patients, visitors, or staff as authorized by the UCH CEO. Chairs the Environment of Care (EC) Committee. Assists in defining performance indicators for evaluation of the Safety Program and in reporting performance indicators of all areas to the EC Committee; Assists Risk Management in conducting physical surveys of facilities and compliance with insurer recommendations; Develops systems for and coordinates the on-going collection and response to various sources of information that impact the EC, such as published hazard notices or recall reports and information disseminated by TJC and the American Society of Healthcare Engineers (ASHE). Works with clinical and facilities administrators to develop safety policies and procedures for review and approval by the EC Committee and Clinical and Administrative Policy Committees of UCH; Develops and implements, in coordination with Human Resources, an EC and Life Safety Code orientation for new employees, and a continuing educational training program regarding EC and Life Safety Code issues for all staff; Conducts annual risk assessments, and assists other responsible managers in conducting risk assessments; Prepares and submits reports concerning findings, recommendations, actions and monitoring activities to the EC committee on a bi-monthly basis; Serves on the UCH Emergency Management Committee and is a member of the Incident Command Team. Maintains TJC "Statement of Conditions" (SOC) and related Basic Building Information (BBI) database. Oversees annual Life Safety Code (NFPA 101) compliance inspection coordinated by others. Oversees clinical safety incident review processes such as the Safety Incident Reporting system. Oversees and coordinates maintenance of Interim Life Measures (ILSM) implemented by others. Oversees EC required training. Must be able to respond to emergencies outside of normal business hours, as needed. Performs other duties as assigned.

## Knowledge, Skills & Abilities Requirement:

Knowledge of governmental regulations, applicable laws and nationally recognized standards and guidelines related to environmental health and safety, healthcare EC, Life Safety, and Emergency Management and associated regulations including but not limited to TJC, DPH, and CMS.

Strong verbal and written communication and presentation skills.

Demonstrated ability to collaborate and orchestrate stakeholder activities across a large enterprise to achieve desired outcomes.

Ability to work weekends and irregular hours as needed to support the demands of operations and/or emergency situations.

## Qualification/Experience & Training:

Bachelor's Degree in Occupational and Health Safety, Engineering, Facility Management or related field.

Previous or current healthcare job experience.

Experience implementing and managing risk management processes.

Management experience including experience mobilizing and orchestrating stakeholders in developing and sustaining effective programs to ensure successful regulatory compliance.

ICS 100, 200, and 700 certifications must be obtained within 6 months of hire.

Hospital Safety Certification (e.g. CHSP accreditation) must begin program within one year of employment.

Evidence of ability to utilize various software tools such as, but not limited to Microsoft Office applications, Word, Excel, Project, hazard surveillance inspection, and computerized maintenance management systems.

## PREFERRED QUALIFICATIONS

ASHE Certified Healthcare Facility Manager (CHFM) or IFMA Certified Facility Manager (CFM)

Emergency Management Certifications to ICS 100, 200, 300, 400, and/or 700 levels.

10 or more years of industrial or healthcare regulatory compliance experience

Master's degree in Hospital Administration, Public Health, Safety Engineering, or relevant degree program





# JOB OPPORTUNITY BULLETIN

As of Tuesday, May 22, 2018

**Department:** Health Affairs

**Job Title:** Director, Environment of Care and Clinic

**Recruiter:** Joyce Smith

**Search Code:** 2018-369

**Date Posted:**

**Posting Deadline:** 11/9/2017

## Purpose of Class:

Position Summary:

This position is responsible for developing, implementing and monitoring risk based safety programs and initiatives at UConn Health (UCH). Management of Environment of Care (EC), and Life Safety (LS) Plans in order to minimize hazards and reduce risk of injury to patients, visitors, and employees is a major responsibility of this position. Incumbent is responsible for ensuring compliance relative to regulations and accreditation standards regarding Environment of Care, Life Safety and Emergency Management and serves as the designated Safety Officer for the clinical operations.

## Reporting Relationship:

This position reports directly to the CEO of UConn Health or their designee

## Supervision:

May require supervision of support staff.

## Major Duties & Responsibilities:

Coordinates the on-going, organization-wide system of information collection and evaluation in order to identify deficiencies and opportunities for improvement relative to The Joint Commission (TJC) Environment of Care (EC) standards; Develops methods to maintain compliance with environmental health and safety standards with accreditation organizations; including but not limited to CMS, DPH, TJC, DEEP, and OSHA. Develops and implements a hazards surveillance and health and safety inspection program to identify risk and assess conditions throughout UConn Health facilities; performs safety, standards compliance, and sanitation inspections; evaluates deficiencies and recommends corrective action. Documents situations and trends and plans for remediation of situations that present risk, including such matters as the disposal and tracking of hazardous waste; Participates in, and/or coordinates completion of, any risk assessments and/or Interim Life Safety Measures (ILSM) due to ongoing construction projects and major repairs; Authority to suspend or terminate activities that may pose imminent danger or safety or health risk to patients, visitors, or staff as authorized by the UCH CEO. Chairs the Environment of Care (EC) Committee. Assists in defining performance indicators for evaluation of the Safety Program and in reporting performance indicators of all areas to the EC Committee; Assists Risk Management in conducting physical surveys of facilities and compliance with insurer recommendations; Develops systems for and coordinates the on-going collection and response to various sources of information that impact the EC, such as published hazard notices or recall reports and information disseminated by TJC and the American Society of Healthcare Engineers (ASHE). Works with clinical and facilities administrators to develop safety policies and procedures for review and approval by the EC Committee and Clinical and Administrative Policy Committees of UCH; Develops and implements, in coordination with Human Resources, an EC and Life Safety Code orientation for new employees, and a continuing educational training program regarding EC and Life Safety Code issues for all staff; Conducts annual risk assessments, and assists other responsible managers in conducting risk assessments; Prepares and submits reports concerning findings, recommendations, actions and monitoring activities to the EC committee on a bi-monthly basis; Serves on the UCH Emergency Management Committee and is a member of the Incident Command Team. Maintains TJC "Statement of Conditions" (SOC) and related Basic Building Information (BBI) database. Oversees annual Life Safety Code (NFPA 101) compliance inspection coordinated by others. Oversees clinical safety incident review processes such as the Safety Incident Reporting system. Oversees and coordinates maintenance of Interim Life Measures (ILSM) implemented by others. Oversees EC required training. Must be able to respond to emergencies outside of normal business hours, as needed. Performs other duties as assigned.

## Knowledge, Skills & Abilities Requirement:

Knowledge of governmental regulations, applicable laws and nationally recognized standards and guidelines related to environmental health and safety, healthcare EC, Life Safety, and Emergency Management and associated regulations including but not limited to TJC, DPH, and CMS.

Strong verbal and written communication and presentation skills.

Demonstrated ability to collaborate and orchestrate stakeholder activities across a large enterprise to achieve desired outcomes.

Ability to work weekends and irregular hours as needed to support the demands of operations and/or emergency situations.

## Qualification/Experience & Training:

Bachelor's Degree in Occupational and Health Safety, Engineering, Facility Management or related field.

Previous or current healthcare job experience.

Experience implementing and managing risk management processes.

Management experience including experience mobilizing and orchestrating stakeholders in developing and sustaining effective programs to ensure successful regulatory compliance.

ICS 100, 200, and 700 certifications must be obtained within 6 months of hire.

Hospital Safety Certification (e.g. CHSP accreditation) must begin program within one year of employment.

Evidence of ability to utilize various software tools such as, but not limited to Microsoft Office applications, Word, Excel, Project, hazard surveillance inspection, and computerized maintenance management systems.

## PREFERRED QUALIFICATIONS

ASHE Certified Healthcare Facility Manager (CHFM) or IFMA Certified Facility Manager (CFM)

Emergency Management Certifications to ICS 100, 200, 300, 400, and/or 700 levels.

10 or more years of industrial or healthcare regulatory compliance experience

Master's degree in Hospital Administration, Public Health, Safety Engineering, or relevant degree program



# JOB OPPORTUNITY BULLETIN

As of Monday, September 10, 2018

**Department:** Psychiatry

**Job Title:** Administrative Officer

**Recruiter:** Marisa Leone

**Search Code:** 2018-372

**Date Posted:**

**Posting Deadline:** 10/30/2017

## Purpose of Class:

The Department of Psychiatry is seeking to hire an Administrative Officer to provide support to the Administrative Manager in areas of financial management and grants management.

**EXAMPLE OF DUTIES:** Incumbents in this class coordinate and oversee general office business functions; develop or assist in the development of policies; interpret and administer pertinent laws and policies; provide staff training and assistance; assist in the preparation of the department budget; authorize purchases, payments; act for the manager by interpreting established policies and procedures; troubleshooting to relieve the manager of administrative details; act for and regularly make decisions in the manager's 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 manager's 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 meetings; may serve on committees; participate in professional development activities; perform related duties as required. Direct the workflow, assign and review workflow of Administrative Program Coordinator and other administrative staff submitting purchase requisitions, travel requests, etc within the Department of Psychiatry. Acts as liaison with other departments and agencies. Works directly with Sponsored Programs Services, Office of Clinical Trials Research, NIH, SAMHSA and other granting agencies. Lead administrator for financial issues and concerns during the absence of the department manager. Provides guidance on financial matters to administrative staff in the Department of Psychiatry. Performs related duties as required.

**MINIMUM QUALIFICATIONS:** Knowledge of NIH program rules and regulations. Knowledge of clinical pharmaceutical trials and protocols. Ability to interpret directives for filing of grant applications through federal, state and private funding agencies. Considerable knowledge of office administration and management; considerable knowledge of department 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, computer terminals or other automated equipment; ability to schedule and prioritize work flow; supervisory ability.

**POSITION REQUIRMENTS:** Seven (7) years of experience in an academic administrative position which included financial management responsibilities and grants management. Demonstrated experience with Excel spreadsheets. Experience with Banner.

**SUBSTITUTION ALLOWED:** Bachelors Degree and three (3) years of experience in an academic administrative position which included financial management responsibilities and grants management.

**SPECIAL REQUIREMENTS:** Knowledge and experience with File Maker for budget tracking and long-range projections, experience with grants management including grant applications using Grants.gov, ASSIST, and Info Ed, experience with various funding sources including procedures and applications with such sources as NIH, NIJ, OJJDP, DOE.

**PREFERRED QUALIFICATIONS:** Extensive knowledge in budget management and preparation. Experience with Grants.gov and InfoEd web-based applications. Experience with clinical trial management, federal and state grants management. Knowledge of subaward and contract preparation and management.

**SCHEDULE:** 40 hour work week, Monday through Friday, 8:00 am - 4:30 pm, 30 minute unpaid meal break.

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: 2018-372

Date Started: 11/10/2017

JobTitle: Administrative Program Coordinator to Administrative Officer

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>OM</i>	<i>OF</i>
TOTAL APPLICANTS	3	1	2	0	2	1	0	0	0	0	0
TOTAL REJECTED APPLICANT	1	1	0	0	0	1	0	0	0	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:**

NIH – National Institute of Health

SAMHSA – Substance Abuse and Mental Health

NIJ – National Institute of Justice

OJJDP – Office of Juvenile Justice and Delinquency Prevention

DOE – Department of Education

This position was posted on our UConn Health website for our employees only.

The goal candidate, 1 BM did not meet the minimum requirements of 7 years of experience in an academic administrative position which included financial management responsibilities and grants management or the allowable substitution.

1 WF was promoted. She had 8 years of experience in an academic administrative position which included financial management responsibilities and grants management, in which 6 of those years were in our Department of Psychiatry. She also had all of the preferred qualifications.

# JOB OPPORTUNITY BULLETIN

As of Saturday, July 14, 2018

**Department:** CMHC-MacDougall/Walker

**Job Title:** APRN - Functional Unit #4

**Recruiter:** Noreen Logan

**Search Code:** 2018-415

**Date Posted:** 10/26/2017

**Posting Deadline:** 4/30/2018

## Purpose of Class:

In the Correctional Managed Health Care Program, this class is accountable for providing advanced nursing and consultation services.

**EXPERIENCE AND TRAINING:** Must possess and maintain a current license as an advanced practice registered nurse issued by the Connecticut Department of Public Health.

**PREFERRED REQUIREMENT:** One (1) year of experience as an APRN.

## MINIMUM QUALIFICATIONS REQUIRED

**KNOWLEDGE, SKILLS, ABILITY:** Incumbents in this class must possess considerable knowledge of nursing principles and clinical therapeutic models; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of state, federal and local health care agencies and programs; knowledge of pharmacology as it relates to advanced nursing practice; considerable interpersonal skills; considerable oral and written communication skills; considerable clinical assessment and evaluation skills; administrative ability.

**SPECIAL REQUIREMENT:** Must possess a master's degree in Nursing/Family Medicine or Nursing/Adult Nurse Practitioner.

**EXAMPLES OF DUTIES:** Incumbents in this class provide appropriate nursing and/or health care services to inmates including clinical assessments, treatments, diagnosing medical conditions, assessing emergencies, ordering diagnostic studies, prescribing medications, leading cardiac arrest codes and documenting medical care; perform specialized duties in providing medical and psychiatric care to a variety of inmates including hospitalized and ambulatory individuals with acute and chronic conditions; monitor delivery of health care services; consult with clinical staff regarding assessment methods and treatment plans; assist regional and/or central office staff in determining need for contractual health services; provide direction to staff on appropriate health record documentation; function as liaison between agency and community health care providers; prepare reports on health services, problems and investigations; participate in quality assurance and other clinical committees as needed; may assist families and other groups in understanding medical needs of inmates serviced by agency; may participate as a member of a multi-disciplinary evaluation team; may provide training to nursing and paraprofessional staff; may direct agency clinic 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, Monday - Friday, 40 hour work week.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$88,634

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Req: 2018-415

Date Started: 5/11/2018

JobTitle: Head Nurse Correctional to Advanced Nurse Practitioner  
JobGroup: 3M-NURSE PRACTITIONER

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	10	1	9	1	6	0	1	0	1	0	1
TOTAL REJECTED APPLICANT	3	1	2	1	1	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	7	0	7	0	5	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

**Abbreviations in Posting:**

APRN – Advanced Practice Registered Nurse

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, 1 WM and 1 BF did not meet the minimum requirements of having a Master’s degree in Nursing/Family Medicine or Nursing/Adult Nurse Practitioner and a current license as an APRN issued by the Connecticut (CT) Department of Public Health (DPH).

The goal candidate, 1 HF was not interviewed because she graduated in May 2017 with a Masters of Adult/Gerontology Nurse Practitioner, and had not yet acquired any of the preferred APRN experience.

1 WF was promoted. She had a Master’s degree in Nursing/APRN; APRN license by CT DPH; and the preferred 1 year of APRN experience.

Req: 2018-428

Date Started: 12/8/2017

JobTitle: Pharmacy Manager to Associate 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	6	5	1	5	1	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	5	5	0	5	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:**

EPIC – integrated electronic medical records system

OSHA – Occupational Safety and Health Administration

DEA – Drug Enforcement Administration

This position was posted on our UConn Health website.

The hiring and promotional goals are being utilized for this position because it was posted externally.

The goal candidate, one (1) WF did not meet the minimum requirements because she was not a Pharmacist.

One (1) WM was promoted. He had the required license as a Registered Pharmacist in the State of Connecticut, seven (7) years pharmacy experience which included five (5) years of experience at a managerial level where he utilized independent decision-making, clinical judgment, and had knowledge of pharmacy practice and therapeutics.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, May 23, 2018

**Department:** Pharmacy

**Job Title:** Associate Director of Hospital Operations

**Recruiter:** Joyce Smith

**Search Code:** 2018-428

**Date Posted:** 10/30/2017 **Posting Deadline:**

## Purpose of Class:

### Summary:

At UConn Health, this class is accountable for directing and coordinating the administration, organization, control and supervision of the operations within inpatient pharmacy and clinical engineering. Responsibilities include developing and implementing policies and operational practices, and coordinating and promoting the common activities of all constituent components in order to deliver the optimum level of care for the specific service. This position will ensure that operational goals are achieved efficiently and effectively. This position is also responsible for identifying potential or existing risks or liabilities relating to the respective programs and making appropriate recommendations to ensure quality care while maximizing revenue. This individual will plan, develop and implement new programs to maintain UConn Health as a leader in diagnostic, treatment and preventive services and strengthen existing clinical and administrative activities relating to respective services to enhance quality and promote overall effectiveness of the program.

### Supervision Received:

Reports to the Senior Director of Hospital Operations for Pharmacy, Clinical Engineering, and Laboratory Services.

### Supervision:

Supervision is exercised over professional, medical, technical and clerical staff.

### Duties & Responsibilities:

Develops operational systems which ensure the optimum utilization of UConn Health facilities and the effectiveness of related programs and activities including diagnostic, treatment, and preventive programs; Assists in the preparation of Hospital/departmental budgets and allocation of resources based upon reviews of department estimates/recommendations, familiar with operating procedures and cost/revenue projections. Consults with pharmacists, the Pharmacy and Therapeutics Committee and medical staff concerning the control of and administration of medications and sets expectations that nursing personnel are knowledgeable and current on drug details. Effectively communicates departmental, divisional, organization and industry information to staff. In conjunction with department directors, provides for the identification, analysis, development and recommendation of operating policies, systems, programs and standards. Ensures documentation, implementation and compliance with established guidelines. Interprets Hospital and Department policies and procedures to clinical departments as appropriate. Reviews patient census and makes rounds on a regular basis. Reviews incident reports and action taken. Analyzes and evaluates services to improve quality of patient care. Investigates new techniques, practices equipment and products. May participate in experimental use of new products and equipment as agreed with by administration / medical staff. Makes recommendations to administration and medical staff concerning the above. Assures departments deliver quality services in accordance with applicable policies, procedures and professional standards. Organizes Division structure, plans, directs and supervises the Clinical Services programs. Manages all activities so that quality services are provided in an efficient and effective manner. Plans organizes, coordinates and directs the clinical services functions and activities to achieve objectives and comply with regulatory requirements. Manages human resources to assure quality services and promote positive employee relations. Responsible for inpatient pharmacy operations including clinical pharmacy services, formulary management, medication utilization, internal process control, 340B Drug Pricing Program, pharmacy automation and technology, pharmacy informatics, pharmacy staffing models, drug distribution, inventory management, medication adherence, budgeting, purchasing, recruitment and retention, financial performance, and regulatory compliance. Evaluates and recommends purchase of capital equipment. Responsible for developing, implementing, monitoring, and evaluating the effectiveness of services provided to improve patient access, patient experience, safety, quality, and stewardship. Responsible for communications within pharmacy services and throughout the organization to ensure that information is shared for effective operations and to promote positive employee relations. Serves on various committees as requested and represents Pharmacy Services and Clinical Engineering in planning, communication and decision-making discussions. Provides pharmacy leadership across the enterprise and is responsible for recruiting, retaining, developing and evaluating performance for all direct reports. Works in collaboration with clinical systems and clinical program leaders in establishing and achieving shared goals fostering clinical integration. Monitor distribution of narcotics/controlled substances and maintenance of affiliated records ensuring compliance with federal and state law regulatory agency guidelines. Administratively responsible for assuring that the assigned services are in compliance with all standards and regulations set forth by the Joint Commission on the Accreditation of Hospitals (JCAHO), Department of Public Health (DPH), Department of Environmental Protection (DEP), Connecticut Department of Drug Control (DCP), and other regulatory bodies which govern the practice and services of pharmacy and clinical engineering. Attends meetings, conferences and seminars as required. Uses, understands, and assists in formulating practice specific computer applications such as Pyxis, Pharmagistics, Alaris, DoseEdge, EPIC, and/or other systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments. Performs other duties as required.

### REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Considerable knowledge and ability to apply management principles and techniques; extensive knowledge of the operations of inpatient acute care pharmacy; considerable knowledge of relevant Federal and State Laws; thorough knowledge of the regulations and codes of the Joint Commission on the Accreditation of Hospitals; knowledge of OSHA and DEA requirements; good knowledge of acceptable business practices in dealing with contract agencies; good knowledge of the principles and practices of administrative supervision and decision making; knowledge of risk management issues in a hospital or health delivery setting; ability to deal effectively with lay and professional persons and gain their support and cooperation; ability to establish and maintain effective working relationships with a wide range of professional administrative, technical and clerical staff; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; sound professional judgment; resourcefulness; initiative; tact; discretion; thoroughness; integrity; strong organization skills and time management abilities; understanding of accounting and cost accounting techniques.



EXPERIENCE AND TRAINING:

General Experience:

Doctorate of Pharmacy (PharmD) and six (6) years pharmacy experience with at least three (3) years of the experience at a supervisory level required. Addition, Master's Degree in Health Care, Health Science, Hospital Administration, Business Administration, or Public Administration is preferred and may be substituted for one [1] year of the general experience.

Incumbents in this class must possess and maintain a license as a Registered Pharmacist in the State of Connecticut.

Requires independent decision-making, clinical judgment, and in-depth knowledge of pharmacy practice and therapeutics.

Experience in computer systems analytics and/or computer science preferred.

Working Conditions:

Occasional off shift and weekend hours as required.

May be exposed to hazardous materials, infectious/communicable diseases and some disagreeable conditions

Requires manual dexterity using fine hand manipulation to operate computer keyboard.

Requires ability to see computer screen and reports.

Req: 2018-430

Date Started: 2/16/2018

JobTitle: Clinical Coordinator to Administrative Program Coordinator

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	10	1	9	0	7	0	1	1	1	0	0
TOTAL REJECTED APPLICANT	6	0	6	0	5	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	4	1	3	0	2	0	0	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

A goal candidate, one (1) HF was promoted.

Req: 2018-477

Date Started: 1/5/2018

JobTitle: Executive Assistant to Administrative Program Coordinator  
JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<b>HF</b>	<b>AM</b>	<b>AF</b>
TOTAL APPLICANTS	115	18	97	14	67	2	9	1	15	1	6
TOTAL REJECTED APPLICANT	111	16	95	12	66	2	9	1	14	1	6
TOTAL QUAL. APPLICANT	4	2	2	2	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

Our hiring goals and promotional goals are being utilized for this position because it was posted externally.

A goal candidate, one (1) HF was promoted.

# JOB OPPORTUNITY BULLETIN

As of Thursday, May 24, 2018

**Department:** UMG-Univ Phy Patient Accts

**Job Title:** Patient Services Accounts Coordinator

**Recruiter:** Noreen Logan

**Search Code:** 2018-485

**Date Posted:** 11/17/2017 **Posting Deadline:** 11/30/2017

## Purpose of Class:

At UConn Health, this class is accountable for acting as a working supervisor for those engaged in patient account functions.

## EXPERIENCE AND TRAINING:

General Experience:

Five (5) years of experience in patient financial services, and medical billing, and accounts environment.

## MINIMUM QUALIFICATIONS REQUIRED

### KNOWLEDGE, SKILL AND ABILITY:

Knowledge of patient accounts functions; knowledge of health center policy and procedures; knowledge of computers; knowledge of physician billing systems, including appropriate coding references; knowledge of collection and billing regulations and procedures; knowledge of medical terminology; considerable interpersonal skills; oral and written communication skills; ability schedule and prioritize workflow; ability to analyze fee schedules; some supervisory ability.

### Preferred Requirement/Experience:

Epic Certification in Payment Posting, experience with Banner and refund process; advanced experience with all Microsoft products; extensive knowledge and working experience in the IDX billing system; knowledge of 835 electronic posting, credit card and cash payment posting, and banking regulations; knowledge of the managed care environment, third party reimbursement, and revenue cycle; capable of articulating information in a clear and informative manner to patients, insurance companies, and internal staff; strong working knowledge of patient insurance deductibles, co-insurance, sources of payment and Medicare/Medicaid billing requirements.

## EXAMPLES OF DUTIES:

Plans unit workflow 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; acts as liaison with operating units, agencies, patients and outside officials regarding unit policies and procedures; may make recommendations on policies or standards; may prepare reports and correspondence; compiles statistics; reconciles patient accounts; maintains on-line batch control system; oversees input of all miscellaneous charges/cash/insurance receipts/adjustments to the system; coordinates/reviews completed Medicare and other commercial payer audits.

**SCHEDULE:** 7:30 am - 4:00 pm, Monday through Friday, 40 hour work week, 30 minute unpaid meal break

**FULL TIME MINIMUM EQUIVALENT SALARY:** \$53,477

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Req: 2018-485

Date Started: 1/5/2018

JobTitle: Patient Services Representative to Patient Services Accounts Coordinator  
JobGroup: 3H-FINANCE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	34	1	33	1	15	0	8	0	7	0	3
TOTAL REJECTED APPLICANT	13	0	13	0	5	0	4	0	4	0	0
TOTAL QUAL. APPLICANT	21	1	20	1	10	0	4	0	3	0	3
TOTAL INTERVIEWED	12	1	11	1	7	0	3	0	0	0	1
NOT OFFERED POSITION	11	1	10	1	6	0	3	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, four (4) BF and four (4) HF did not meet the minimum requirements of five (5) years of experience in patient financial services, and medical billing, and account environment.

The goal candidates, one (1) BF and three (3) HF were not interviewed for the following reasons:

- One (1) HF withdrew her application.
- One (1) BF and two (2) HF were not UConn Health employees. We only interviewed UConn Health employees.

The goal candidates, one (1) WM and three (3) BF were interviewed and not selected for the following reasons:

- One (1) WM scored sixty-six percent (66%) based on twenty (20) questions at five (5) points each.
- One (1) BF scored eighty-six percent (86%) based on twenty (20) questions at five (5) points each.
- One (1) BF scored sixty-one percent (61%) based on twenty (20) questions at five (5) points each.
- One (1) BF scored fifty-nine percent (59%) based on twenty (20) questions at five (5) points each.

The twenty (20) questions were based on experience with medical billing systems; knowledge of electronic posting, payment posting, reimbursement, revenue cycle experience, and communication skills.

One (1) WF was promoted. She received a score of eight-eight percent (88%) based on twenty (20) questions at five (5) points each.

# JOB OPPORTUNITY BULLETIN

As of Monday, June 4, 2018

**Department:** UMG-Univ Phy Patient Accts

**Job Title:** Systems Coordinator

**Recruiter:** Noreen Logan

**Search Code:** 2018-488

**Date Posted:** 11/20/2017

**Posting Deadline:** 11/30/2017

## **Purpose of Class:**

At UConn Health, this classification is responsible for performing a full range of tasks in the coordination, and maintenance of software for a departmental computerized system.

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **KNOWLEDGE, SKILLS & ABILITY:**

Knowledge of and ability to use various computer software programs

Working knowledge of business area of support; Knowledge and understanding of technical solutions on functional aspects of a department; Considerable interpersonal skills; Considerable verbal and written communication skills; Excellent analytical and project management skills; Ability to analyze and apply software options for optimum effectiveness; Ability to comprehend and apply complex written and oral instructions; Ability to identify and resolve equipment and application problems; Ability to understand work process flows and identify process issues; Ability to problem solve; Ability to build collaborative relationships; Experience with 835 payment posting; SFTP protocol; Experience with 835 EDI management; Demonstrated ability to analyze and resolve 835 posting errors and create solutions to improve payment posting process for cash unit; Create new trading partners in IDX; Enroll new payers in 835; Working closely with business operations clearing house.

## **EXPERIENCE AND TRAINING**

### **General Experience:**

Four (4) years of administrative experience.

### **Substitutions Allowed:**

College training in Information Systems Management, data processing or other closely related field may be substituted for the general experience on the basis of fifteen (15) semester hours equaling six (6) months experience, and two (2) years of administrative experience.

### **Special Requirements:**

At least two (2) years of the General Experience must have included working with systems and users on a regular basis in developing and maintaining applications.

Experience working in finance or accounting area

Knowledge of basic accounting concepts

Knowledge of SQL or experience with other comparable programming language.

### **Preferred Qualifications:**

BS in MIS with courses in accounting and finance

Epic experience

## **SUPERVISION RECEIVED:**

Works under general supervision of an employee of higher grade.

## **SUPERVISION EXERCISED:**

May lead lower level staff as assigned.

## **EXAMPLES OF DUTIES:**

Provides administrative and technical support to users of the software environment; Develops, maintains the library of procedure guides, training material, business requirements, and reports; Write reports to meet the needs of staff and its constituents; Data extraction, analysis, and reconciliation; Regression and unit testing of new applications; Work with project team on selection, development, and implementation of software solutions; Expected to provide relevant input and contribution to project as demonstrated by understanding of workflows and systems efficiencies; Performs related duties as required.

**SCHEDULE:** 40 hour work week, Monday through Friday, 7:30 a.m. - 4:00 p.m., 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$53,477

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Req: 2018-488

Date Started: 1/5/2018

JobTitle: Patient Services Representative to Systems Coordinator  
JobGroup: 5E-PARAPROFESSIONAL/ADMIN

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<i>BM</i>	<b>BF</b>	<i>HM</i>	<b>HF</b>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	16	2	14	1	8	1	1	0	5	0	0
TOTAL REJECTED APPLICANT	14	1	13	1	7	0	1	0	5	0	0
TOTAL QUAL. APPLICANT	2	1	1	0	1	1	0	0	0	0	0
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:

SFTP – Simple File Transfer Protocol

EDI – Electronic Data Interchange

IDX – scheduling, billing, and accounts receivable software

SQL – Structured Query Language

BS – Bachelor of Science

MIS – Management Information Systems

Epic – integrated electronic medical records 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, one (1) WM, one (1) BF, and five (5) HF did not meet the minimum requirements for the following reasons:

- One (1) WM, one (1) BF, and four (4) HF did not have the special requirement of at least two (2) years of experience working with systems and users on a regular basis in developing and maintaining applications.
- One (1) HF did not have the special requirement of experience working in finance or accounting area.

One (1) BM was promoted. He had sixteen (16) years of administrative experience which included four (4) years of working with systems and users on a regular basis in developing and maintaining applications; experience working in finance area, knowledge of basic accounting concepts; and experience with programming language. He scored 94/98 based on 14 questions valued up to 7 points maximum. The questions were based upon 835 files, raw data, and cash posting; SFTP protocol; communication skills; and ability to analyze and resolve issues.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, May 29, 2018

**Department:** UMG-Univ Phy Patient Accts

**Job Title:** Business System Analyst

**Recruiter:** Noreen Logan

**Search Code:** 2018-489

**Date Posted:** 11/20/2017 **Posting Deadline:** 11/30/2017

## 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.

## MINIMUM QUALIFICATIONS REQUIRED:

### KNOWLEDGE, SKILLS & ABILITY:

Considerable knowledge of principles and techniques of systems analysis, design and development; Considerable knowledge of the principles of information technology solutions; Strong knowledge of relational databases technology; Knowledge of principles and theories of business and planning functions; Considerable knowledge of the principles and techniques of business information systems re-engineering; Considerable 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 business; Ability to analyze and interpret technical data; Prepare and conduct training classes; Identify, resolve and recommend solutions related to system performance and user problems; Establish and maintain effective working relationships and team work; Supervisory ability.

## EXPERIENCE AND TRAINING

General Experience: Nine (9) years of relevant experience, may include business administration, medical administration, clinical information systems planning, project management, installation and support.

Allowable Substitution: Bachelor's degree in Healthcare Administration or closely related field may be substituted for four (4) years of the general experience.

## Preferred Qualification/Experience:

Epic Certification in Resolute Professional Billing

Knowledge and proven experience with Epic Cogito and Clarity reporting

Month End Revenue Reports

Knowledge of payer specific 837 and 835 Claim files

Experience with electronic claim submission through a clearinghouse, as well as electronic remittance files

Supervision in a Union Environment

## EXAMPLES OF DUTIES:

Schedules, oversees and evaluates the work of assigned staff or project team members; 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

Oversees and coordinates the development and installation of the system; Assist in the re-engineering of systems by developing specifications for system modification and enhancements and test prior to implementation; Ensures that applications are integrated with other systems; Monitors project and provides progress reports on systems projects; Participates in update meetings and makes presentations; 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 to develop technology based business solution; Prepares users documentation including training manuals, procedures and guides; Plans, coordinates and conduct workshops and training classes related to system; Advised users on system changes and provide appropriate training; Conduct audits to ensure that the system and procedures are properly implemented; Provides system security administration; Determines systems accessibility and resolve user access problems; Performs system purges and back up operations; Analyzes system problems and recommend solutions; Identifies business application and information technology solutions and opportunities for resolving business problems; Performs workflow analysis; Effectively participates in the coordination of project teams; Prepares project cost budget; Reviews or assist with the review of project progress to ensure compliance with cost effectiveness and team capability to produce and support information technology applications and systems within allocated resources; Recommends alternative action to meet schedules; Performs other related duties as required.

**SCHEDULE:** 40 hours weekly, 7:30 a.m. - 4:00 p.m. Monday - Friday, 30 minute unpaid meal break

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$77,438

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Req: 2018-489

Date Started: 1/19/2018

JobTitle: Coding Reimbursement Specialist to Business System Analyst

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	6	1	5	0	3	1	1	0	0	0	1
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	6	1	5	0	3	1	1	0	0	0	1
TOTAL INTERVIEWED	3	1	2	0	1	1	0	0	0	0	1
NOT OFFERED POSITION	2	1	1	0	1	1	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.

The goal candidate, one (1) BF was not interviewed because she was not an University Health Professional (UHP) union member with contractual bargaining interviewing rights to the position. We only interviewed UHP union members with contractual bargaining rights to be interviewed.

The goal candidate, one (1) BM, UHP union member was interviewed and not selected because he answered 11/16 interview questions correctly. The interview questions were based upon knowledge of payer specific 837 and 835 Claim files; supervision in an Union environment; knowledge of relational databases technology; knowledge of project management principles and techniques; ability to communicate effectively; and ability to identify, resolve and recommend solutions related to system performance and user problems.

One (1) AF was promoted. She was an UHP union member who answered 15/16 interview questions correctly.

# JOB OPPORTUNITY BULLETIN

As of Tuesday, May 29, 2018

**Department:** UMG-Surgery Module

**Job Title:** Clinic Office Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-507

**Date Posted:** 11/22/2017 **Posting Deadline:** 11/29/2017

## 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 services to patients. This position will work in Surgery/ENT and GI.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

## SCHEDULE:

40 hr/wk, Mon - Fri, between the hrs of 7:30am - 5:30pm, 1 hr unpaid meal break.

## 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.

## 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 appointment scheduling experience in a medical setting.

### SUBSTITUTION:

Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, and abilities as stated above.

### SPECIAL REQUIREMENTS:

May be required to work in other areas of UMG and travel to satellite offices.

### PREFERRED:

Previous experience in a multi-specialty office practice setting. Surgical scheduling Experience; IDXWeb; NextGen.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V/PWD/PV employer. All employees are subject to adherence to the State Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)

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Req: 2018-507

Date Started: 2/16/2018

JobTitle: Telecom Operator to Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	56	5	51	2	20	1	12	0	18	2	1
TOTAL REJECTED APPLICANT	2	1	1	0	0	0	1	0	0	1	0
TOTAL QUAL. APPLICANT	54	4	50	2	20	1	11	0	18	1	1
TOTAL INTERVIEWED	7	0	7	0	4	0	1	0	2	0	0
NOT OFFERED POSITION	4	0	4	0	3	0	0	0	1	0	0
OFFERED POSITION	3	0	3	0	1	0	1	0	1	0	0
REFUSED POSITION	1	0	1	0	0	0	1	0	0	0	0
TOTAL ACCESSIONS	2	0	2	0	1	0	0	0	1	0	0

**Abbreviations in Posting:**

ENT – Ear, Nose, and Throat

GI – Gastroenterology

MD – Doctor of Medicine

UMG – UConn Medical Group

IDXWeb – scheduling, billing, and accounts receivable software

NextGen – electronic medical records software

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, 1 AM did not meet the minimum qualifications because he did not have the required two (2) years of medical appointment scheduling experience in a medical setting or the allowable substitution.

The goal candidates, 2 WM, 1 BM, and 1 AM were not interviewed for the following reasons:

- 1 WM was not an UConn Health employee. We only interviewed UConn Health employees who had the preferred IDXWeb and NextGen experience.
- 1 WM and 1 BM did not have the preferred experiences of IDXWeb and NextGen experience.
- 1 AM withdrew his application.

**Req: 2018-507 continued**

1 WF was promoted and 1 HF, part-time UConn Health employee was selected.

- The WF had 3 years of medical appointment scheduling experience in the preferred multi-specialty medical office practice setting along with the preferred IDXWeb and NextGen experience. All of her responses to questions were patient centered responses and she scored the highest 207/220. The samplings were based upon the skill requirements for the position.
- The HF was discussed in the hires section of the Goals Analysis.

Req: 2018-517

Date Started: 1/5/2018

JobTitle: Telecom Operator to Clinic Office Assistant  
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	53	3	50	1	22	1	10	1	16	0	2
TOTAL REJECTED APPLICANT	12	0	12	0	3	0	3	0	5	0	1
TOTAL QUAL. APPLICANT	41	3	38	1	19	1	7	1	11	0	1
TOTAL INTERVIEWED	6	0	6	0	3	0	1	0	1	0	1
NOT OFFERED POSITION	5	0	5	0	3	0	1	0	1	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:**

IDX– scheduling, billing, and accounts receivable software  
LCR – Life Time Clinical Record

This position was posted on our UConn Health website.

The goal candidates, one (1) WM, one (1) BM, and one (1) HM were not interviewed because they were not UConn Health employees. Only UConn Health employees were interviewed.

One (1) AF was promoted. She had two and a half (2.5) years of experience providing clinical office support including scheduling of appointments and procedures, and also the preferred experience of using IDX. She responded to interview questions regarding patient safety with appropriate interventions and escalation, and during the skills assessment on scheduling patients, she did not schedule patients at the same time and was able to critically think about moving the patients.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, May 30, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Clinic Office Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-517

**Date Posted:** 11/22/2017 **Posting Deadline:** 12/13/2017

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

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 provide coverage to 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 and Radiation Oncology located in the Outpatient Pavilion in Farmington, CT. There are two (2) positions available.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Route 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Mon - Fri 8:00 a.m.- 5:00 p.m., minor holidays as needed; One hour unpaid meal break.

## EXAMPLES OF DUTIES:

Acts as triage/receptionist for incoming patients and telephone calls; schedules patient appointments for clinics, infusions, treatments, surgery and diagnostic testing; Assures availability of medical records; Prepares a variety of requests for patient diagnostic testing; May transport specimens; Receives and records tests results, notifies physicians of results; Processes billing/insurance information; Sends out reminder cards/letters to cancel and reschedule appointments; May assist physicians in minor office procedures; May stock rooms and order supplies; Works on special projects; Performs secretarial duties, keeps records/files, prepares reports/correspondence; May transcribe orders, discharge/admission summaries from tape recordings; Performs related duties as required.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of clinical office management  
Knowledge of medical terminology  
Considerable interpersonal skills  
Oral and written communications skills  
Ability to operate office equipment which may include word processors, computer terminals or other automated equipment  
Ability to schedule and prioritize workflow.

## POSITION REQUIREMENTS:

### EXPERIENCE AND TRAINING: General Experience:

Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

### PREFERRED EXPERIENCE/QUALIFICATIONS:

Experience using IDX and LCR  
Oncology medical practice experience  
Chemotherapy/infusion therapy scheduling experience.

**MINIMUM full time equivalent salary:** \$41,829

## Why UConn Health

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Req: 2018-521

Date Started: 3/16/2018

JobTitle: Clinical Research Assistant 2 to Research Compliance Monitor 1

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	29	9	20	9	13	0	1	0	1	0	5
TOTAL REJECTED APPLICANT	16	6	10	6	6	0	1	0	0	0	3
TOTAL QUAL. APPLICANT	13	3	10	3	7	0	0	0	1	0	2
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) WM was promoted.

# JOB OPPORTUNITY BULLETIN

As of Thursday, September 13, 2018

**Department:** Neuroscience

**Job Title:** Instructor/Basic Sciences

**Recruiter:** Joyce Smith

**Search Code:** 2018-528

**Date Posted:**

**Posting Deadline:**

## Purpose of Class:

Instructor, in residence  
Department of Neuroscience

## Job Description

The Instructor (in residence) position will begin in November/December of 2017. The individual will be involved in research in the laboratory of Dr. Rashmi Bansal on myelination of axons, with a particular focus on the signal transduction pathways that control the myelination process. Responsibilities include designing and carrying out experiments related to the project, and analyzing and interpreting data generated by the project. In addition, the individual will play a significant role in writing manuscripts, presenting the work at scientific conferences, and in the preparation of grant proposals. The position may also involve the laboratory supervision and training of undergraduate students, graduate students, and postdoctoral fellows, as well as some possible teaching in Graduate School courses and other venues depending on departmental needs.

The individual should have a strong background in Neuroscience, as well as experience in the area of myelin biology, with a strong publication record and good communication skills. He/she should also have experience with techniques related to the growth and analysis of oligodendrocytes and myelination, such as tissue culture, molecular biology, mouse genetics, and microscopy.

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Req: 2018-528

Date Started: 12/22/2017

JobTitle: Research Associate 1 to Instructor/Basic Science

JobGroup: 2E-INSTRUCTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<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

This position was posted on our UConn Health website for our employees only.

Only our hiring goals are being utilized for this position because there were no promotional goals established for this job group.

No goal candidates applied for this position.

1 AM was promoted. He had been employed at UConn Health in our Neuroscience Department as a postdoctoral fellow from 2005 to 2011 and then as a Research Associate 1 from 2011 to 2017 performing the duties of this position. Specifically, he had a background in Neuroscience, as well as experience in the area of myelin biology with a publication record and communication skills. He also had experience with techniques related to the growth and analysis of oligodendrocytes and myelination, such as tissue culture, molecular biology, mouse genetics, and microscopy.

Req: 2018-556

Date Started: 3/2/2018

JobTitle: Clerk Typist to Fiscal Assistant  
JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	50	15	35	11	18	1	8	1	6	2	3
TOTAL REJECTED APPLICANT	15	2	13	1	5	0	3	0	4	1	1
TOTAL QUAL. APPLICANT	35	13	22	10	13	1	5	1	2	1	2
TOTAL INTERVIEWED	5	1	4	1	2	0	2	0	0	0	0
NOT OFFERED POSITION	4	1	3	1	2	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 our UConn Health website.

Our hiring and promotional goals are being utilized for this position because it was posted externally.

The white female goals had been met with previous hires and a promotion. They were no longer established hiring/promotional goals.

The goal candidate, 1 WM did not meet the minimum requirements of 2 years relevant experience in accounting, financial record keeping, or bookkeeping; or the allowable substitution.

The goal candidates, 9 WM and 1 BM were not interviewed because they were not University Health Professional (UHP) union members with contractual rights to be interviewed; they were not UConn Health employees; and they did not have experience working with capitol, budgets, and general office procedures such as calendars and outlook.

The goal candidate, 1 WM was interviewed and not selected because he stated that he was looking for more accounting work than we were offering for this position.

1 BF was promoted. She had a degree in business management; 3 years of relevant experience working in finance for our bursar's office where she had experience working with capitol, budgets, and general office procedures such as calendars and outlook.

# JOB OPPORTUNITY BULLETIN

As of Saturday, July 14, 2018

**Department:** Budget and Data Analytics

**Job Title:** Fiscal Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-556

**Date Posted:** 12/4/2017

**Posting Deadline:** 12/18/2017

## Purpose of Class:

At UConn Health 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.

## SUPERVISION RECEIVED:

Works under the general supervision of an employee of a higher rank.

## SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

Schedule: 40 hr/wk, Mon-Fri, 8:00a.m. - 5:00p.m. with a 1 hour unpaid meal break

## 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.

## 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.

#### Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience

Full Time Equivalent Minimum Salary :\$41,829.00

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Req: 2018-588

Date Started: 5/25/2018

JobTitle: Administrative Program Coordinator to Education Technology Trainer  
JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>	<i>UM</i>	<i>UF</i>
TOTAL APPLICANTS	66	36	30	28	24	3	5	0	0	3	1	2	0
TOTAL REJECTED APPLICANT	44	26	18	19	14	3	3	0	0	2	1	2	0
TOTAL QUAL. APPLICANT	22	10	12	9	10	0	2	0	0	1	0	0	0
TOTAL INTERVIEWED	12	5	7	4	5	0	2	0	0	1	0	0	0
NOT OFFERED POSITION	10	5	5	4	4	0	1	0	0	1	0	0	0
OFFERED POSITION	2	0	2	0	1	0	1	0	0	0	0	0	0
REFUSED POSITION	1	0	1	0	0	0	1	0	0	0	0	0	0
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0	0	0

### Abbreviations in Posting:

LMS – Learning Management System  
SME – small and medium enterprises  
PPT - PowerPoint

This position was posted on our UConn Health website.

The goal candidates, 19 WM, 3 BM, 3 BF, and 2 AM did not meet the minimum requirements for the following reasons:

- 1 WM did not have the required Master’s Degree in Instructional Design, Education Technology or similar field; training material development tools, such as Adobe Captivate, Articulate, voice over PPT, etc.
- 4 WM, 1 BM, and 1 BF did not have the required training material development tools, such as Adobe Captivate, Articulate, voice over PPT, etc.
- 13 WM, 2 BM, and 1 AM did not have the required Master’s Degree in Instructional Design, Education Technology or similar field.
- 1 WM, 1 BF, and 1 AM did not have the required 3 years of experience in developing learning materials and resources for online academic delivery and at least 2 years Instructional Design, technical writing, teaching/training, and course development experience.
- 1 BF did not have the required Adobe Creative Suite experience or comparable media creating applications.

**Req: 2018-588 continued**

The goal candidates, 5 WM were not interviewed for the following reasons:

- 1 WM did not have the preferred experience of instructional design experience in an academic medical center or health professions school.
- 1 WM did not have administrative experience with learning management systems which was a minimum requirement. Specifically he had experience working on the system before the deployment of it. He did not have experience with the systems after the deployment of it.
- 1 WM withdrew his application.
- 1 WM applied after the interviews were conducted and an offer was made.
- 1 WM lacked hand-on experience. For the past 15 years he had served in a director/manager capacity with the exception of 4 years during this time period when he worked 15 hours a week as an educational consultant.

The goal candidates, 4 WM, 1 BF, 1 AM were interviewed and not selected for the following reasons:

- During the interview it was discovered that 1 WM did not have the required experience instructing and facilitating adult student learning and did not have the required experience in the process of educational needs assessments.
- During the interview it was discovered that 1 WM did not have administrative experience with learning management systems which was a minimum requirement. He only had experience developing graphical and interactive components in support of learning management systems. He also did not have the required experience delivering training to an audience.
- During the interview it was discovered that 1 WM did not have administrative experience with learning management systems, he only had learning management systems experience as a student. He also did not have the required experience training adult students.
- 1 WM during the interview made a derogatory remark about his previous supervisor.
- 1 BF did not have experience with learning management systems as an application manager; her experience was as a faculty member and consumer of learning management systems, which does not meet this requirement of the position. Although she served as a faculty/instructor, she did not have experience as a trainer, and she did not have the required experience with Adobe Creative Site or comparable media creation applications, or Articulate, etc.
- 1 AM was unable to answer many of the interview questions and the committee was concerned about the nature and duration of his employment history, which includes 17 assignments in 17 years with short durations that lasted 6 to 20 months each.

The goal candidate, 1 BF was offered the position and she declined it.

**Req: 2018-588 continued**

One (1) WF was promoted. She had the required Master's Degree in Higher Education Administration; 3 years of experience in developing learning materials and resources for online academic delivery and 2 years Instructional Design, technical writing, teaching/training, and course development experience; Adobe Creative Suite experience; experience with training material development tools; online teaching experience; experience with online learning tools and management systems, and synchronous communication technologies; and familiarity with educational assessment. She also had the preferred experiences with Blackboard and instructional design experience in an academic medical center.

# JOB OPPORTUNITY BULLETIN

As of Friday, July 13, 2018

**Department:** Academic Information Technology Services

**Job Title:** Education Technology Trainer

**Recruiter:** Pamela Rucker

**Search Code:** 2018-588

**Date Posted:** 12/15/2017

**Posting Deadline:** 4/24/2018

## Purpose of Class:

At UConn Health, Faculty Instructional Technology Services [FITS] Office, this position provides professional development and instructional support to faculty and staff for integration of technology to enrich the experience of our learners and educators in educational technology applications, systems and services.

## Supervision Received:

Works under general direction of the Director of FITS at the UConn Health Farmington campus, but is expected to coordinate with staff in the University Information Technology Services (UITS) and Center for Excellence and Teaching and Learning (CETL) on the Storrs campus.

## Supervision Exercised:

May be required to lead or facilitate project team.

Schedule: 40 hrs/wk, Mon - Fri, 8:00a.m. - 4:30p.m. with a 30 minute unpaid meal break

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

## Examples of Duties:

Develops and administers training material, demonstrations, workshops, and classes for FITS consumers (faculty, students, staff, etc.) of educational technology applications, systems, and services. These include, but not limited to LMS (Blackboard), 3-D printing, digital media, digital pathology scanning, and virtual anatomy lab.

Establishes training development tools, practices, guides and templates to facilitate consistency in the training program.

Supports course material creation with SME input and works with customers to ensure application requirements are met.

Advocates and promotes the utilization of educational technology applications and services.

Provides continual revisions and updates to existing content and materials.

Disseminates training materials using a variety of channels and modalities.

Develops a continuous quality improvement program of our training portfolio.

Measures and evaluates the effectiveness of training and mentor our customers for improvement.

Develops and tracks operational metrics and post-training tools and instruments to support those metrics.

Manages training logistics, including publicity to ensure a timely and wide reach, scheduling, and registration.

Serves as the subject matter expert for Educational Technology applications and systems, ensuring all application features are fully understood and leveraged.

Maintains skills and competencies in and stays current with emerging educational technology and its use.

Performs other related duties and projects as required.

## Minimum Requirements

### Knowledge, Skills And Abilities:

Knowledge of and experience with learning management systems, content management systems, course development software and e-courses.

Knowledge and experience utilizing theories and methods of instruction working with adult learners

Proficient computer skills with the ability to use current software and learn new software to support the development and delivery of training.

Considerable skills in the process of educational needs assessment.

Excellent organizational and interpersonal skills

Effective written and verbal communication skills

Ability to create effective copy, instructional text, and audio scripts/video material.

Ability to organize and manage multiple projects, activities, and work independently with minimal supervision.

## General Experience And Training:

Master's Degree in Instructional Design, Education Technology or similar field.

Three [3] years of experience in developing learning materials and resources for online academic delivery and at least two [2] years Instructional Design, technical writing, teaching/training, and course development experience

Demonstrated Adobe Creative Suite experience (Photoshop, Premiere) or comparable media creation applications.

Experience with training material development tools, such as Adobe Captivate, Articulate, voice over PPT, etc.

Demonstrated Online Teaching Experience

Experience with online learning tools and management systems, and synchronous communication technologies

Familiarity with educational assessment



**Preferred Qualifications/Experience:**

Experience with Blackboard

Experience with the full training cycle (assess needs, plan, develop, coordinate, monitor, and evaluate).

Experience with website design and content management systems (e.g., WordPress).

Instructional design experience in an academic medical center or health professions school.

**Working Conditions:**

Travel to the Storrs campus is required.

Full Time Equivalent Minimum Salary: \$77,438.00

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# JOB OPPORTUNITY BULLETIN

As of Thursday, June 28, 2018

**Department:** Human Resources

**Job Title:** FMLA Leave Coordinator - Personnel

**Recruiter:** Marisa Leone

**Search Code:** 2018-647

**Date Posted:** 12/19/2017 **Posting Deadline:** 1/2/2018

## Purpose of Class:

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add an experienced FMLA Leave Coordinator to our Benefits - Human Resources team. If you have a background in this field, as well as a passion for customer experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability; Generous vacation and sick-time plans; 13 Paid Holidays per year; Multi-channel retirement options (pension and match options) Tuition waiver and reimbursement for employees and qualified family members; Quick commute access from I-84, Rte 9 and surrounding areas; State of the art facility and campus environments Progressive leadership and educational development programs available

Schedule: Monday-Friday 8a-5p with minor flexibility

This position administers FMLA and state family medical leave in accordance with federal and state regulations and guidelines, and is essential to maintaining compliance with these regulations.

## Duties & Responsibilities:

Processes block leaves of absence, including FMLA, State Family Medical Leave, Contractual, and Military. This involves determining leave eligibility; Works collaboratively in the coordination of FMLA/LOA administration with Workers' Compensation administration; Communicates and interacts with providers to clarify/authenticate medical information when applicable, including when preventing fraudulent activity; Calculates paid vs. unpaid time, and provides managers with timecard instructions. Coordinates donated time and advanced sick leave; Completes forms for short-term and long-term disability claims; Prepare records for annual Department of Administrative Services Decentralized Audit, and other audits as necessary

Testifies at grievances, arbitrations, trials, CHRO hearings, etc. FMLA usage, requesting recertification when warranted, etc. May coordinate the initial request for leave by providing the employee with the notice of eligibility and required paperwork, monitoring associated deadlines, and reviewing paperwork for completion which includes instructing the employee to cure any deficiencies; Works closely with HR Consultants regarding employees' failure to comply with policies and procedures; Counsels managers regarding the rights and responsibilities of both the employee and employer in order to maintain compliance with FMLA and state regulations at the organizational level; Provides training on FLMA/LOA to manager through the Management Development Program twice per year; Maintains knowledge of the relevant regulation and guidelines; and Performs other related duties as required.

## Knowledge, Skills & Ability:

Knowledge of Federal FMLA and State Family Medical Leave regulations and other relevant Federal and State statutes, regulations and guidelines; knowledge of the principles and practices of Human Resources administration including public personnel administration; basic knowledge of labor relations principles and practices and collective bargaining contracts; basic knowledge of payroll procedures and operations. Effective oral and written communication skills; exceptional interpersonal and customer service skills; proficient computer skills with ability to learn new software applications/systems. Ability to read and interpret laws, regulations, policies and procedures; ability to organize and prioritize work, ability to manage multiple simultaneous priorities; ability to establish and maintain effective working relationships; ability to analyze problems quickly and determine effective solutions; ability to handle confidential matters with tact and discretion; ability to exercise good judgment in analyzing situations and making decisions; some supervisory ability; ability to maintain confidentiality.

## General Experience & Training:

Six (6) years' professional experience in human resource management involving employee benefits' administration or other Human Resources specialty Bachelor's degree may be substituted for two [2] years of the general experience.

## Preferred:

Previous Leave of Absence administration experience. Experience with Federal and State FMLA guidelines. Experience with HR systems and PeopleSoft systems.

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Req: 2018-647      Date Started: 2/16/2018      JobTitle: Human Resources Associate to Personnel Specialist 1  
 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	16	5	11	3	7	0	4	1	0	1	0
TOTAL REJECTED APPLICANT	9	4	5	2	4	0	1	1	0	1	0
TOTAL QUAL. APPLICANT	7	1	6	1	3	0	3	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

**Abbreviations in Posting:**

- FMLA – Family Medical Leave Act
- LOA – leave of absence
- CHRO – Commission on Human Rights and Opportunities
- HR – Human Resources

This position was posted on our UConn Health website.

The goal candidates, two (2) WM did not meet the minimum requirements of six (6) years of professional experience in human resource management involving employee benefits’ administration or other Human Resources specialty or the allowable substitution of a bachelor’s degree and four (4) years of experience.

The goal candidate, one (1) WM was interviewed and not selected because he had been employed as a Human Resource Consultant in which FMLA was not a main function of his position. He served as a team lead for rolling out a new Time and Attendance system.

One (1) WF was promoted. She was currently employed by UConn Health as a Human Resource Associate processing intermittent FMLA leaves. Therefore, she had demonstrated experience with the statewide FMLA policy, forms, and procedures. Her prior experience was working with a large company for eighteen (18) years with FMLA. She also had her Certified Payroll Professional certificate, which relates well to this role given the responsibilities of accrual calculations, timecard instructions and review, and donated time coordination with Payroll.

Req: 2018-648

Date Started: 1/19/2018

JobTitle: Administrative Program Coordinator to Business Services Manager

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	3	0	3	0	3	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	2	0	2	0	2	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:**

- OMB – Office of Management and Budget
- SOM – School of Medicine
- CRA – Clinical Research Associate
- PI – Principal Investigator

This position was posted on our UConn Health website for our employees.

No goal candidates, applied for this position.

One (1) WF was promoted. She met the minimum and special qualifications. Specifically, she had eleven (11) years of experience in a financial/administrative position within the School of Dental Medicine which included ten (10) years of supervisory experience. She had experience with electronic proposal submission and research database systems such as ASSIST, Fastlane, eRA Commons, and My NCBI; experience with InfoEd and Banner systems; proficiency in FileMaker Pro database and the ability to train users, statistical compilation on a school level; participated in planning committees; had CRA certification; and ability to calculate/budget/adjust PI and staff funding to maximize award reimbursement.

# JOB OPPORTUNITY BULLETIN

As of Wednesday, May 23, 2018

**Department:** Dean's Office - Dental

**Job Title:** Business Services Manager

**Recruiter:** Pamela Rucker

**Search Code:** 2018-648

**Date Posted:**

**Posting Deadline:** 12/28/2017

## 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.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
Quick commute access from I-84, Rte 9 and surrounding areas  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

Schedule:40 hrs/wk, Mon - Fri, with a 30 minute unpaid meal break

## 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. Will serve as School of Dental Medicine (SDM) liaison to facilitate grant and contract proposal development including interpreting and clarifying agency rules and regulations, maintain data on all SDM grant applications, awards, and expenditures. Prepares this data as requested by the Dean and Associate Dean for presentation/inclusion in SDM annual reports, accreditation applications, etc. Performs related duties as required.

## 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.  
Considerable knowledge of grant preparation, close out and administration, understanding of OMB circulars and the Code of Federal regulations as it applies to federal funding for research.  
Advanced skills in Microsoft professional office applications, especially Excel.

## 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.

### Special Qualifications:

Experience with electronic proposal submission and research database systems such as ASSIST, Work Space, Fastlane, eRA Commons, My NCBI.  
Flexibility to accommodate grant deadlines and priorities.  
Experience with InfoEd and Banner systems  
Proficiency in FileMaker Pro database and the ability to train users, statistical compilation on a school level, i.e. SODM or SOM,  
Strategic Planning/Research Development  
CRA certification  
Ability to calculate/budget/adjust PI and staff funding to maximize award reimbursement.

**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

Full Time Equivalent Minimum Salary: \$73,694.00

**Why UConn Health**

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

UConn Health is an affirmative action employer, in addition to an EEO and M/F/V//PWD/PV employer. All employees are subject to adherence to the State **Code of Ethics which may be found at [www.ethics.state.ct.us](http://www.ethics.state.ct.us)**

Req: 2018-653

Date Started: 2/2/2018

JobTitle: Administrative Fiscal Assistant to Administrative Program Coordinator

JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<b>HF</b>	<b>AM</b>	<b>AF</b>
TOTAL APPLICANTS	92	7	85	4	59	1	14	2	8	0	4
TOTAL REJECTED APPLICANT	70	7	63	4	39	1	13	2	7	0	4
TOTAL QUAL. APPLICANT	22	0	22	0	20	0	1	0	1	0	0
TOTAL INTERVIEWED	7	0	7	0	6	0	0	0	1	0	0
NOT OFFERED POSITION	6	0	6	0	6	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 goals and promotional goals are being utilized for this position because it was posted externally.

A goal candidate, one (1) HF was promoted.

Req: 2018-654

Date Started: 3/2/2018

JobTitle: Telecom Operator to Clinic Office Assistant  
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	46	5	41	4	17	1	8	0	16	0	0
TOTAL REJECTED APPLICANT	20	3	17	2	5	1	4	0	8	0	0
TOTAL QUAL. APPLICANT	26	2	24	2	12	0	4	0	8	0	0
TOTAL INTERVIEWED	5	0	5	0	3	0	0	0	2	0	0
NOT OFFERED POSITION	4	0	4	0	2	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:**

MD – Doctor of Medicine

COAs – Clinical Office Assistants

IDX – scheduling, billing, and accounts receivable software

NextGen – electronic medical records software

This position was posted on our UConn Health website.

The goal candidates, 2 WM and 1 BM did not meet the minimum requirements of 2 years of relevant experience scheduling medical appointments in a medical setting; or the allowable substitution.

The goal candidates, 2 WM were not interviewed for the following reasons: 1 WM worked in the department previously and did not pass his working test period. 1 WM had 2 years of experience over 5 years ago. He did not have current experience scheduling medical appointments.

1 WF was promoted. She had 19 years of experience scheduling medical appointments which included 10 years in the preferred Orthopaedics and 9 years in the preferred surgical setting. She also had the preferred IDX and NextGen experience.



# JOB OPPORTUNITY BULLETIN

As of Sunday, July 15, 2018

**Department:** Orthopaedic Surgery

**Job Title:** Clinic Office Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-654

**Date Posted:** 12/21/2017 **Posting Deadline:** 12/28/2017

## 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 services to patients.

## SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

## SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned

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

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Rte 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

## EXAMPLE 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

Edits physician schedules when necessary

Travels with provider to satellite office (s) to provide coverage as above as necessary

Cover other Surgical Schedulers (COAs) as needed (sick calls, vacations etc.)

Maintain correspondence with Worker's Comp and attorney offices

Prepare daily paperwork for clinic(Vouchers, forms, chart,etc)

Perform related duties as required.

## 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.

#### Substitution:

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 QUALIFICATIONS:

Previous experience in medical outpatient/surgical setting;

Ortho experience (spine)

IDX, NextGen

Surgical scheduling experience.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Req: 2018-655

Date Started: 3/2/2018

JobTitle: Clerk Typist to Administrative Fiscal Assistant

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	46	11	35	8	23	0	5	0	5	3	2
TOTAL REJECTED APPLICANT	35	6	29	5	19	0	3	0	5	1	2
TOTAL QUAL. APPLICANT	11	5	6	3	4	0	2	0	0	2	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 internally and since we had previously met all of our promotional goals we utilized our hiring goals.

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

A goal candidate, 1 WM was promoted.

Req: 2018-708

Date Started: 3/2/2018

JobTitle: Telecom Operator to Clinic Office Assistant  
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	152	8	144	5	74	1	26	2	40	0	4
TOTAL REJECTED APPLICANT	31	1	30	1	18	0	5	0	7	0	0
TOTAL QUAL. APPLICANT	121	7	114	4	56	1	21	2	33	0	4
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:**

NextGen – electronic medical records software

IDX – scheduling, billing, and accounts receivable software

ICD-9/CPT – International Classification of Diseases 9<sup>th</sup> Edition and Current Procedural Terminology

EPIC – integrated electronic medical records system

MD – Doctor of Medicine

This position was posted on our UConn Health website.

The goal candidate, 1 WM did not meet the minimum requirements of 2 years of relevant experience scheduling medical appointments in a medical setting; or the allowable substitution.

The goal candidates, 4 WM, 1 BM, and 2 HM were not interviewed because they were not mandatory University Health Professionals (UHP) union members and they did not have directly related experience in our Osteoporosis Department.

1 HF was promoted. She had 2.6 years of experience scheduling medical appointments in our Osteoporosis Department as well as the preferred experiences of NextGen and IDX experience.

# JOB OPPORTUNITY BULLETIN

As of Sunday, July 15, 2018

**Department:** UMG-Osteoporosis

**Job Title:** Clinic Office Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-708

**Date Posted:** 1/17/2018

**Posting Deadline:** 1/24/2018

## Purpose of Class:

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Clinic Office Assistant to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability  
Generous vacation and sick-time plans  
Multi-channel retirement options (pension and match options)  
Tuition waiver and reimbursement for employees and qualified family members  
State of the art facility and campus environments  
Progressive leadership and educational development programs available

## 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 scheduling medical appointments 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.

**SPECIAL REQUIREMENTS:** May travel to multiple locations.

**PREFERRED:** Surgical scheduling experience; previous experience in an outpatient physician office practice setting. NextGen/IDX, ICD-9/CPT coding; EPIC.

**EXAMPLE 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.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$41,829

## Why UConn Health

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Req: 2018-730

Date Started: 3/30/2018

JobTitle: Network Telecom Specialist to Technical Analyst 1

JobGroup: 3L-TECHNICAL PROFESSIONAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	19	15	4	9	1	2	1	3	0	1	2
TOTAL REJECTED APPLICANT	18	14	4	8	1	2	1	3	0	1	2
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) WM was promoted.

Req: 2018-750

Date Started: 5/11/2018

JobTitle: Clerk to Clinic Office Assistant

JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	93	2	91	0	48	1	20	0	20	1	3
TOTAL REJECTED APPLICANT	51	1	50	0	25	0	15	0	8	1	2
TOTAL QUAL. APPLICANT	42	1	41	0	23	1	5	0	12	0	1
TOTAL INTERVIEWED	5	0	5	0	3	0	0	0	1	0	1
NOT OFFERED POSITION	3	0	3	0	1	0	0	0	1	0	1
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:**

PFT Lab – pulmonary function test laboratory

MRI – magnetic resonance imaging

ICD-10/CPT – International Classification of Diseases 10<sup>th</sup> Edition and Current Procedural Terminology

PSR – Patient Services Representative

This position was posted on our UConn Health website.

The goal candidate, 1 AM did not meet the minimum requirements of 2 years of experience providing clinical office support including scheduling of appointments and procedures.

The goal candidate, 1 BM was not interviewed because he did not have the preferred experience scheduling complex medical procedures, coding for scheduling, completing referrals, billing and insurance processing or voucher experience.

1 WF was promoted. She had 4 years of experience providing clinical office support including scheduling of appointments and procedures. She had the preferred experiences of scheduling complex medical procedures and testing; familiarity with appropriate ICD10 and CPT coding for scheduling; precertification experience including coding and medical terminology, completing referrals to other specialists; and experience processing billing and insurance information and preparing vouchers.

\*1 WF was hired and was explained in the hires section of our Goals Analysis.

# JOB OPPORTUNITY BULLETIN

As of Monday, July 16, 2018

**Department:** Cardiology

**Job Title:** Clinic Office Assistant

**Recruiter:** Donna Seklecki

**Search Code:** 2018-750

**Date Posted:** 3/23/2018

**Posting Deadline:** 3/29/2018

## Purpose of Class:

At UConn Health, patient experience and innovative healthcare is paramount. UConn Health John Dempsey Hospital is the only hospital in the Farmington Valley awarded an "A" patient safety rating by The Leapfrog Group. This Hospital Safety Score is the gold standard rating for patient safety, compiled under the guidance of the nation's leading patient safety experts.

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 provide coverage to the pulmonary units in Farmington, CT and may rotate to provide coverage in Cardiology. This position will cross train for all duties associated with each module (Cardiology, Pulmonary, PFT Lab, Hypertension and Sleep Disorders) and may be required to travel to off-site satellite offices in CT.

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability

Generous vacation and sick-time plans

Multi-channel retirement options (pension and match options)

Tuition waiver and reimbursement for employees and qualified family members

Quick commute access from I-84, Route 9 and surrounding areas

State of the art facility and campus environments

Progressive leadership and educational development programs available

**SCHEDULE:** This is a full time position, 40 hours per week, Monday - Friday, flexibility needed to work between 8:00 a.m. to 5:30 p.m., 30 minute unpaid meal break.

## EXAMPLES OF DUTIES:

Acts as triage/receptionist for incoming patients and telephone calls; schedules patient appointments for clinics, infusions, treatments, surgery and diagnostic testing

Assures availability of medical records

Prepares a variety of requests for patient diagnostic testing

May transport specimens

Receives and records tests results, notifies physicians of results

Processes billing/insurance information

Sends out reminder cards/letters to cancel and reschedule appointments

May assist clinical staff in obtaining prior authorization for specialty medications and durable medical equipment

May stock rooms and order supplies

Works on special projects

Performs secretarial duties, keeps records/files, prepares reports/correspondence

May transcribe orders, discharge/admission summaries from tape recordings

Performs related duties as required.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the principles and practices of clinical office management

Knowledge of medical terminology

Considerable interpersonal skills

Oral and written communications skills

Ability to operate office equipment which may include word processors, computer terminals or other automated equipment

Ability to schedule and prioritize workflow.

## POSITION REQUIREMENTS:

**EXPERIENCE AND TRAINING:** General Experience:

Two (2) years of experience providing clinical office support including scheduling of appointments and procedures.

**SPECIAL REQUIREMENTS:** This position provides support to all UConn Health Pulmonary units and may require travel to off-campus locations throughout CT. This position will cross train for all duties associated with each module (Cardiology, Pulmonary, PFT Lab, Hypertension and Sleep Disorders).

## PREFERRED EXPERIENCE/QUALIFICATIONS:

Experience scheduling complex medical procedures and testing: MRI, right sided cardiac cath. procedures for pulmonary hypertension, complex diagnostic testing

Experience scheduling sleep studies, PFT's, bronchoscopies, thoracentesis, biopsies as for appropriate disciplines

Familiarity with appropriate ICD10 and CPT coding for scheduling

Precertification experience including coding and medical terminology, completing referrals to other specialists

Experience processing billing and insurance information

Experience preparing vouchers and assisting PSR staff

**MINIMUM** full time equivalent salary: \$41,829



#### Why UConn Health

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Req: 2018-767

Date Started: 3/30/2018

JobTitle: Maintainer to Qualified Craft Worker-Carpenter

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	14	14	0	11	0	1	0	2	0	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	14	14	0	11	0	1	0	2	0	0	0
TOTAL INTERVIEWED	2	2	0	1	0	1	0	0	0	0	0
NOT OFFERED POSITION	0	0	0	0	0	0	0	0	0	0	0
OFFERED POSITION	2	2	0	1	0	1	0	0	0	0	0
REFUSED POSITION	1	1	0	1	0	0	0	0	0	0	0
TOTAL ACCESSIONS	1	1	0	0	0	1	0	0	0	0	0

One (1) black male was promoted. He was a Maintenance and Service union member who had contractual bargaining rights to the position.

# JOB OPPORTUNITY BULLETIN

As of Sunday, July 15, 2018

**Department:** UMG-Ob/Gyn

**Job Title:** Clinic Office Assistant - Women's Health

**Recruiter:** Marisa Leone

**Search Code:** 2018-773

**Date Posted:**

**Posting Deadline:** 2/14/2018

## Purpose of Class:

Excellence, Teamwork, Leadership and Innovation. These are the values that define UConn Health, and we are looking for team members that share these same values. Our top rated organization is looking to add a full time Clinic Office Assistant to our growing team located in Farmington. If you have a background in this field, as well as a passion for customer and patient experience, we want to hear from you.

## 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 scheduling medical appointments 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.

**SPECIAL REQUIREMENTS:** May travel to multiple locations.

**PREFERRED:** Previous experience in an outpatient physician office practice setting. NextGen/IDX, ICD-9/CPT coding; EPIC.

**EXAMPLE 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 7:30am - 6:30pm, 1 hour unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$41,829

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Req: 2018-773

Date Started: 3/30/2018

JobTitle: Clerk and Telecom Operator to Clinic Office Assistant  
JobGroup: 4G-CLINIC OFFICE ASSISTANT

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<b>AM</b>	<i>AF</i>
TOTAL APPLICANTS	37	0	36	0	13	0	10	0	13	0	1
TOTAL REJECTED APPLICANT	12	0	12	0	2	0	5	0	5	0	0
TOTAL QUAL. APPLICANT	25	0	25	0	11	0	5	0	8	0	1
TOTAL INTERVIEWED	2	0	2	0	1	0	0	0	1	0	0
NOT OFFERED POSITION	0	0	0	0	0	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

**Abbreviations in Posting:**

NextGen – electronic medical records software

IDX – scheduling, billing, and accounts receivable software

ICD-9/CPT – International Classification of Diseases 9<sup>th</sup> Edition and Current Procedural Terminology

EPIC – integrated electronic medical records system

MD – Doctor of Medicine

This position was posted on our UConn Health website for our employees only.

No goal candidates applied for these positions.

1 WF and 1 HF were promoted.

- 1 WF had 5 years of the preferred outpatient physician office practice experience scheduling medical appointments in which 4 of the years were in our clinic. She also had the preferred NextGen and IDX experience.
- 1 HF graduated from a Medical Assistant program and had 9 years of the preferred outpatient physician office practice experience scheduling medical appointments in which 4 of the years were in our Radiology working closely with the Clinic Office Assistants in our clinic. She also had the preferred NextGen and IDX experience.

# JOB OPPORTUNITY BULLETIN

As of Thursday, June 28, 2018

**Department:** Diagnostic Imaging & Therapeutics

**Job Title:** Clinical Radiologic Supervisor

**Recruiter:** Marisa Leone

**Search Code:** 2018-803

**Date Posted:**

**Posting Deadline:** 2/22/2018

## Purpose of Class:

In the Department of Diagnostic Imaging Department at UConn Health, this class is accountable for coordinating daily operations of multiple modalities to optimize operational efficiency, maximize quality and safety, while providing an exemplary patient experience.

## SUPERVISION RECEIVED:

Receives general direction from an employee of higher grade.

## SUPERVISION EXERCISED:

Supervises Lead Technologist and other staff as assigned.

## EXAMPLES OF DUTIES:

Serves as the primary interface with team members and patients for day to day operations; plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; provides on-going training and assistance to departmental staff, medical students and residents; participates in staff recruitment and new employee orientation; reviews/verifies time reports for accuracy and final approval; conducts performance evaluations and participates in corrective feedback/disciplinary action; establishes and maintains division procedures; develops or makes recommendations on the development of policies and standards; monitors productivity and ensures work performed meets specified quality standard through review and consultation; participates in the development of department goals; acts as liaison with other operating units, agencies, and outside officials regarding division policies and procedures; assures regulatory and technical compliances with internal and external agencies; reviews and investigate SI reports; assures regulatory compliance for ACR, MQSA, JCAHO, CLIA by familiarizing with regulations and planning programs for compliance; attend meetings; prepares reports and correspondence; ensures performs duties of radiology technologist in response to work load and staff coverage; performs related duties as required.

## MINIMUM QUALIFICATIONS REQUIRED:

### KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statues and regulations; considerable knowledge of the principles and practices of radiology including safety practices; office management skills; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

### EXPERIENCE & TRAINING:

#### General Experience:

Three (3) years' experience as a professional Technologist at the level of Lead Technologist or equivalent.

Registered in a specified specialty area as required.

### SPECIAL REQUIREMENTS:

Must possess and maintain a license to practice as a radiographer in the State of Connecticut.

### WORKING CONDITIONS:

Incumbents in this class may be exposed to communicable/infectious diseases and to risk of injury from patients/clients.

**SCHEDULE:** 40 hour work week, Monday through Friday, 7:30am - 4pm.

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Req: 2018-803

Date Started: 3/2/2018

JobTitle: Lead Radiologic Technologist Mammography to Clinical Radiologic Supervisor  
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	3	0	3	0	1	0	2	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	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

**Abbreviations in Posting:**

SI – serious incidents

ACR – American College of Radiology

MQSA – Mammography Quality Standards Act

JCAHO – Joint Commission on the Accreditation of Healthcare Organizations

CLIA – Clinical Laboratory Improvement Amendments

This position was posted on our UConn Health website for our employees only.

The goal candidate, one (1) WF did not meet the minimum qualifications of three (3) years of experience as a professional Technologist at the level of Lead Technologist or equivalent.

One (1) BF was promoted. She had six (6) years of experience as a professional Technologist at the level of Lead Technologist.

Req: 2018-806

Date Started: 3/16/2018

JobTitle: Nurse Manager to Associate Director

JobGroup: 1B-UNIV DIRECTOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<i>WM</i>	<b>WF</b>	<i>BM</i>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	3	0	3	0	3	0	0	0	0	0	0
TOTAL REJECTED APPLICANT	1	0	1	0	1	0	0	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

A goal candidate, one (1) WF was promoted.

# JOB OPPORTUNITY BULLETIN

As of Sunday, July 15, 2018

**Department:** UMG-Neurology

**Job Title:** Clinic Office Assistant

**Recruiter:** Marisa Leone

**Search Code:** 2018-823

**Date Posted:**

**Posting Deadline:** 2/28/2018

## SCHEDULE:

40 hr/wk, Mon - Fri, 8:30am - 5:30pm, 1 hr unpaid meal break.

## 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.

## 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 appointment scheduling experience in a medical setting.

### SUBSTITUTION:

Graduation from a medical office assistant program may be substituted for the General Experience. Possession of knowledge, skills, abilities as stated above.

### SPECIAL REQUIREMENTS:

May be required to work in other areas of UMG and travel to satellite offices.

### PREFERRED:

Previous experience in an outpatient office practice setting. Surgical scheduling Experience; IDXWeb; NextGen; outpatient reception experience in Neurology.

FULL TIME EQUIVALENT MINIMUM SALARY: \$41,829

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Req: 2018-823

Date Started: 4/13/2018

JobTitle: Telecom Operator to Clinic Office Assistant

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	31	1	30	1	11	0	9	0	10	0	0
TOTAL REJECTED APPLICANT	12	1	11	1	2	0	3	0	6	0	0
TOTAL QUAL. APPLICANT	19	0	19	0	9	0	6	0	4	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:**

MD – Doctor of Medicine

UMG – UConn Medical Group

IDXWeb – scheduling, billing, and accounts receivable software

NextGen – electronic medical records software

This position was posted on our UConn Health website for our employees only.

The goal candidate, 1 WM did not meet the minimum requirements because he was not an UConn Health employee.

1 WF was promoted. She had 12 years of medical appointment scheduling experience in the preferred outpatient office medical setting in which 2 of those years were in the preferred Neurology Department.

# JOB OPPORTUNITY BULLETIN

As of Thursday, June 28, 2018

**Department:** Case Management

**Job Title:** RN Clinical Case Manager

**Recruiter:** Julie Parrette

**Search Code:** 2018-858

**Date Posted:** 2/26/2018

**Posting Deadline:** 3/27/2018

## Purpose of Class:

UConn Health is looking for a highly skilled RN Clinical Case Manager with experience in acute healthcare and a passion for patient experience. This highly desirable position is located at the John Dempsey Hospital.

Benefits of this position include:

- Competitive pay structures
- Industry leading, affordable access to medical, dental, vision, life and retirement benefits
- Tuition waivers and reimbursements for self and dependents
- Easy access to I-84, Rte 9 and surrounding Greater Hartford communities
- Organizational culture focused on diversity and inclusion, innovation and patient experience
- State of the art, award winning campus environment with ideal parking

SCHEDULE: 40 hours/week, predominantly M-F 8am-430pm with rotating on-call; 1030am-7pm holidays, and rotating weekends.

## MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the 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. 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.

## MINIMUM 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. Bachelor's degree in nursing with three years' experience in relative specialty. Minimum 2 years case management experience.

## PREFERRED REQUIREMENTS:

Master's degree in Nursing

## EXAMPLES OF DUTIES:

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. Performs a full range of tasks in providing nursing care to assigned patients.

FULL TIME EQUIVALENT SALARY MINIMUM: \$77,438

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Req: 2018-858

Date Started: 5/11/2018

JobTitle: CMHC Clinical Program Manager to Clinical Case Manager

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	2	0	0	0	0
TOTAL REJECTED APPLICANT	4	0	4	0	3	0	1	0	0	0	0
TOTAL QUAL. APPLICANT	8	0	8	0	7	0	1	0	0	0	0
TOTAL INTERVIEWED	5	0	5	0	4	0	1	0	0	0	0
NOT OFFERED POSITION	4	0	4	0	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:**

RN – Registered Nurse

DME – Durable Medical Equipment

LTACH – Long Term Acute Care Hospital

PPS – Prospective Payment 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 candidate, one (1) BF did not meet the minimum requirements because she did not have the required 3 years of experience in relative specialty.

The goal candidate, one (1) BF was interviewed and not selected because her case management experience was with a Visiting Nurse Association and not in acute care.

1 WF was promoted. She had a RN license in the State of Connecticut; graduation from an accredited nursing program; Bachelor’s degree in nursing with 4 years of case management experience in acute care.

Req: 2018-859

Date Started: 5/11/2018

JobTitle: Clinical Documentation Specialist to Associate Compliance Officer

JobGroup: 3I-ADMINISTRATIVE GROUP

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	61	10	51	6	34	2	7	1	6	1	4
TOTAL REJECTED APPLICANT	39	10	29	6	19	2	3	1	6	1	1
TOTAL QUAL. APPLICANT	22	0	22	0	15	0	4	0	0	0	3
TOTAL INTERVIEWED	10	0	10	0	7	0	3	0	0	0	0
NOT OFFERED POSITION	9	0	9	0	6	0	3	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:**

JDH - John Dempsey Hospital

This position was posted on our UConn Health website.

The goal candidates, six (6) WM and two (2) BM did not meet the minimum requirements for the following reasons:

- One (1) WM was not a Registered Nurse (RN) and he did not have experience in other clinical patient care specialty.
- Five (5) WM and two (2) BM did not have the required eight (8) years of broad experience with healthcare and regulatory matters; were not RNs or other clinical patient care specialty; and they did not have the allowable substitutions.

One (1) WF was promoted. She had a Bachelor's degree in Nursing, a Masters in Health Care Administration, four (4) years of broad experience with healthcare and regulatory matters; and was a RN.

# JOB OPPORTUNITY BULLETIN

As of Friday, June 29, 2018

**Department:** Office of Healthcare & Regulatory Compliance

**Job Title:** Associate Compliance Officer - Regulatory

**Recruiter:** Joyce Smith

**Search Code:** 2018-859

**Date Posted:** 2/28/2018

**Posting Deadline:** 4/26/2018

## Purpose of Class:

ASSOCIATE COMPLIANCE OFFICER - Regulatory

## Scope of Position:

Assists the Compliance Officer in the development, monitoring and the day-to-day implementation and management of UConn Health's regulatory compliance program. The Associate Regulatory Compliance Officer promotes the principles of sound compliance with applicable laws, regulations, standards and ethics in the conduct of its business.

## Reporting Relationship:

This position reports directly to the Compliance Officer.

## Supervision Exercised:

Supervises staff as assigned.

## Principal Duties and Accountabilities:

Develops, implements and maintains effective communication which heightens awareness of applicable regulations and laws. Maintains a current understanding of clinical and regulatory trends and changes in law and advises appropriate management staff of trends affecting their activities. Advises the Compliance Officer of risks relating to evolving regulation/statutes. Reports new or existing regulatory compliance issues to the Compliance Officer. Assists departments with developing, implementing, and maintaining regulatory compliance plans. Responds to reports of compliance problems or risk management concerns. Represents the clinical domain to external parties/regulatory bodies/governmental agencies and their contractors in coordination with the Compliance Officer, so as to remain compliant with existing laws and/or enhance image and/or coordinate responses to official investigations or inquiries. Summarizes regulatory compliance efforts and identifies the changes that will be made on a regular basis in reports to the Compliance Officer. Develops reports on activities, which are incorporated into the Compliance Officer reports to the Joint Audit and Compliance Committee of the Board. Investigates alleged regulatory compliance violations as assigned by the Compliance Officer in coordination with other departments. Participates in the risk assessment analysis. Reviews established policies, standards and procedures to assure congruence with all regulations and laws. Educates management in their obligations to comply with applicable regulatory standards. Responsible for assisting the Compliance Officer and leadership with coordination of JDH response and corrective action plan to the Regulatory Citations by working with other departments to accomplish the required action items. Assists the Compliance Officer with specific reporting requirements of government agreement. Performs other related duties as assigned.

## KNOWLEDGE & SKILLS:

Knowledge of the Joint Commission (TJC), Department of Public Health (DPH), and the Centers for Medicare and Medicaid Services (CMS). Excellent knowledge of state and federal regulatory requirements specific to the clinical domain, strong knowledge of audit processes and investigator techniques and protocols; knowledge of regulatory standards, healthcare or academic; demonstrated leadership ability; risk management and performance improvement skills; excellent analytical and organization skills; deductive thinking skills; excellent oral and written communication skills; excellent interpersonal skill; conflict resolution skills; ability to contribute to administrative activities as necessary and institute quality control procedures; effective presentation skills; represents the office with regulators, agencies and others in an effective manner; ability to work in a matrix environment; ability to meet deadlines and adjust to changes in policies, procedures and priorities; command of various computer skills.

## GENERAL EXPERIENCE:

Eight (8) years broad experience with healthcare and regulatory matters and registered nurse or other clinical patient care specialty.

Substitution: Bachelor's degree may be substituted for four (4) years related experience.

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

## COMPREHENSIVE BENEFITS OFFERED:

Industry-leading health insurance options and affordability. Generous vacation and sick-time plans. Multi-channel retirement options (pension and match options). Tuition waiver and reimbursement for employees and qualified family members. Quick commute access from I-84, Rte 9 and surrounding areas State of the art facility and campus environments. Progressive leadership and educational development programs available. Schedule: 40 hrs/week, Mon-Fri 8:00am - 4:30pm with a half hour unpaid meal break

## Why UConn Health

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

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.



# JOB OPPORTUNITY BULLETIN

As of Friday, August 17, 2018

**Department:** Office of Healthcare & Regulatory Compliance

**Job Title:** Administrative Program Coordinator

**Recruiter:** Joyce Smith

**Search Code:** 2018-925

**Date Posted:**

**Posting Deadline:** 3/30/2018

## ADMINISTRATIVE PROGRAM COORDINATOR

### PURPOSE OF CLASS:

At the UCHC, Office of Corporate Compliance this class is accountable for independently providing administrative management and/or advanced technical program support for this administrative department or program.

### 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;
- 4) **CLINICAL:** In a clinical area, may monitor compliance with protocols by assuring appropriateness and eligibility of subjects, reviewing for appropriateness of tests and making follow-up appointments; organizes clinical/laboratory data for clinical research protocols; coordinates and participates in meetings. Performs related duties as required.

### 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 administrative experience that involved working with regulatory surveys.

##### Substitutions Allowed:

Bachelor's degree and two (2) years of experience that involved working with regulatory surveys, may be substituted to the general experience.

**SCHEDULE:** Monday through Friday, 8:00 am to 4:30 pm

**FULL TIME ANNUAL EQUIVALENT SALARY:** \$61,734

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Req: 2018-925

Date Started: 4/20/2018

JobTitle: Administrative Program Assistant 2 to Administrative Program Coordinator  
JobGroup: 3J-ADMIN PROGRAM COORDINATOR

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<i>BM</i>	<i>BF</i>	<b>HM</b>	<i>HF</i>	<i>AM</i>	<b>AF</b>
TOTAL APPLICANTS	14	2	12	1	9	0	2	1	1	0	0
TOTAL REJECTED APPLICANT	11	2	9	1	7	0	2	1	0	0	0
TOTAL QUAL. APPLICANT	3	0	3	0	2	0	0	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

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. The HF promotional goals were met with previous promotions and were no longer established promotional goals.

The goal candidates, 1 WM and 1 HM did not meet the minimum requirements because they did not have experience working with regulatory surveys.

1 WF was promoted. She had a Bachelor's degree and 2 years of experience involving working with regulatory surveys.



# JOB OPPORTUNITY BULLETIN

As of Wednesday, September 5, 2018

**Department:** Neag Comp Cancer Center

**Job Title:** Telecom Operator

**Recruiter:** Donna Seklecki

**Search Code:** 2018-953

**Date Posted:** 3/23/2018

**Posting Deadline:** 3/29/2018

## **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 located in Farmington, CT.

## **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 Telecommunicator within one (1) year of appointment. Experience in a high volume clinical office or hospital call center.

**PREFERRED QUALIFICATIONS:** Experience with EPIC.

**PHYSICAL REQUIREMENT:** the appointing authority may require a physical examination. Applicants must possess normal hearing.

**WORKING CONDITIONS:** Incumbents of this class may be required to work in tiring positions for long periods.

**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 between the hours of 7:45 a.m. to 4:30 p.m., 30 minute unpaid meal break.

**FULL TIME EQUIVALENT MINIMUM SALARY:** \$37,736

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Req: 2018-953

Date Started: 5/11/2018

JobTitle: Clerk to Telecom Operator

JobGroup: 4D-SECRETARIAL/CLERICAL

	<i>GT</i>	<i>TM</i>	<i>TF</i>	<b>WM</b>	<i>WF</i>	<b>BM</b>	<i>BF</i>	<i>HM</i>	<i>HF</i>	<i>AM</i>	<i>AF</i>
TOTAL APPLICANTS	64	6	58	1	21	3	17	2	20	0	0
TOTAL REJECTED APPLICANT	0	0	0	0	0	0	0	0	0	0	0
TOTAL QUAL. APPLICANT	64	6	58	1	21	3	17	2	20	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:**

EPIC – integrated electronic medical records 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 white female goals had been met with previous hires and a promotion. They were no longer established hiring/promotional goals.

The goal candidates, 1 WM and 3 BM were not interviewed because they did not have the special requirements and preferred qualifications of experience working in a high volume clinical office or hospital call center and experience with EPIC.

1 WF was promoted. She had experience working with high volume calls in patient registration and as an emergency room registrar and had experience with EPIC.

**1B. (University Director) Promotions - Reclassifications**

**Finance Manager to University Director  
(Finance and Reporting)**

1 WF was performing all of the duties of the position and was promoted through a reclassification.

## **2B. (Professor) Promotions - Reclassifications**

### **Associate Professor/Clinical to Professor/Clinical (Neurosurgery)**

A goal candidate, 1 AM, was performing all of the duties of the position and was promoted through a reclassification.

### **Associate Professor/Basic Science to Professor/Basic Science (Institute for Regenerative Engineering)**

1 WM was performing all of the duties of the position and was promoted through a reclassification.

### **3B. (Nursing Supervisor) Promotions - Reclassifications**

#### **Staff Nurse CN3 to Assistant Nursing Manager (Obstetrics and Gynecology)**

A goal candidate, 1 WF, was performing all of the duties of the position and was promoted through a reclassification.

#### **Staff Nurse CN2 to Assistant Nursing Manager (Neag Cancer Center Unit)**

A goal candidate, 1 WF, was performing all of the duties of the position and was promoted through a reclassification.

#### **Staff Nurse CN3 to Assistant Nursing Manager (Intensive Care)**

A goal candidate, 1 WF, was performing all of the duties of the position and was promoted through a reclassification.

#### **4D. (Secretarial/Clerical) Promotions - Reclassifications**

##### **Human Resources Associate to Administrative Fiscal Assistant (Case Management)**

A goal candidate, one (1) WF was performing all of the duties of the position and was promoted through a reclassification.

##### **Administrative Program Assistant 2 to Executive Assistant (Medicine - Administration)**

One (1) WF was performing all of the duties of the position and was promoted through a reclassification.

##### **Administrative Program Assistant 2 to Executive Assistant (Emergency Medicine)**

One (1) WF was performing all of the duties of the position and was promoted through a reclassification.

##### **Administrative Program Assistant 1 to Supply Coordinator (Warehouse)**

A goal candidate, one (1) WM was performing all of the duties of the position and was promoted through a reclassification.

## **2A. (Head of Department) Promotions - Reclassifications**

### **Professor/Basic Science to Head of Department/Basic Science (Pathology and Laboratory Medicine)**

1 WM was performing all of the duties of the position and was promoted through a reclassification.

### **3D. (Clinical Supervisors) Promotions - Reclassifications**

#### **Physical Therapist 2 – UHP to Rehabilitation Services Supervisor (Rehabilitation Services – Out Patient Pavilion)**

One (1) WM was performing all of the duties of the position and was promoted through a reclassification.



### **3C. (Specialized Nurses) Promotions - Reclassifications**

#### **Quality Assurance Specialist to Clinical Case Manager (Case Management)**

One (1) WF was performing all of the duties of the position and was promoted through a reclassification.

## **2D. (Assistant Professor) Promotions - Reclassifications**

### **Instructor/Basic Science to Assistant Professor/Basic Science (Calhoun Cardiology Center)**

One (1) AF was performing all of the duties of the position and was promoted through a reclassification.

### **Instructor/Basic Science to Assistant Professor/Basic Science (Medicine Administration)**

A goal candidate, one (1) WF was performing all of the duties of the position and was promoted through a reclassification.

### **Instructor/Clinical to Assistant Professor/Clinical (Otolaryngology)**

A goal candidate, one (1) WF was performing all of the duties of the position and was promoted through a reclassification.

### **Research Associate 1 to Assistant Professor/Basic Science (Center for Molecular Oncology)**

One (1) AF was performing all of the duties of the position and was promoted through a reclassification.

## **6A. (Qualified Craft Workers) Promotions - Reclassifications**

### **Maintainer to Skilled Maintainer (General Maintenance)**

One (1) WM was performing all of the duties of the position and was promoted through a reclassification.

### **3I. (Administrative Group) Promotions - Reclassifications**

#### **Library Technician 1 to Librarian 1 (Library)**

A goal candidate, one (1) WM was performing all of the duties of the position and was promoted through a reclassification.

#### **Administrator Program Coordinator to Research Compliance Monitor 1 (Human Subjects Protection/Institutional Review Board)**

One (1) WF was performing all of the duties of the position and was promoted through a reclassification.

#### **Administrative Program Coordinator to Executive Staff Assistant (Office of Health Affairs)**

One (1) WF was performing all of the duties of the position and was promoted through a reclassification.

#### **Administrative Program Coordinator to Administrative Officer (UMG - Administration)**

One (1) BF was performing all of the duties of the position and was promoted through a reclassification.

#### **Human Resources Associate to Personnel Specialist 1 (Human Resources)**

One (1) WF was performing all of the duties of the position and was promoted through a reclassification.

## **2C. (Associate Professor) Promotions - Reclassifications**

### **Assistant Professor/Science to Associate Professor/Science (Institute for Regenerative Engineering)**

1 AM was performing all of the duties of the position and was promoted through a reclassification.

### **Assistant Professor/Clinical to Associate Professor/Clinical (Center on Aging)**

A goal candidate, 1 BF, was performing all of the duties of the position and was promoted through a reclassification.

### **Assistant Professor/Clinical to Associate Professor/Clinical (Pathology and Laboratory Medicine)**

A goal candidate, 1 HM, was performing all of the duties of the position and was promoted through a reclassification.

### **Assistant Professor/Science to Associate Professor/Science (Medicine Administration)**

A goal candidate, 1 WF, was performing all of the duties of the position and was promoted through a reclassification.

### **Assistant Professor/Science to Associate Professor/Science (Genetic and Genome Sciences)**

A goal candidate, 1 WF, was performing all of the duties of the position and was promoted through a reclassification.

### **Assistant Professor/Clinical to Associate Professor/Clinical (Orthopaedic Surgery)**

1 WM 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)**

1 AM was performing all of the duties of the position and was promoted through a reclassification.

## **2C. (Associate Professor) Promotions – Reclassifications Continued**

### **Assistant Professor/Clinical to Associate Professor/Clinical (Obstetrics and Gynecology)**

1 WF was performing all of the duties of the position and was promoted through a reclassification.

### **Assistant Professor/Clinical to Associate Professor/Clinical (Endodontology)**

A goal candidate, 1 AF was performing all of the duties of the position and was promoted through a reclassification.

### **Assistant Professors/Clinical to Associate Professors/Clinical (Orthodontics)**

2 AM were performing all of the duties of the position and were promoted through reclassifications.

### **Assistant Professor/Clinical to Associate Professor/Clinical (Oral and Maxillofacial Surgery)**

1 AM was performing all of the duties of the position and was promoted through a reclassification.

### **Assistant Professor/Clinical to Associate Professor/Clinical (Prosthodontics and Operative Dentistry)**

1 AM was performing all of the duties of the position and was promoted through a reclassification.

### **Assistant Professor/Clinical to Associate Professor/Clinical (Center for Regenerative Medical and Skeletal Development)**

1 WM was performing all of the duties of the position and was promoted through a reclassification.

### **3F. (Research) Promotions - Reclassifications**

#### **Clinical Research Technician to Clinical Research Assistant 3 (Orthopaedic Surgery)**

One (1) WF was performing all of the duties of the position and was promoted through a reclassification.

**4F. (Administrative Program Assistant 2) Reclassifications**

**Office Assistant to Administrative Program Assistant 2  
(Child and Family Studies)**

1 WF was performing all of the duties of the position and was promoted through a reclassification.



#### **4A. (Office Assistant) Promotions - Reclassifications**

##### **Clerk Typist to Office Assistant (Patient Services)**

1 BF was performing all of the duties of the position and was promoted through a reclassification.

##### **Clerk Typists to Office Assistants (Patient Access)**

2 HF; 5 goal candidates, WF; and 1 WF (all white female promotional goals had been met with the previous five white females) were performing all of the duties of the positions and were promoted through reclassifications.

##### **Clerk Typists to Office Assistants (UConn Medical Group Patient Access)**

Two (2) WF were performing all of the duties of the positions and were promoted through reclassifications.

## **1C. (Managers) Promotions - Reclassifications**

### **Business System Analyst to Finance Manager (Research Finance)**

1 WF was performing all of the duties of the position and was promoted through a reclassification.

### **3J. (Administrative Program Coordinator) Promotions - Reclassifications**

#### **Administrative Program Assistant 2 to Administrative Program Coordinator (Student Services)**

One (1) WF was performing all of the duties of the position and was promoted through a reclassification.

#### **Executive Assistant to Administrative Program Coordinator (Obstetrics and Gynecology)**

One (1) WF was performing all of the duties of the position and was promoted through a reclassification.

#### **Executive Assistant to Administrative Program Coordinator (Pharmacy)**

One (1) WF was performing all of the duties of the position and was promoted through a reclassification.

#### **Administrative Fiscal Assistant to Administrative Program Coordinator (Center for Quantitative Medicine)**

A goal candidate, one (1) AF was performing all of the duties of the position and was promoted through a reclassification.