

Connecticut General Assembly
JOB OPPORTUNITY

Committee Assistant - Council on Medical Assistance Program Oversight

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

Open To: Current and former legislative employees
Location: Hartford
Hours: Full-time
Salary: Starting salary \$44,128
Closing Date: January 25, 2019

General Knowledge:

The Connecticut General Assembly is seeking a nonpartisan Committee Assistant for the Council on Medical Assistance Program Oversight. This position is responsible for:

- The administrative organization of Council, communication to General Assembly, stakeholders and general public of Council activities and recommendations.
- Providing linkages to and collaborating with relevant State agencies, Legislative Committees, Councils/committees and various stakeholders that result in appropriate oversight and problem resolution for the Medicaid Medical Assistance Program health care delivery system.
- Establishing and maintaining a communication process across Councils and the various Committees.
- Supporting Council/Committee activities that may include public informational forums and targeted forums that result in health system recommendations and implementation.
- Assisting constituents and the public in resolving access issues; identify key policy issues and communicate these to the Councils/ Committees Chairs for consideration.
- Identifying national health trends and analyzing CT Medicaid health performance.
- Maintaining the Councils' website provided by the CGA IT staff.

Minimum Requirements:

- Bachelor's degree and at least two years of administrative, public service or business experience, or any equivalent combination of education and experience.
- Experience in health care system and/or health policy arena
- Familiarity with Connecticut state agencies and public health programs
- Demonstrated knowledge of government systems, the legislative process and public policy issues.
- Strong interpersonal skills including a high degree of initiative and tact.
- Demonstrated skill in written and oral communication.
- Proven problem solving and decision making skills under pressure.
- Well organized with the ability to function at the highest level of independence and political sensitivity.

Application Instructions:

Please send your resume and cover letter to Office of Legislative Management 300 Capitol Avenue, Suite 5100, Hartford, CT 06106 or email documents CGAemployment@cga.ct.gov. Applications must be received by 5:00 pm January 25, 2019.