

# Planning Specialist

Recruitment #260604-0011AR-001

**Location** Hartford, CT

**Date Opened** 6/6/2026 12:00:00 AM

**Salary** \$107,179\* - \$139,036/year (\*New hires to state service start at the minimum)

**Job Type** Open to the Public

**Close Date** 6/22/2026 11:59:00 PM



## INTRODUCTION



# CONNECTICUT Early Childhood

The State of Connecticut, Office of Early Childhood (OEC) is accepting applications for a **Planning Specialist** in Hartford.

### WHAT WE CAN OFFER YOU

- Visit our **State Employee Benefits Overview** page!

- Professional growth and development opportunities.
- A healthy work/life balance to all employees.

## **POSITION HIGHLIGHTS**

- Hybrid.
- Full Time, 40 hours per week.
- Monday through Friday.
- First Shift, 8:00 AM to 4:30 PM.

## **THE ROLE**

The Early Intervention division oversees Part C of the Individuals with Disabilities Education Act (IDEA) providing professional development, data management, and accountability and monitoring. Part C of IDEA focuses on services for infants and toddlers birth through age three who have developmental delays or disabilities.

The Planning Specialist will serve as the Birth to Three systems point person for Insurance Fiscal Planning and Technical Assistance. This position will be responsible for overseeing the Central Billing Office (CBO) contract and enhancing the federally required system of payments and insurance revenue for the Birth to Three (B23) system. This position would be responsible for fiscal oversight of the Birth to Three programs including reconciliation of invoices. This role addresses a critical need within the department to ensuring compliance, efficiency, and fiscal accountability.

### Some key responsibilities include:

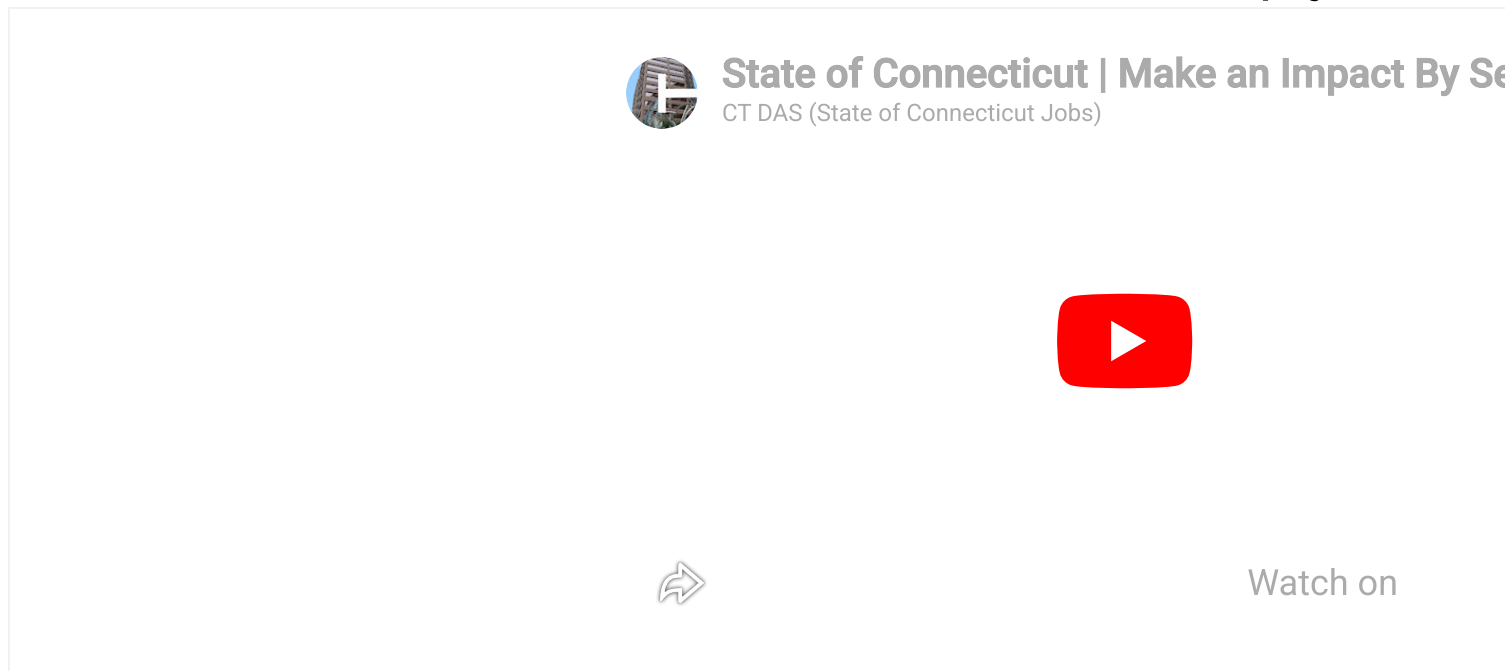
- Monitoring and managing the Central Billing Office (CBO) contract to ensure compliance with federal and state regulations.
- Supervising and interpreting Medicaid and commercial insurance billing laws and regulations.
- Collaborating with the Department of Social Services (DSS) and the Insurance Department to implement oversight and recoupment strategies.

## **ABOUT US**

The OEC is a unique state agency in CT that helps families with young children achieve better life outcomes. As a relatively new state agency, OEC is mandated in its enabling statutes to be data-driven, human-centered, and results-focused. We touch the lives of over 200,000 young children, parents, and caregivers annually through our integrated focus on early care and education programs and safety supports, our home visiting programs, and other critical early childhood services. By scale of funding, OEC is one of the largest departments of CT state government, deploying and leveraging approximately half a billion dollars each year in service of vulnerable families and communities. CT is a leader in the coordination of early childhood programs throughout the country. Whereas early childhood programming in most states is fragmented across multiple programs families must navigate, only a handful of states have created agencies dedicated to integrating support families with young children require and only CT has a clear data-driven mandate. New parenthood and early childhood are extremely important moments in a

person's life and experiences during this time can have significant and long-lasting impacts. OEC acts on the overwhelming evidence that intervention early in life is the most promising way to break the cycle of poverty.

**Watch the video below to see what it's like to be a State of Connecticut employee!**



## SELECTION PLAN

### FOR ASSISTANCE IN APPLYING:

Check out our Applicant Tips on How to Apply! Need more resources? Visit our Applicant Toolkit for additional support throughout the recruitment process.

### BEFORE YOU APPLY:

- **Meet Minimum Qualifications:** Ensure you meet the Minimum Qualifications listed on the job opening by the job closing date. You must specify your qualifications on your application. The minimum experience and training requirements listed must be met by the close date on the job opening, unless otherwise specified.
- **Educational Credits:** List your earned credits and degrees from accredited institutions accurately on your application. To receive educational credits towards qualification, the institution must be accredited. If the institution of higher learning is located outside of the U.S., you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies to the contact listed below by the closing date listed on the job posting.
- **Resume Policy:** Per Public Act 21-69, resumes are not accepted during the initial application process. As the recruitment process progresses, candidates may be required to submit additional documentation to support their qualification(s) for this position. This

documentation may include: a cover letter, resume, transcripts, diplomas, performance reviews, attendance records, supervisory references, licensure, etc., at the request and discretion of the hiring agency.

- **Preferred Shift/Location:** Select all location(s) and shift(s) you are willing to work on your application. Failure to do so may result in not being considered for vacancies in that specific location or shift.
- **Timely Submission:** All application materials must be received by the job posting deadline. You will be unable to make revisions once you officially submit your application to the State. Late submissions are rarely accepted, with exceptions only for documented events that incapacitate individuals during the entire duration of the job posting. Request exceptions by emailing [DAS.SHRM@ct.gov](mailto:DAS.SHRM@ct.gov).
- **Salary Calculations:** For current state employees, salary calculations are not necessarily comparable from one of the three branches of state government (i.e., Executive, Legislative, Judicial) to the other.
- **Note:** The only way to apply to this posting is via the 'Apply' or 'Apply Online' buttons on the official State of Connecticut Online Employment Center job posting.

#### **AFTER YOU APPLY:**

- Some email providers may experience delays or issues delivering messages. To avoid missing important updates— such as referral questionnaires or interview scheduling links—please check your Personal Status Board regularly. For added convenience, you can also enable text (SMS) notifications. To do this, log in to your Personal Status Board and select “Update My Contact Information”.
- **Referral Questions:** This posting may require completion of additional Referral Questions (RQs), which must be completed by the questionnaire’s expiration date. If requested, RQs can be accessed via an email sent to you after the job close date or by visiting your JobAps Personal Status Board (Certification Questionnaires section).
- **Prepare For An Interview:** Interviews are limited to those whose experience and training are most aligned with the role. To prepare, review this helpful Interview Preparation Guide to make the best impression!
- **Stay Connected!** Log in daily to your JobAps Personal Status Board to track your status and check email (including spam/junk folders) for updates and tasks.
- The immediate vacancy is listed above, however, applications to this recruitment may be used for future vacancies in this job class.
- **Note:** This position will be filled in accordance with contractual language, reemployment, SEBAC, transfer, promotion and merit employment rules. Candidates who are offered and accept a position with the State of Connecticut are bound by the State Code of Ethics for Public Officials and State employees, available at [www.ct.gov/ethics](http://www.ct.gov/ethics).

## **QUESTIONS? WE'RE HERE TO HELP:**

Due to high volume, we are unable to confirm receipt or provide status updates directly. For recruitment updates, please check your Personal Status Board and review our Frequently Asked Questions. If you have additional questions about the recruitment process, reach out to Brittney Woodley at [brittney.woodley@ct.gov](mailto:brittney.woodley@ct.gov). Join the State of Connecticut and take your next career step with confidence!

## **PURPOSE OF JOB CLASS (NATURE OF WORK)**

In a state agency this class is accountable for performing as a specialist in a planning area in support of program and policies.

## **EXAMPLES OF DUTIES**

- Performs highly specialized complex duties in a planning and program area;
- Supervises planning, development, coordination and administration of program operations;
- Formulates, recommends, implements policies and guidelines for program;
- Acts as liaison with operating units, agencies and outside officials regarding program policies and procedures;
- Provides technical and consultative services regarding program;
- Prepares reports and correspondence;
- Speaks before groups regarding program;
- May testify before legislative committees;
- Performs related duties as required.

## **KNOWLEDGE, SKILL AND ABILITY**

- Considerable knowledge of
  - relevant agency policies and procedures;
  - relevant state and federal laws, statutes and regulations;
  - principles and practices of state and regional planning;
  - research methods and techniques;
- Knowledge of relevant programs in private agencies, other states and at national level;
- Considerable
  - interpersonal skills;
  - oral and written communication skills;

- Ability to
  - interpret and evaluate research data;
  - utilize computer software.

## **MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

Eight (8) years of experience in planning including developing written long term plans broad in scope and having impact on a number of operations.

## **MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE**

One (1) year of the General Experience must have been in planning at the level of a Lead Planning Analyst.

NOTE: Planning is defined as collecting and analyzing technical data (social, environmental, economic, governmental), determining problems and concerns and developing long-term plans accordingly. These are formal, written plans, i.e., statements of goals and objectives, recommended alternatives for action and policies and programs to achieve the goals and objectives. Generally, these plans will impact statewide activities or a large-scale corporation which has branch or satellite facilities. Candidates must often perform these types of duties the majority of time and the planning function must be the major thrust of the job.

## **MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED**

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- A Master's degree in planning, public administration or a closely related field may be substituted for one (1) additional year of the General Experience.

# PREFERRED QUALIFICATIONS

- Experience analyzing, organizing, reviewing, and reporting on fiscal and insurance information, including regulations for insurance billing and Medicaid.
- Experience communicating with stakeholders on fiscal reports, including insurance revenue.
- Experience with interpreting billing codes, including CPT, ICD-10, and Healthcare Common Procedure Coding System codes.
- Experience submitting and correcting claims to various insurers (i.e., commercial and Medicaid insurance).
- Familiarity with claim lifecycles including submission, adjudication, denial, appeals, and payment posting.

# CONCLUSION


## **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

# ACKNOWLEDGEMENT

As defined by Sec. 5-196 of the Connecticut General Statutes, a job class is a position or group of positions that share general characteristics and are categorized under a single title for administrative purposes. As such, a job class is not meant to be all inclusive of every task and/or responsibility.

**Click on a link below to apply for this position:**

<p><b>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</b></p>	<p></p>
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