

To: Budget Committee Meeting
Probate Court Administrator, Judge Knierim, Judge Yamin and Judge Marino
From: Carol S. Modugno, Assistant Clerk, Manchester Probate Court
Date: January 6, 2010

Re: Points to be considered.

*Most importantly, I have placed my position in jeopardy by volunteering to address this Budget Committee Meeting. An employee should be able to voice their opinion without fear of retaliation or recourse. This does not exist in the Probate Court.

Specific discrepancies between (State employees) and the Probate Court employees.

1. State employees are offered benefits that the Probate Court employees do not receive. This does not place the Probate Court employees on the same "playing field". i.e. the following:
2. Most notably is the vast difference in pay scales for comparable experience, knowledge and longevity. The State employees are members of a union. The Probate employees are not.
3. Probate Court employees cannot purchase life insurance.
4. Probate Court employees cannot accumulate sick time or vacation time.
5. Probate Court employees do not get longevity pay or step increases. Salary and COLA frozen for 2009 but State employees did receive increases since they have a contract.
6. Probate Court employees cannot carry their years of experience to another State position. Therefore, a Court employee must START OVER. **This has direct impact on employees who want to change to another state position or the consolidation of Probate Courts.**
7. The Probate Court employees must be knowledgeable of CT Statutes, to serve the public. The employee does not have just one area of responsibility but must be multi-tasked in all areas of the Court and State procedures/requirements. The Court employee answers questions not only from the public but also from inquiring Courts and attorneys. The knowledge the Probate Court employees is ever increasing. The legislature and Probate Administration change the laws, forms and mandate continuing education. **BUT, our job descriptions or salaries are never updated to reflect the increased responsibilities.** If a State employee is given more responsibility the union contract protects them.
8. The Probate Court employee provides financial information to other state agencies, i.e. DAS, DRS, DCF and law firms. The law firms rely on the Probate Court for information and require extensive explanations for those attorneys not focusing on probate estates.
9. The public does not understand that Probate Court is not part of the CT judicial system. Only Probate Administration is listed under Judicial in the blue pages of the phone book. But the Probate Court is listed under State of CT Judicial
10. The Court employees receive the same insurance coverage as State employees

BUT pay 20% more for the premiums for dependent coverage.

11. Benefits should be grandfathered for long-term employees. If the new benefits are less many probate employees may leave.

The Probate Clerks receive State medical benefits, State pensions, are managed by a State agency, paid thru a State agency and are being brought in line with the Judicial department (State agency) then I beg the question why are the probate employees not made State employees?

The probate court employees have many years of experience and training. To be proficient in the Probate Court procedures and applicable laws is a never ending learning curve.

**State of Connecticut
The Department of Social Services
Job Opportunities**

Associate Claims Examiner

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

Posting Date: December 29, 2009

Closing Date: January 8, 2010

The Department of Social Services is currently accepting applications for two (2) Associate Claims Examiner positions, within the Division of Financial Management & Analysis Convalescent Accounting Unit, located in our Hartford Central Office.

Open To: The Public and State Employees

Position: Associate Claims Examiner (CL-17)
Position Numbers 32514 and 32728
21 - 27.41

Salary Range: \$43,751.00 - \$57,017.00 Annually

Bargaining Unit: Administrative Clerical (NP-3)

Location: 25 Sigourney Street, Hartford, CT 06106

STRONGLY RECOMMENDED: Preference will be given to candidates with computer system experience and Microsoft Excel, Written and oral communication skills, some knowledge of record keeping procedures and arithmetical computation. The successful candidate will need to learn Medicare, insurance denial codes and interpret federal and state regulations.

DUTIES AND RESPONSIBILITIES: Responsibilities of the positions are to ensure that nursing homes have utilized all Medicare and/or insurance benefits that may cover room and board charges for Medicaid clients before initiating payment authorization on the EMS System, this position requires excellent problem solving skills and knowledge of arithmetical computations. Additional responsibilities include excellent written and oral communication skills and knowledge of record keeping procedures. The successful candidate must have the ability to interpret Medicare, Medicaid, private insurance policies and federal/state regulations.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of relevant state laws and regulations; knowledge of auditing and record keeping procedures; some knowledge of reserving techniques; interpersonal skills; oral and written communication skills; negotiation skills; analytical skills; skill in performing arithmetical computations; ability to read, understand and apply laws and regulations; ability to examine and analyze highly complex claims; ability to schedule and prioritize workflow; ability to operate office equipment; ability to operate office suite software; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Five (5) years of experience in highly complex clerical work involving financial record keeping, auditing, accounting, purchasing or claim processing.

Special Experience: One (1) year of the General Experience must have included accounts payable and/or claims auditing.

Note: For State employees, experience in highly complex clerical work is interpreted as experience obtained at the level of Financial Clerk.

SUBSTITUTIONS ALLOWED:

1. 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.
2. One (1) year as a Claims Examiner may be substituted for the General and Special Experience.
3. Possession of a current State of Connecticut Worker's Compensation Casualty Adjuster License may be substituted for one (1) year of the General Experience.

Note: These positions may be filled by candidates from the mandatory Re-employment and SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken the current Associate Claims Examiner Examination No. 091670 and have received a passing score or from state employees who have attained permanent status in the class.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Maria Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Fax (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY FRIDAY, JANUARY 8, 2010, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer



The following positions are available for online application by clicking on the AD I.D. number. You may also go to <http://www.jud.ct.gov> under "Quick Links", click on "Job Postings". Click on the job for which you wish to apply.

DIVISION: SUPERIOR COURT

 APPOINTMENT X PROMOTION X RELOCATION

JOB TITLE: DEPUTY DIRECTOR II

OFFICE: SUPPORT ENFORCEMENT ADMINISTRATION

LOCATION: EAST HARTFORD

B.U.: 41 **S.G.:** 34 **SALARY:** \$88,551

APPLICATIONS MUST BE RECEIVED BY: JANUARY 11, 2010

Please Click on the AD I.D. Number to Apply for this Position

AD I.D. NUMBER: 09-1000-109

DIVISION: COURT SUPPORT SERVICES DIVISION

 APPOINTMENT X PROMOTION X RELOCATION

JOB TITLE: CSSD INTAKE ASSISTANT

OFFICE: FAMILY SERVICES **LOCATION:** NEW HAVEN

B.U.: 43 **S.G.:** 15 **SALARY:** \$43,330

APPLICATIONS MUST BE RECEIVED BY: JANUARY 11, 2010

Please Click on the AD I.D. Number to Apply for this Position

AD I.D. NUMBER: 09-7000-076

OFFICE: BUDGET & PLANNING
HARTFORD

LOCATION:

B.U.: 41 **S.G.:** 24/27
\$58,610/67,717

SALARY:

APPLICATIONS MUST BE RECEIVED BY: JANUARY 19, 2010

Please Click on the AD I.D. Number to Apply for this Position

AD I.D. NUMBER: 09-3000-009

*All job postings for Judicial Branch Employees can be viewed on the
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Involuntary Conservatorship Forms
With State Aide

1. Application 3 Copies – DAS, Atty., Sheriff
2. Physician Eval. 1 Copy – Atty.
3. Order of Notice 1 Copy – Sheriff
4. Waiver of Fees 1. to PA
5. Trust Agreement (2) 4 Copies – 2 to File, 2 to Cons.
6. Inventory & Sample to Cons.
7. Cons. Report to Cons.
8. Appointment of Atty. 1 Copy of Atty.
9. Fid. Cert. to Cons.
10. 2 Decrees to Cons.
11. Citation 2 Copies to Sheriff with Attachments
12. Real Estate Form to Cons.
13. Certified Mail to DAS with Forms
14. Report of Representative to Court Appt. Atty.
15. Bond Form
16. Cover Sheet
17. Updated Phys. Eval.
18. Booklet



State of Connecticut
Department of Administrative Services

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DAS CONTACT US

165 Capitol Avenue
 Hartford, CT 06106

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 (860) 713-5205

Business Office
 (860) 713-5115

Procurement
 (860) 713-5095

Auctions
 (860) 571-7445

FAX US

Exam Applications
 (860) 622-2875 or
 (860) 622-2910

Human Resources
 (860) 713-7334

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 (860) 713-7484

Business
 (860) 713-7478

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 (860) 713-7474

» Employee Benefits Programs

As a State of Connecticut employee you are entitled to a host of benefits that are not only attractive, but also portable should your career bring you to other avenues of state service. As a state of Connecticut employee you are also entitled to 12 paid holidays to accruing vacation time, being a state of Connecticut employee not only offers you the opportunity to make a difference in someone's life, but the time to enjoy your work. Below are just some of the benefits the state of Connecticut offers.

- Accrued Vacation and Sick Time
- Personal Leave
- Health & Dental Insurance
- Tuition Reimbursement and encouragement in Career Mobility within the State of Connecticut
- Disability Insurance
- Domestic Partner Benefits
- Life Insurance
- Retirement Plan
- Long Term Care
- Deferred Compensation
- FMLA
- Paid Jury Duty
- Funeral Leave

For more information on state benefits, please visit the State Comptroller's website at: <http://www.osc.state.ct.us/empret/>