



**STATE OF CONNECTICUT**  
**OFFICE OF EARLY CHILDHOOD**



**EMPLOYMENT OPPORTUNITY**

***CHILD CARE LICENSING SUPERVISOR***  
***DIVISION OF LICENSING***  
***THREE POSITIONS AVAILABLE\****

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE**

**Open to: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER**

**Location:** 410 Capitol Avenue, Hartford, CT 06106

**Hours:** 8:00 a.m. – 4:30 p.m.

**Job Posting #:** #004 (12591, 109465, 109466)

**Salary Range:** \$68,019 - \$86,386\*\*

**Closing Date:** October 3, 2014

Note: \*\*New hires to state employment start at the minimum of the above salary range.

**ELIGIBILITY REQUIREMENT:**

Candidates must have applied for and passed the Child Care Licensing Supervisor exam and be on the current certified list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.** State employees who have attained permanent status and are eligible for appointment may also apply.

**EXAMPLE OF DUTIES:**

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans program work; establishes and maintains program procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies, procedures and legal proceedings; prepares reports and correspondence; provides budgetary input; interprets and explains child care licensing laws, regulations and policies to child care professionals and the public; reviews child care licensing proposals and makes recommendations concerning child care licensing standards; mediates problems between Child Care Licensing Specialists and child care provider staff; conducts staff meetings; may investigate and prepare cases for adjudication; may represent agency on committees and task forces; performs related duties as required. May supervise human resources, payroll, purchasing and/or other fiscal and administrative functions; performs related duties as required.

**QUALIFICATIONS:****Knowledge, Skill and Ability:**

Considerable knowledge of relevant agency policies, procedures and regulatory practices; considerable knowledge of and ability to interpret relevant state and federal laws, statutes and regulations related to child care programs; considerable knowledge of principles and techniques of planning and operating child care centers; considerable knowledge of child care licensing functions; considerable knowledge of investigative processes; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

**MINIMUM EXPERIENCE AND TRAINING REQUIRED:****General Experience:**

Eight (8) years of experience providing professional child care services with involvement in program development and operational policy.

**Special Experience:**

Two (2) years of the General Experience must have been in a supervisory or consultative capacity providing professional advice and/or technical support in the field of child care.

**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. A Master's degree in child development, early childhood education, public health, social work or other closely related field may be substituted for one (1) additional year of the General Experience.
3. For State Employees, two (2) years of experience as a Child Care Licensing Specialist may be substituted for the General and Special Experience.

**Special Requirement:**

Incumbents in this class may be required to travel.

**Preferred Experience:**

The preferred candidate has the following experience:

- Experience implementing, monitoring and enforcing child day care statutes and regulations;
- Experience implementing investigative techniques and processing complaints;
- Experience facilitating meetings;
- Experience with supervision of work units and staff;
- Experience implementing discipline in a supervisory role to staff not adhering to policies and procedures;
- Experience following directives;
- Experience with data systems;
- Experience exercising initiative.

**APPLICATION PROCEDURE:**

All required documents must be received by close of business on the closing date in order to be considered for an interview. Interested candidates should reference job announcement #004 in the application materials and submit the following documents to address listed below:

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Administrative Services website at <http://das.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings.

**Office of Early Childhood  
165 Capitol Avenue, Room G-16  
Hartford, CT 06106  
ATTN: Mr. Chris Beloff  
TEL: (860) 713-6697**

**Applications will be accepted via U.S. mail or hand delivery only.**

***NOTE: \*Two of these positions will be responsible for supervising a licensing unit and one position will be responsible for supervising the investigations unit. Please indicate in your cover letter if you are interested in all positions or either licensing or investigations.***

The Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Office of Early Childhood does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Office of Early Childhood's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**