



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



**EMPLOYMENT OPPORTUNITY**

***CHILD CARE LICENSING SPECIALIST  
DIVISION OF LICENSING  
MULTIPLE POSITIONS AVAILABLE***

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

**Open to:** Candidates on current Child Care Licensing Specialist Exam List

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

**Hours:** 8:00 a.m. – 4:30 p.m.

**Job Posting #:** #005

**Salary Range:** \$61,871 - \$78,821\*

**Closing Date:** November 26, 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 Specialist 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:**

Conducts on-site regulatory inspections and interviews of potential and existing child care providers to determine initial and continuing regulatory compliance and health, safety and welfare of children; performs inspections of total facility (e.g. health and sanitation, food service, space, staffing, etc.); reviews required program documentation, observes program operations and conducts interviews with program staff, parents and other interested parties; reviews applications for licensure from prospective child care programs and providers; documents all pertinent information regarding regulatory compliance for formal and informal compliance conferences, negative actions against a licensee, hearings and/or court proceedings; investigates complaints of non-compliance with child care regulations, mistreatment of children and illegal practices by child care programs and providers; provides guidance and consultation regarding child care regulations and program practices to providers, parents and other interested parties; maintains case records and prepares reports; coordinates services with other state and local agencies; may appear before professional organizations and the public to educate on child care regulatory issues; performs related duties as required.

## **QUALIFICATIONS:**

### **Knowledge, Skill and Ability:**

Knowledge of and ability to interpret relevant state and federal laws, statutes, regulations, policies and procedures related to child care programs; knowledge of principles and techniques of operating child care programs; knowledge of various economic, emotional, medical, psychological and social factors influencing attitudes and behavior of individuals and families; knowledge of community resources available to individuals and families; considerable interpersonal skills; considerable oral and written communication skills; ability to determine child care program and provider compliance with governing statutes and regulations; ability to obtain, organize, assess and present evidence related to program provider compliance with regulations; ability to maintain records and prepare reports; organizational ability.

## **MINIMUM EXPERIENCE AND TRAINING REQUIRED:**

### **General Experience:**

Six (6) years of experience in the provision of professional child care services with involvement in program development and operational policy.

### **Substitutions Allowed:**

1. College education 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 related area may be substituted for one (1) additional year of the General Experience.

### **Special Requirement:**

Incumbents in this class may be required to travel.

### **Preferred Experience:**

The preferred candidate should provide evidence of the following experience in their application materials:

- Experience implementing, monitoring and enforcing child day care statutes, regulations and standards;
- Experience creating written reports, narratives, and other summary documents;
- Experience working independently and as part of a team;
- Experience exercising effective interpersonal skills with internal and external contacts;
- Bachelor's degree in early childhood or bachelor's degree with at least 12 credits in early childhood;
- In addition to the preferred skills above, Spanish speaking will be helpful.

## **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 #005 in the application materials and submit the following documents to address listed below:

1. A letter of application and resume with details of experience and training.
2. An Application for Examination or Employment (CT-HR-12) which may be obtained online at <http://www.sde.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 in addition to the above documents.

**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.**

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 Office of Early Childhood 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](mailto:Levy.Gillespie@ct.gov).

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