

**DEPARTMENT OF LABOR  
EMPLOYMENT OPPORTUNITIES  
CONNECTICUT CAREERS TRAINEE**

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

**Open To:** The Public

**Location:** Bridgeport (E), Danielson (Y), Hamden (J), Hartford (Q), New Britain (N),  
New London (W), Waterbury (H), Wethersfield (T) Willimantic (U)

Note: Danielson is part of Killingly. Willimantic is part of Windham.

**Hours:** Full-time (40 hours per week)

<b>Salary:</b>	Bachelor's Degree	Master's Degree
	\$40,512 (SH 15-1)	\$41,977 (SH 15-2)
	\$42,090 (AR 15-1)*	\$43,611 (AR 15-2)*

\*Target classifications requiring a two-year training period will advance to \$48,162 (AR-15-5) upon the completion of the first year of training.

**Closing Date:** November 14, 2011

**Job Posting No:** See Job Numbers below with each individual unit description

**Eligibility:** Possession of a Bachelor's or Master's degree\*\*

Anticipated vacancies are in our CT Works Centers performing employment services duties and in Wethersfield performing programmatic functions, in our Unemployment Insurance units, Hamden, Hartford, & Wethersfield, in our Office of Research, Wethersfield, in our Wage & Workplace Standards Division. Employees in the Wage and Workplace unit are based in Wethersfield, but are assigned a geographical territory to cover in the state that requires them to spend a good portion of their work week in this territory performing their job duties. Eligible fluent bi-lingual individuals are encouraged to apply for all vacancies. This recruitment may be utilized up to one-year from the closing date to fill any Connecticut Careers Trainee positions through out the Agency.

**Unemployment Services (Job #373)** – performs services necessary for determination of monetary eligibility for Unemployment Compensation benefits; reviews benefit application and secures additional data needed; analyzes work history to determine appropriate benefit programs; assesses need for non-monetary hearing based on reason for separation or any barriers to employability; makes appropriate adjustments to system wage file or refers to a field auditor as needed; utilizes fraud prevention techniques, detects overpayments which includes the calculation of overpayment amounts, penalties, and interest; establishes and enforces recoupment processes to recover outstanding overpayment balances; reviews, analyzes and corrects claims under a variety of special programs including military, federal, out of state or multi-state claims and claims involving reduces hours, pensions, child support or shared work; obtain and verifies data; applies federal and/or state laws and guidelines to make monetary determinations and other disposition of claims; reviews and processes special program claim appeals; corresponds with employers, claimants and their representatives on variety of matters; determines employer liability to each unemployment claim, assesses monthly and quarterly employer liability; calculates and disseminates annual employer tax rates; follows appropriate action from higher-level unemployment hearings / court decisions; provides technical support to local offices in pertinent areas; performs other related duties. After successful completion of a training period normally one-year in duration individuals are eligible for promotion to Labor Department Community Services Representative (SH-17).

Note: For positions located in our call centers prior experience in that type of work environment is preferred.

**Employment Services (Job #379)** – provides information, referral, assessment, eligibility determinations and certification for all Job Service Employment and Training programs; determines barriers to employment; assesses needs and refers client to employment counseling, training, employment planning or other support services; develops job opportunities for clients whose skills do not match current listings; periodically assesses continuing eligibility; assists in developing work search plan; customizes and conducts job search and vocational exploration workshops; works with employers to seek, place and follow up on workers with appropriate skills; provides services, including outreach services, to specialized client groups as assigned; performs other related duties. After successful completion of a training period normally one-year in duration individuals are eligible for promotion to Labor Department Community Services Representative (SH-17).

Note: The preferred candidate for Employment Services vacancies will have at least fifteen (15) semester hours in vocational guidance, counseling, psychology, sociology or other courses related to counseling.

**Office of Research (Job #371)** – responsible for developing and implementing formal research projects and assisting in these activities on more comprehensive and complex research assignments; analyzes, interprets and prepares data in a variety of ways; prepares narrative and statistical reports; develops computerized databases and analyzes and interprets computer generated reports; performs related duties as required. After successful completion of a training period normally two-year in duration individuals are eligible for promotion to Research Analyst (AR 22).

Note: The preferred candidate will have a quantitative oriented or business related degree with a sound foundation in statistics.

**Wage and Workplace Standards (Job #372)** - audits payroll and time records of employers for compliance with state and federal wage and hour laws and regulations; investigates complaints and interviews employees, employers and other persons or agencies concerning complaints; collects statistical data in surveys of wage rates and hours worked in various occupations and industries; initiates and conducts fact finding conferences; transcribes claims for wages when such are found due under existing laws; prepares reports and assembles evidence for hearings or court cases; conducts cost of living surveys as required; performs related duties as required. After successful completion of a training period normally one-year in duration individuals are eligible for promotion to Wage and Hour Investigator 1 (SH-19).

Note: This position involves extensive intra-state travel and candidates must have a valid driver's license. The preferred candidate would be bi-lingual English/Spanish.

**Important Note:** The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions: You must follow these instructions exactly. Missing or incomplete applications will not be considered. Remember to sign and date your application on page 2 of the CT-HR-12. A typed signature is acceptable.** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a State of Connecticut Application for Examination or Employment (CT-HR-12), and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current Department of Labor employees are not required to complete the Labor Pre-Authorization and Release form. The CT-HR\_12 can be downloaded from the DAS website at <http://das.ct.gov/employment>. In Section 2 of the CT-HR-12 Purpose of Application in the section entitled, "Position/Job Title" write, "CCT". For Job Posting Number list each unit for which you are interested in being considered. Submit only one application regardless of whether you are interested in being considered for multiple jobs. For the geographical location(s) you are interested in being considered for in Section 10 Employment Districts on the CT-HR-12, mark your preferred locations using the location letters listed at the top of the posting. Use only those letters or "A" if you are interested in being considered for all locations. Do not list any other locations. Submit via mail to:

**DEPARTMENT OF LABOR  
Attn. Human Resources  
200 Folly Brook Boulevard  
Wethersfield, CT 06109  
FAX NUMBER: 860-263-6699**

If you are choosing to fax your application, it is not necessary to also send an original copy. **Due to the large number of recruitments we cannot confirm receipt of application materials.** Not all individuals who apply will be granted an interview.

\*\*You do not have to supply evidence of your degree (an official college/university transcript) with your application package. However, this information will be required before a bona fide offer can be made. **You must have an official transcript sent directly to the address above.** If your degree is from outside of the United States, you must submit certification from an accreditation services agency. The accreditation services agency must certify that your degree equates to a bachelor's or master's degree from an accredited American school or university.

## **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.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening --Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle) : \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number : (     ) \_\_\_\_\_

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed	Signature of Applicant
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As a candidate being considered for employment at the Department of Labor, I have received a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

[http://www.ct.gov/ethics/lib/ethics/publications/public\\_officials\\_guide\\_11.pdf](http://www.ct.gov/ethics/lib/ethics/publications/public_officials_guide_11.pdf)