State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

PROGRAM MANAGER - SOCIAL WORK (ADMINISTRATIVE SUPPORT/PROGRAM SERVICES)

(FORMER JOB TITLE PROGRAM SUPERVISOR – SOCIAL WORK (ADMINISTRATIVE SUPPORT/PROGRAM SERVICES)

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$72,741 – $93,304	MP 62	SEE BELOW	001950CRPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

(REISSUED WITH DATES FOR 2012)

PURPOSE OF CLASS: In the Department of Children and Families and the Children's Trust Fund this class is accountable for managing administrative child welfare/protective services programs. In the Office of the Child Advocate this class is accountable for managing administrative support or program services.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Eight years of professional experience in the field of social and human services.

SPECIAL EXPERIENCE: One year of the General Experience must have been in planning, development, implementation or supervision of administrative or program services in child welfare, children's mental health or juvenile justice at the level of Children Services Consultant or Social Work Supervisor.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree or other advanced degree in behavioral science, public administration, social work or a closely related field may be substituted for one additional year of the General Experience. [Note: Closely related fields are: child welfare, applied sociology, social and/or human services, clinical psychology, child development, criminal justice, counseling, human development and family relations, human service, marriage and family therapy.]

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge and understanding of case work principles, methods, and techniques; considerable knowledge of factors which influence attitudes and behavior of individuals and families; considerable knowledge of community resources and available services; knowledge of legal basis for departmental programs and requirements; knowledge of child development; knowledge of mental health and behavioral challenges facing children and youth; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:
(1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1**. For each job (maximum of three) which you feel has best prepared you for the job of Program Manager – Social Work (Administrative Support/Program Services), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Program Manager – Social Work (Administrative Support/Program Services) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience planning, developing, implementing and coordinating new/special programs and projects in the areas of child welfare, children's mental health or juvenile justice. Please be specific as to the nature, size and scope of the program/project, the population served and the types of services provided. Detail your responsibilities in developing and negotiating contracts for services including your role in the process, type of negotiations and contracts that result, with whom you are dealing and the nature and purpose of the negotiations and contracts. Include methods and procedures developed or utilized to implement and coordinate these special programs/projects. **(2)** Consultative/liaison experience. Describe your experience planning and participating in training programs and workshops including the audience reached and the topics involved. Detail your experience providing consultative services to central and field staff, social services agencies, courts, child care institutions and individuals in matters relating to child and foster care, adoption, protective services, private child placing agencies or child caring institutions including to whom this was provided and the purpose. Detail experience serving as liaison in communicating changes in procedures, practices and policies to staff and following up for consistency in their implementation. Also, include experience serving on projects, task forces and committees including your role and the purpose of the project/meetings. **(3)** Describe the types of oral communication activities you have performed such as interviewing, counseling, advocating, explaining, testifying or representing the agency at hearings, public speaking. Describe the range and types of written communication activities you have performed such as preparing reports, written policy interpretations, drafting policies, regulations or procedures, developing training materials or writing case summaries. **Section 2**. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1)** Make certain both your application form and your supplemental examination materials are complete and separate documents not referencing the other, as your application form and examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package. (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2840).** If faxing materials, keep a copy of your completed application/examination and the fax transmittal receipt for your records. Make certain that your application form and examination materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) A separate application/examination package must be submitted for each examination you are applying for. (8) Application/examination package must be date stamped by DAS/Human Resources or postmarked by MAY 28, 2012 for the JULY 18, 2012 grading date and by NOVEMBER 2, 2012 for the DECEMBER 20, 2012 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.ct.gov/employment) or at any one of the Offices of the Connecticut State Job Centers.

(revised May 11, 2012)

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.