



**CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC
PRIMARY PREVENTION SERVICES COORDINATOR**

ANNUAL \$76,373	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$98,224	GROUP: AR 26	DATE: NOVEMBER 5, 2015	NO: 050520CRDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW
(REISSUED WITH DATES FOR 2015)

PURPOSE OF CLASS: In the Department of Children and Families and the Children's Trust Fund, this class is accountable for performing as a specialist in the area of planning and development of statewide prevention programs. In the Department of Mental Health and Addiction Services, this class is accountable for performing as a specialist in the area of primary prevention programs and activities. In the Department of Social Services & Public Health, this class is accountable for performing as a specialist in the area of planning, development, evaluation and providing programmatic oversight of statewide prevention programs and activities.

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: Seven years of professional employment in the health and/or human services field.

SPECIAL EXPERIENCE: (1) Two years of the General Experience must have been in the development and/or administration of a primary prevention health or human services program or development and/or administration of a major component of such a program. (2) Development and/or administration is defined as positions having accountability for the carrying out or completion of a program. The duties of the position are expected to include the functions of planning and evaluation of program goals and community organization and/or networking activities. (3) Primary prevention is defined as any program whose main purpose is to reduce the probability that individuals at some future point will need remedial intervention or care.

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 in behavioral science, public administration, or closely related field may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of principles and practices of community primary prevention programs and requirements for developing and administering such programs at local and state levels; knowledge of existing primary prevention programs and resources in areas of substance abuse, social services, criminal justice, health and mental health at local and state levels; knowledge of public information theory and practices; knowledge of basic planning principles; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze administrative problems and implement changes; ability in education and/or training, workshop design, community consultation, and provision of technical assistance; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	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 Primary Prevention Services Coordinator, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Primary Prevention Services Coordinator 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 in the planning, development, coordination and administration of primary prevention program operations and/or statewide/federal prevention initiatives, including grants/contract management. Describe the size and nature of the programs/initiatives/grants for which you were responsible. Include your responsibilities for developing, implementing, monitoring and evaluating programs/initiatives to ensure operational efficiency and effectiveness. Detail your experience formulating initiatives/program goals and objectives and funding support. Be specific as to the purpose of the goals, objectives and initiatives you developed and on whom they impacted. **(2)** Experience serving as a liaison to community-based prevention programs. Describe your experience in providing technical assistance to local community groups, agencies, coalitions or organizations regarding the implementation of best practices in primary prevention. Detail any experience assisting in the implementation of best practices in community groups, organizations in formulating program goals and objectives. Be specific as to the size and number of the group(s) with whom you interacted and the nature of the assistance you provided. Also detail your liaison activities with the agencies/organizations/groups/coalitions, the reason for these contacts and your role in serving as liaison/coordinator/consultant. **(3)** Experience providing training, promotion and education in the area of primary prevention. Include any experience performing community, school or staff training, organization, mobilization, group facilitation and providing technical assistance. Be specific as to the nature of the training you have provided, to whom it was provided and the intended outcome. **(4)** Experience writing narrative and statistical reports, contracts, correspondence, grant requests, program guidelines, etc. Detail any public speaking experience. Be specific as to whom it was provided and the intended outcome. **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 examination materials are complete and separate documents not referencing the other, as your application form and supplemental 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 application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is 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 **NOVEMBER 5, 2015 for the DECEMBER 17, 2015 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/cr1.aspx?page=13>) or at any one of the Offices of the Connecticut State Job Centers.

(Reissued October 22, 2015)

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