



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF PUBLIC HEALTH**

**CHILD CARE LICENSING SUPERVISOR**

**ANNUAL \$64,113**  
**SALARY: \$81,426**

**SALARY**  
**GROUP: SH 25**

**APPLICATION CLOSING**  
**DATE: MAY 29, 2012**

**EXAM**  
**NO: 121030APPD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.**

**PURPOSE OF CLASS:** In the Department of Public Health, this class is accountable for supervising the statewide licensing and regulation of child care programs and providers.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF PUBLIC HEALTH** WHO BY **MAY 29, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF PUBLIC HEALTH** AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Eight years of experience providing professional child care services with involvement in program development and operational policy.

**SPECIAL EXPERIENCE:** Two 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 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 child development, early childhood education, public health, social work or other closely related field may be substituted for one additional year of the General Experience. (3) For State employees, two 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.

**KNOWLEDGE, SKILLS AND ABILITIES:** 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.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b><u>PART</u></b>	<b><u>WEIGHT</u></b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION PROCEDURE:** 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. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by May 29, 2012. **A separate application form must be submitted for each exam you are applying for.** Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2910**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Examination scores will be mailed by July 16, 2012.

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Public Health.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

**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, persons with disabilities and military veterans.