



EXAMINATION OPEN TO THE PUBLIC CHILD CARE LICENSING SUPERVISOR

ANNUAL \$66,037
SALARY: \$83,869

SALARY
GROUP: SH 25

APPLICATION CLOSING
DATE: MAY 19, 2014

EXAM
NO: 1406900CJR

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

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MAY 19, 2014**.

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:

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 Child Care Licensing Supervisor include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Child Care Licensing Supervisor 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 operation of child care programs. Be specific as to your role and the types and size of programs for which you were responsible, i.e., child day care centers, family day care homes, etc. Include in your description experience that you have had in developing and implementing operational policies and procedures to ensure operational efficiency and effectiveness. Be specific as to the nature and purpose of the policies and procedures you developed and for whom they were developed. Also describe your experience interpreting state and federal laws, statutes, regulations, policies and procedures relative to child care programs. Be specific as to the nature and purpose of the interpretation and for whom it was provided. (2) Experience conducting on-site visits, inspections or investigations. Be specific as to the types of visits/inspections you conducted, their purpose and the nature of the visits/inspections/investigations, (i.e., health and sanitation, food service, space, staffing, neglect/abuse of children or other illegal practices). Also be specific as to the size of the facilities you have visited and/or inspected and the size of the case load for which you were responsible. (3) Experience serving as coordinator/consultant to child care providers, parents, teachers etc. Be specific as to the services you coordinated and/or provided, their nature and purpose, to whom they were provided, and the intended outcome. (4) Oral and written communication experience. Detail your experience writing and reviewing reports/documents, preparing inspection/investigative narrative reports or records relative to child care programs. Be specific as to the nature and purpose of these reports or written materials, for whom they were prepared and the intended outcome. Also detail your experience with others which you feel demonstrates your oral communication and interpersonal skills. Be specific in explaining the nature of those dealings and whom they were with. Detail any public speaking experience. (5) Lead/Supervisory experience. Describe your experience leading, supervising or acting as a team/project leader, including planning, setting priorities and coordinating workflow. Describe your experience assigning, overseeing, reviewing and evaluating the work of staff, and any disciplinary or corrective actions taken. Include the numbers and job titles of staff you led on projects or workgroups, supervised or assisted in supervising. **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 supplemental examination materials are date stamped by DAS/Human Resources or postmarked by May 19, 2014.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **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) **Examination scores will be mailed by July 16, 2014.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

NOTE: Effective July 1, 2014, the licensing and regulation of child care programs and providers will be transferred from the Department of Public Health to the Office of Early Childhood.

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

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.