



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF CHILDREN AND FAMILIES
CHILDREN SERVICES UNIT SUPERVISOR

ANNUAL \$60,457
SALARY: \$81,620

SALARY
GROUP: HN 25

APPLICATION CLOSING
DATE: NOVEMBER 4, 2013

EXAM
NO: 131230APMB

[SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.](#)

PURPOSE OF CLASS: In a state child care facility or program this class is accountable for the administration of an assigned unit(s) of residential living or program activity including the training, assignment and evaluation of staff and supervision of specialized services for treatment and care of residents.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CHILDREN AND FAMILIES** WHO BY **NOVEMBER 4, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF CHILDREN AND FAMILIES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Two years of experience as a Lead Children Services Worker or Children Services Specialist.

SUBSTITUTION ALLOWED: Three years of experience at a supervisory/lead level in the treatment and care of residents in an institution or facility for emotionally disturbed or delinquent children may be substituted for the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to be bilingual or fluent in American Sign Language. (2) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of physiological and perceptual disorders; considerable knowledge of various behavior modification systems; knowledge of purpose and structure of institution including its major sections, goals of treatment programs and relationship to procedures; knowledge of security and fire safety procedures; knowledge of disciplinary techniques and guidelines for use; knowledge of laws relating to children's rights including abuse and neglect; knowledge of first aid including medications and possible reactions; considerable interpersonal skills, ability to identify problems in group living situations arising from character disorders; ability to mediate problems between staff members and clients; ability to set priorities, organize activities and coordinate programs; ability to evaluate information and determine appropriate course of action; ability to evaluate client progress in therapy program; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION INSTRUCTIONS: 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 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 November 4, 2013.** Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910). **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.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by December 12, 2013. A separate application form must be submitted for each exam you 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>) and at the Department of Children and Families.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous 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.