



**EXAMINATION OPEN TO THE PUBLIC  
COMMUNITY DEVELOPMENT SPECIALIST**

**ANNUAL \$71,988\***  
**SALARY: \$92,585**

**SALARY**  
**GROUP: AR 26**

**APPLICATION CLOSING**  
**DATE: AUGUST 15, 2013**

**EXAM**  
**NO: 130890CDJ**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Economic and Community Development, this class is accountable for acting as a working supervisor and/or performing the most complex tasks as a specialist to promote strong communities, retention and expansion of housing and jobs through housing, economic and community development activities and programs within the state.

**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 **AUGUST 15, 2013**:

**GENERAL EXPERIENCE:** Seven years of professional experience in corporate marketing and business development or business experience including complex residential and/or commercial financing to include leverage financing, strategic planning, financial planning and analysis or project management experience with industrial, environmental, housing or community development projects to include public financing or experience in urban planning and development.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been at the level of Economic and Community Development Agent.

**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 planning, economics, housing, urban development, finance, business administration, public administration or a closely related field may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of local, state and federal housing, economic and community development programs and resources; considerable knowledge of industry practices, markets and location issues; knowledge of local, state and federal laws, regulations and policies pertaining to community development; knowledge of budgetary and financial principles and practices; knowledge of residential and commercial mortgage financing; knowledge of planning principles and practices; considerable skill in planning, organizing and negotiating urban or community development activities; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to establish and maintain effective working relationships; ability to utilize computer software; some supervisory ability.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b>	<b><u>PART</u></b>	<b><u>WEIGHT</u></b>
	<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**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 examination supplemental 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 Community Development Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Community Development Specialist 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 developing and/or promoting community development and/or housing development programs.** Describe any experience developing, promoting or implementing housing or community development programs or projects. Detail any managerial/supervisory responsibilities, such as program/project design and evaluation, policy development, review and final approval of financial/assistance packages, oversight and supervision of staff. Indicate the size and scope of the programs and the dollar amount. Be specific as to your role with these. Include in your description any experience in developing comprehensive plans for communities or neighborhoods, contract compliance and project management. (2) **Experience providing technical assistance to for-profit and non-profit housing and/or community development organizations.** Describe any experience analyzing financial statements, analyzing and preparing housing or community development plans. Describe any experience in providing technical assistance to for-profit and non-profit housing and/or community development organizations, including preparing financial assistance applications, negotiating the purchase of real property, performing property inspections, developing rehabilitation specifications or other similar activities; and the monitoring compliance and performance; and support of these activities. Indicate the nature of these dealings, the dollar amount(s) involved and your exact role in this area. (3) **Experience in developing and/or promoting business development programs.** Describe any experience developing, promoting or implementing business development programs or projects. Detail any managerial/supervisory responsibilities, such as program/project design and evaluation, policy development, review and final approval of financial/assistance packages, oversight and supervision of staff. Indicate the size and scope of the programs and the dollar amount. Be specific as to your role with these. Describe any experience assisting business and industries with locating or expanding operations, including real estate development, assessing business needs for services, identifying financing and/or economic development resources available to businesses and industries. Indicate the size and scope of the programs/activities and the dollar amount. Be specific as to the type of business, the size and scope, resources used and assistance provided. Be specific as to your role with these. (4) **Experience providing technical assistance to businesses and industries.** Describe any experience providing technical assistance to business and industries with the preparation of financial assistance applications and leasing or other contractual agreements. Describe any experience analyzing financial statements of businesses, analyzing and preparing business plans for businesses and financial institutions, negotiating leasing or other contractual agreements for businesses, monitoring activities for compliance with terms of agreements. Include the entities involved (financial institutions, businesses, government agencies, etc.), the dollar amounts involved, and your role in the agreements. **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 August 15, 2013.** (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 make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. 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 September 27, 2013.** (8) **A separate application/examination package 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 Offices of the Connecticut State Job Center.

\*Salary Effective 8/26/13  
6717

**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.