



EXAMINATION OPEN TO THE PUBLIC

**DIRECTOR OF FAMILY SERVICES STRATEGY**

ANNUAL \$99,559 SALARY APPLICATION CLOSING EXAM  
SALARY: \$127,707 GROUP: MP 70 DATE: FEBRUARY 16, 2012 NO: 120220CFD

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

**PURPOSE OF CLASS:** In the Department of Developmental Services this class is accountable for designing, implementing, leading and sustaining improved, cost effective processes and systems to provide quality family and individual support and services for in-home care.

**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 FEBRUARY 16, 2012.

**GENERAL EXPERIENCE:** Ten years of professional experience providing guidance, services and/or support to families in a developmental services setting which includes developmental disabilities and/or autism.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in a managerial or consultative capacity with programmatic and administrative responsibility including some experience in process design, process improvement, implementation and control for services and supports provided to families and individuals. [Note: Process improvement includes analysis of the current state of being, planning change, implementing change, measuring results, improving upon the change and controlling the new process and systems.]

**SUBSTITUTIONS ALLOWED:** (1) College training in Developmental Disabilities and Habilitation, Social Work or a related field 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 Developmental Disabilities and Habilitation, Social Work or related field may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENT:** Employees in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of process improvement and change management; considerable knowledge of systems relevant to developmental disabilities and services; considerable knowledge of local community resources and services including those provided by social services agencies; knowledge of families and individuals served; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to influence and implement organizational change.

**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/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. **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 February 16, 2012.** Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT 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 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 March 26, 2012.** 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 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, and persons with disabilities.