



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

**DEVELOPMENTAL SERVICES RESIDENTIAL FACILITY UNIT DIRECTOR**

**ANNUAL \$75,653  
SALARY: \$97,032**

**SALARY  
GROUP: MP 63**

**APPLICATION CLOSING  
DATE: AUGUST 8, 2012**

**EXAM  
NO: 121340APDM**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Developmental Services, this class is accountable for directing the overall operation of a residential care and treatment program for a unit at a training school serving approximately 80 - 120 residential persons with mental retardation or other developmental disabilities.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF DEVELOPMENTAL SERVICES** WHO BY **AUGUST 8, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF DEVELOPMENTAL SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Three years of experience in a supervisory capacity in the care or treatment of persons with mental retardation or other developmental disabilities.

**SUBSTITUTIONS ALLOWED:** Within State service the following experience may be substituted for the General Experience: (1) Three years as a Developmental Services Residential Program Supervisor 1. (2) Two years as a Developmental Services Residential Program Supervisor 2. (3) One year as a Developmental Services Facility Unit Program Manager, Nurse Supervisor or Rehabilitation Therapy Supervisor 1.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to possess a current license or certificate to practice the specialty in Connecticut. This requirement applies to those specialties requiring a license to practice by statute. (2) Incumbents in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of residential programs for persons with mental retardation or other developmental disabilities; considerable knowledge of goals, regulations and organization of intermediate care facilities/systems for persons with mental retardation; knowledge of and ability to apply management principles and techniques; knowledge of interdisciplinary approach to program planning; knowledge of human rights of persons with mental retardation or other developmental disabilities; knowledge of the scope of services provided by major disciplines including psychology, social work and medicine for persons with mental retardation or other developmental disabilities; considerable interpersonal skills; considerable oral and written communication skills.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</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, 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 August 8, 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 September 7, 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 Developmental Services.

*\*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*

July 25, 2012

**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.