



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF DEVELOPMENTAL SERVICES
DEVELOPMENTAL SERVICES RESIDENTIAL PROGRAM
SUPERVISOR 1**

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

SALARY
GROUP: HN 25

APPLICATION CLOSING
DATE: AUGUST 6, 2013

EXAM
NO: 130850APJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Developmental Services this class is accountable for assisting in the supervision and implementation of programs designed for persons with mental retardation.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF DEPARTMENT OF DEVELOPMENTAL SERVICES WHO BY **AUGUST 6, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT SERVICE AT THE DEPARTMENT OF DEVELOPMENTAL SERVICES AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Four years' experience in the care and supervision of persons with mental retardation.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a supervisory capacity at the level of a Supervising Developmental Services Worker 1 or 2.

SUBSTITUTION ALLOWED: College training, preferably in an educational, nursing or social science field, may be substituted for the General Experience on the basis of two years of college education equaling one year of experience to a maximum of two years.

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.

PHYSICAL REQUIREMENTS: Incumbents in this class will be required to possess sufficient physical and emotional health for efficient performance of duties; a physical examination may be required.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of mental retardation procedures and terminology; considerable knowledge of modern methods of dealing with persons with mental retardation; considerable knowledge of rehabilitative and interdisciplinary process; considerable interpersonal skills; ability to administer activities of a unit; ability to analyze and resolve day to day problems of persons with mental retardation; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)

PART
WRITTEN

WEIGHT
100%

THE EXAMINATION WILL BE HELD ON: MONDAY, SEPTEMBER 9, 2013.

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: 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. **Mail applications 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. **Applications must be date stamped by DAS/Human Resources or postmarked by August 6, 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>) or at the Department of Developmental Services.

**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.*

*Salary effective 8/26/13.

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.