State of Connecticut
EXAM ANNOUNCEMENT

AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF DEVELOPMENTAL SERVICES
DEVELOPMENTAL SERVICES PROGRAM MANAGER (GENERAL)

ANNUAL SALARY: $75,653 – $97,032	SALARY GROUP: MP 63	APPLICATION CLOSING DATE: NOVEMBER 22, 2011	EXAM NO: 110690APJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Developmental Services at a regional office or in the central office this class is accountable for directing a program which provides services to persons with developmental disabilities and related conditions and their families.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF DEVELOPMENTAL SERVICES** WHO BY **NOVEMBER 22, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT SERVICE IN THE **DEPARTMENT OF DEVELOPMENTAL SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Eight years of professional experience in the provision of human services programs for persons with development disabilities and related conditions.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity in a program providing services to persons with developmental disabilities and related conditions.

SUBSTITUTIONS ALLOWED: (1) College training in education, psychology, rehabilitation therapy, social work or a closely 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 education, psychology, rehabilitation therapy, social work or a closely related field may be substituted for one additional year of the General Experience.

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 modern principles and practices of community based integrated services for persons with developmental disabilities and related conditions; considerable interpersonal skills, considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

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 supplemental examination materials as detailed below. Applicants who do not submit the required application and supplemental examination 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 supplemental examination materials

EXAMINATION INSTRUCTIONS: **Section 1**. For each job (maximum of three) which you feel has best prepared you for the job of Developmental Services Program Manager (General), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Developmental Services Program Manager (General) 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 managing the operations of a program(s) which provides services to persons with developmental disabilities and related conditions. Be specific as to the size and nature of the program(s) for which you were responsible. Include your responsibilities for monitoring and evaluating procedures to ensure operational efficiency and effectiveness of these programs; participating in the selection of procedures including negotiation and monitoring of contracts; and identifying and/or drafting concepts, ideas and state of the art programs. **(2)** Administrative/supervisory experience. Describe your experience in formulating program goals and objectives, developing policies and interpreting applicable laws and statutes. Be specific as to the purpose of the goals, objectives and policies that you developed and on whom they impacted. Describe your experience in preparing a budget and overseeing its administration. Include the dollar amounts of the budgets for which you were responsible. Include any experience making recommendations for service enhancements. Be specific as to your supervisory role(s) including the number and job titles of the employees directly reporting to you, your involvement in staffing, scheduling, evaluations and performance appraisals, staff training and taking corrective disciplinary action. **(3)** Experience organizing, leading and/or managing task forces, community agencies and work groups regarding services for persons with developmental disabilities and related conditions. Be specific as to the size and number of the group(s) with whom you interacted and the nature of the assistance you provided. Also detail your liaison activities with these agencies/organizations/groups, the reason for these contacts and your role. **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 November 22, 2011. **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2910)**. If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/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 January 4, 2012. (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) or 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.*

6476 November 4, 2011

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.