



## EXAMINATION OPEN TO THE PUBLIC FIELD REPRESENTATIVE

<b>ANNUAL SALARY: \$58,318</b>	<b>SALARY GROUP: SH 23</b>	<b>APPLICATION CLOSING DATE: SEPTEMBER 28, 2012</b>	<b>EXAM NO: 121530OCJR</b>
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**[SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW](#)**

**PURPOSE OF CLASS:** In the Department of Social Services, this class is accountable for independently performing a full range of tasks in providing technical assistance to area agencies, groups and organizations concerned with services for the elderly, developing, administering and overseeing applicable contracts and monitoring, evaluating and overseeing programs for compliance with federal and state regulations, policies and procedures.

### 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 **SEPTEMBER 28, 2012**:

**GENERAL EXPERIENCE:** Six years' experience in the planning and development of social, human or community services programs or in the monitoring and evaluation of these programs.

**SUBSTITUTIONS ALLOWED:** (1) College education 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, public administration or other closely related field may be substituted for one additional year of the General Experience.

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

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of contracting process and language format; knowledge of budgetary process; knowledge of resources and services available for the elderly; knowledge of social and economic problems and research related to the elderly; considerable interpersonal skills; oral and written communication skills; skill in planning, organizing and negotiation; ability to review, analyze and evaluate management and operation of programs; ability to interpret complex written material including regulations and statutes.

<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 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 examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Field Representative, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Field Representative 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 planning, developing and administering social, human or community services programs. Be specific as to the purpose of the programs, type of service provided, dollar amounts involved, number and type of client population served and your specific role in the program. (2) Experience providing technical assistance to agencies, organizations and contractors concerned with social and economic problems of the elderly. Include experience providing technical assistance in program design, operation and management. Be specific as to the types of assistance provided, purpose of the technical assistance, to whom the assistance was given and the intended outcome. (3) Experience monitoring and evaluating elderly services' programs to ensure compliance with terms of contracts, state and federal regulations. Be specific regarding revisions you recommended, alternatives developed and corrective actions you have taken to correct deficiencies. (4) Oral and written communications experience. Describe your experience writing and reviewing reports, contracts, and narratives or other documents related to the comprehensive analysis and evaluation of social, human or community services programs. Be specific as to the nature and purpose of these materials and for whom they were prepared. Also, describe any experience with public speaking, providing in-service training or community education, the topics you presented and to whom they were delivered. Detail your experience interpreting programs and serving as liaison to local, state and regional organizations. Be specific regarding the audience you addressed, how often you perform this function and the purpose of the contact. **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 September 28, 2012.** (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 November 13, 2012.** (8) A separate application/examination package must be submitted for each exam you are applying for

**FORMS:** Application forms (PLD-1) and exam announcements are available from the Department of Administrative Services (<http://das.state.ct.gov/employment>) or 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, persons with disabilities and military veterans.