



EXAMINATION OPEN TO THE PUBLIC

GRANTS AND CONTRACTS SPECIALIST

ANNUAL \$69,891
SALARY: \$89,888

SALARY
GROUP: AR 26

APPLICATION CLOSING
DATE: JULY 1, 2013

EXAM
NO: 130770CFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency, this class is accountable for performing as a specialist in planning, implementation, management and evaluation of a large complex grant program or group of programs in one field where responsibilities are assumed for program development, liaison and coordination with federal, state and community agencies and organizations, program implementation and administration, program monitoring and assessment.

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 JULY 1, 2013:

GENERAL EXPERIENCE: Seven years of experience in planning, implementation and/or management of grant programs on a community, state or federal level.

SUBSTITUTIONS ALLOWED: (1) College training 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 a closely related field may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of grant preparation and administration; considerable knowledge of program evaluation and monitoring functions; knowledge of research methods and techniques; some knowledge of budget preparation and monitoring; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
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 supplemental 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 Grants and Contracts Specialist include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Grants and Contracts Specialist 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 in Grant And Contract Administration.** Be specific about the nature, size and scope of the grant program(s) for which you were responsible. Detail your experience performing research including needs analysis, literature review, evaluation of existing or previous plans and projects. Detail your experience developing program components including goals and objectives, evaluation standards, timetables and departmental policies. Include your experience developing budget proposals, preparing grant applications, contracts, and requests for proposals. Also include your experience in establishing and maintaining a comprehensive financial management information system. **(2) Experience in Program Evaluation and Monitoring Functions.** Detail your experience developing methods and techniques to evaluate and monitor the effectiveness of programs from programmatic and fiscal perspectives. Detail your experience conducting periodic review sessions with grant recipients, and conducting on-site monitoring visits/inspections. Be specific as to the types of inspections/visits you conducted and their purpose. Describe any experience you have developing corrective measures for problems with on-going programs. **(3) Experience Serving As Coordinator/Consultant to Federal, State and Community-Based Organizations/Agencies Regarding Grant Programs.** Be specific as to the services you coordinated and/or provided, for whom they were provided and the intended outcome. Also include your experience providing technical assistance to community organizations/agencies in formulating program goals and objectives. Be specific as to the size and number of the agencies/organizations with whom you interacted. **(4) Written and Oral Communication Experience.** Detail your experience negotiating and/or writing and preparing contracts, grant applications, budget proposals, state-wide annual plans, quarterly and annual reports and other correspondence relative to grant programs. Be specific as to the nature of the contracts, the type of services being negotiated, your role in the negotiation process and whether you had responsibility for writing the final contract. Be specific as to the nature of the reports/written materials, for whom they were prepared and their purpose/intended outcome. **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 July 1, 2013.** **(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. 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 August 5, 2013.** **(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 any one of 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.