

Department of Social Services
Job Opportunity

Eligibility Services Supervisor

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

The Department of Social Services is currently accepting applications for the job classification of Eligibility Services Supervisor. This position will be located in our Bridgeport Regional Office.

Posting Date: February 5, 2015

Closing Date: February 11, 2015

Open To: State Employees
Position: Eligibility Services Supervisor
PCN#: BPT33089
Salary Grade /Range: \$61,871- \$78,821 (SH23)
Bargaining Unit: Social and Human Services (P-2)
Hours: 7:00 a.m. – 3:30 p.m., Monday through Friday
Location: 925 Housatonic Avenue, Bridgeport, CT 06606
Program/Unit: Generalist Benefits Center

DUTIES AND RESPONSIBILITIES: Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance including identifying, planning and implementing training; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; consults with and directs staff in difficult, unusual and/or complex case resolution; implements personnel policies and procedures; performs related duties as required.

Strongly Recommended: Experience in general eligibility and knowledge of Benefit Center Technology

Eligibility Requirement: Candidates must have applied for and passed the **Eligibility Services Supervisor** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Note: This position may be filled by candidates from the mandatory Re-employment and SEBAC Lists, which we are obligated to use.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

**Department of Social Services
Human Resources Division
55 Farmington Ave
Hartford, CT 06105**

Attn: Sharon C. Ferguson, Human Resources Associate

Due to the large volume of applications received, we are unable to field phone inquiries.

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

~DO NOT E-MAIL NOR FAX APPLICATIONS~

APPLICATIONS MUST BE RECEIVED BY FEBRUARY 11, 2015

**An Affirmative Action/Equal Opportunity Employer
*The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications on women, minorities, and persons with disabilities.***