State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC

MANAGER OF COMMUNITY ADVOCACY

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$75,653 – $97,032	MP 63	DECEMBER 6, 2010	101320OCJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Offices of the Secretary of State and Workforce Competitiveness and Departments of Education, Social Services and Transportation, this class is accountable for developing, advocating and/or managing community liaison relationships and programs impacted by agency policy and services.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY DECEMBER 6, 2010:

GENERAL EXPERIENCE: Eight years of professional experience in planning, monitoring, evaluating or administering comprehensive social service or community programs.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a lead or supervisory capacity.

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 business administration, planning, public administration or a closely related field may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of relevant agency policies and procedures; considerable knowledge of public or urban policy; considerable knowledge of program evaluation and monitoring functions; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; ability to develop, implement and evaluate goals and objectives; ability to develop and manage budgets and grants.

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) 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 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 Manager of Community Advocacy, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Manager of Community Advocacy 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 planning, monitoring, evaluating or administering comprehensive social service or community education programs. Detail experience developing or recommending revisions to program strategic plans, systems, policies and standards. Be specific as to the size and nature of the program in which you were involved and your role. Detail your experience in the preparation of program budgets and/or grant management including the dollar amounts involved. Include information regarding the evaluation of resources, determining the need for funding and obtaining funds. **(2)** Experience serving as a liaison and providing technical assistance. Describe experience establishing liaison relations with communities and organizations, the purpose of these interactions and with whom these relationships were formed. Describe the nature and purpose of any consultative or technical assistance provided and to whom it was provided. Include information regarding any committees, taskforces, boards or councils on which you served and your role and involvement in these activities. **(3)** Supervisory/lead experience. Indicate your experience providing staff training, scheduling work assignments, conducting performance evaluations and taking necessary disciplinary action. Be specific as to whether you performed full supervisory functions or led others and include the number and titles of staff involved. Include experience in project/program/team management including responsibility for overseeing the operations and activities of contracted services. **(4)** Oral/written/interpersonal communications experience. Detail experience in problem resolution, maintaining contacts with others, serving as an advocate with the federal government and other agencies, working with communities to implement action plans. Describe the nature, content and purpose of reports, correspondence and other written materials you have prepared. **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 December 6, 2010. **(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 January 13, 2011. **(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/cr1.aspx?page=13) or at any one of the Offices of the Connecticut State Job Centers.

6360 November 16, 2010

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.