

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

PLANNING SPECIALIST
(Office of Legal Affairs)

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

Open To: Current State Employees - Statewide Promotional Opportunity
Location: Hartford, CT
Hours: 40
Salary: \$80,923 - \$104,978 (Annually)
Closing Date: July 10, 2012

Eligibility: Candidates must have passed the Planning Specialist examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Planning Specialist, or have attained permanent status in the class since their most recent hire date.

Position Description: The Department of Children & Families is recruiting for a Planning Specialist within the Office of Legal Affairs. This position will be responsible for among other duties emergency preparedness planning and response. Specifically, the update and maintenance of the department's Continuity of Operations Plan (COOP). The Planning Specialist will also be responsible for closed child protective service records retention, and policy and procedure development and publication.

Example of Duties: Performs highly specialized complex duties in a planning and program area; supervises planning, development, coordination and administration of program operations; formulates, recommends, implements policies and guidelines for program; acts as liaison with operating units, agencies and outside officials regarding program policies and procedures; provides technical and consultative services regarding program; prepares reports and correspondence; speaks before groups regarding program; may testify before legislative committees; performs related duties as required.

General Experience: Eight (8) years' experience in planning including developing written long term plans broad in scope and having impact on a number of operations.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) professional references and an Application for Employment (CT-HR-12) to:

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: BERNICE MORGAN
FAX: 860.707.1952

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.