



**AGENCY PROMOTIONAL EXAMINATION**

**OFFICE OF PROTECTION AND ADVOCACY FOR PERSONS WITH DISABILITIES  
PROTECTION AND ADVOCACY PROGRAM DIRECTOR**

**ANNUAL SALARY: \$81,106**      **SALARY GROUP: SH 28**      **APPLICATION CLOSING DATE: JULY 30, 2015**      **EXAM NO: 150800APPD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Office of Protection and Advocacy for Persons with Disabilities this class is accountable for directing programs and activities involving advocacy functions for persons with disabilities.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **OFFICE OF PROTECTION AND ADVOCACY FOR PERSONS WITH DISABILITIES** WHO BY **JULY 30, 2015** HAS PERMANENT STATE STATUS\*, SIX MONTHS SERVICE IN THE **OFFICE OF PROTECTION AND ADVOCACY FOR PERSONS WITH DISABILITIES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Eight years of experience providing rehabilitation and habilitation services or advocacy services to persons with disabilities.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been in an administrative or supervisory level with responsibility for a professional staff or comparably qualified volunteers.

**SUBSTITUTION ALLOWED:** (1) College training in rehabilitative services, special education, social work or a closely related field 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 rehabilitative services, special education, social work or a closely related field may be substituted for one additional year of the General Experience. (3) For State employees, two years of experience as a Human Services Advocate, Protection and Advocacy Investigator, Community Advocacy Specialist or a professional performing comparable functions within the Office of Protection and Advocacy may be substituted for the General and the Special Experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles, techniques and procedures of advocacy for persons with disabilities including citizen advocacy; considerable knowledge of needs of persons with disabilities in areas such as residential placement, vocational rehabilitation and development of community living skills as well as general services; considerable knowledge of legal rights of persons with disabilities; considerable interpersonal skills; considerable oral and written communication skills.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION INSTRUCTIONS:** 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. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by **July 30, 2015**. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by September 18, 2015. A separate application form 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>) and at the Department of Labor.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

**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.