

State of Connecticut
Department of Social Services
Job Opportunity

Eligibility Services Specialist – Middletown

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

Posting Date: July 22, 2015

Closing Date: July 24, 2015

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

Open To: State Employees

Eligibility Requirement: Candidates must have taken and passed the **Eligibility Services Specialist** 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.**

Position: Eligibility Services Specialist

Position Number: 32557MDTWN

Bargaining Unit: Social and Human Services (P-2)

Salary Range: \$56,434 - \$70,469 (SH20)

Hours: 8:30 a.m. – 5:00 p.m., Monday through Friday, 40 hours per week

Location: 117 Main Street Extension, Middletown CT 06457

Program/Unit: TFA Unit

DUTIES AND RESPONSIBILITIES:

Plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains unit procedures; provides staff training and assistance including monitoring and assessing current and projected needs; provides technical and procedural support to staff; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials such as third party providers, social services agencies and attorneys regarding unit policies and procedures; makes recommendations on policies or standards; prepares reports and correspondence; acts as liaison with Eligibility Services Supervisor concerning unit training needs, practical program implementation problems and effectiveness of unit workflow procedures; acts as unit policy specialist in difficult, unusual and/or complex case resolution; facilitates the resolution of systems and data problems

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

APPLICATION PROCEDURE: If you meet the requirements specified above, please complete and submit (**via Fax Only**) a 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. ***Employees must submit copies of their two most recent performance appraisals. Human Resources will review performance appraisals and last two years of attendance reports addressed in service ratings. Please note that performance appraisals and attendance will be used to screen all candidates for interview and determine promotions along with interview question results.*** Please be sure to specify the job posting number on all application materials. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy. Incomplete or late applications will not be considered, and due to the large number of applications received, we cannot confirm receipt of applications.

Please fax your completed CT-HR-12 and the additional requested documents to:

Department of Social Services
Human Resources Division
Attn: Gabriela S. Flores-Erazo, Human Resources Specialist
Fax: (203) 789-6858

*****PLEASE SUBMIT YOUR APPLICATIONS VIA FACSIMILE ONLY*****

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

APPLICATIONS MUST BE RECEIVED BY FRIDAY, JULY 24, 2015

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.