

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY  
CONNECTICUT CAREERS TRAINEE/LEGISLATIVE AND REGULATIONS ANALYST

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

**Open To:** The Public

**Location:** Public Affairs Division, Central Office, 25 Sigourney St., Hartford, CT 06106

**Job Posting No:** 82762

**Hours:** 40 hours – Monday through Friday

**Salary:** Bachelor's Degree AR-15, Step 1 (\$43,353)  
Masters Degree in Political Science, Public Policy, or Public Administration  
AR 15, Step 2 (\$44,920)

**Closing Date:** February 4, 2014

**Knowledge, Skills and Abilities:**

Oral and written communication skills and ability to acquire agency knowledge and skills required for the target class of Legislative Regulations Analyst. Ability to understand and evaluate and solve client service issues by exercising judgment, reading and interpreting verbal and written communication materials.

**Qualifications for Connecticut Careers Trainee (target class Legislative Regulations Analyst):**

Applicants possessing prior experience in social services and/or public administration of social services is helpful. Background with client and/or public contact and customer service resolution helpful. Knowledge of Department of Social Services programs and services and the ability to interpret that policy and navigate solutions through eligibility management systems and administrative channels. Ability to provide professional support to the Department's legislative team through collaboration and advocacy of the legislative agenda. Ability to research and resolve service request referrals. Actively participate in representing the Department at legislative session by tracking bills and monitoring issues. Ability to compose a variety of communication and correspondence which effectuate the Agency's response to issues.

**General Experience:** A Bachelor's Degree  
A Master's Degree in Political Science, Public Policy, or Public Administration a plus.

**Working Conditions:** Promotion to the target class of Legislative and Regulation Analyst will be made after successful completion of the training period, without exam.

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

**Application Instructions:** Applicants must submit a CT-HR-12 (State application), resume, letter of intent, three (3) letters of supervisory reference, original transcripts or a copy of degree to the address indicated; state employees must submit their two most recent performance appraisals in lieu of references. Please specify the posting number on all application materials. Incomplete application packets will not be considered. The filling of this position shall be in keeping with established reemployment, transfer, promotion, and SEBAC employment obligations.

**SPECIAL NOTE: LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Department of Social Services  
Kelly Geary, Principal Human Resources Specialist  
Human Resources Division – 12<sup>TH</sup> Floor  
25 Sigourney Street  
Hartford, CT 06106  
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**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.