



STATEWIDE PROMOTIONAL EXAMINATION

SOCIAL SERVICES PROGRAM ASSISTANCE SPECIALIST

ANNUAL \$61,871 SALARY APPLICATION CLOSING EXAM
SALARY: \$78,821 GROUP: SH 23 DATE: NOVEMBER 3, 2014 NO: 141560SPJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Social Services this class is accountable for acting as a working lead in a small unit or performing as a technical specialist in program and/or agency monitoring and/or evaluation.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **NOVEMBER 3, 2014** HAS PERMANENT STATE STATUS*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Seven years of experience in program development and monitoring, grants management, program planning or program evaluation including providing information and technical assistance to local and governmental agencies regarding program design and administration. **NOTE:** Program refers to a set of activities designed to provide needed resources to a community, consisting of planning, budgeting, grants administration, monitoring, technical assistance, evaluation and liaison activities among others.

SUBSTITUTIONS ALLOWED: (1) College education 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 planning, public administration or other closely related area may be substituted for one additional year of the General Experience. (3) For State employees, one year of experience as a Social Services Program Assistance Technician 2 may be substituted for the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of program development and monitoring functions and/or evaluation principles and methodologies; knowledge of grant preparation and administration; knowledge of accounting and budgeting principles and techniques; considerable oral and written communication skills; interpersonal skills; considerable ability to develop effective and evaluable program designs; ability to read, interpret and administer regulations and guidelines; ability to develop policies, procedures, forms and complex technical instruments to meet needs of division; some supervisory ability.

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) **Supplemental 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 supplemental 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 Social Services Program Assistance Specialist include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Social Services Program Assistance Specialist 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 developing, monitoring and evaluating social services programs. Describe in detail the program(s) for which you were responsible and your role in each one. Describe the nature of the program, its size and scope, and the population impacted. Indicate whether you worked independently or as part of the team and whether you developed, monitored and evaluated the program or assisted others in performing these functions. Include your experience conducting evaluations of programs to determine cost effectiveness, feasibility, impact on population and appropriateness/effectiveness of program outcome. (2) Experience in grant preparation/administration and financial management. Describe your experience in the preparation of grant applications and administration of grant monies. Include the purpose of the grant, and the amount involved. Also, describe any experience overseeing the review, approval and processing of grant applications. Detail any experience you have had in the preparation and administration of budgets (include amounts), and performing accounting or accounts examining functions. (3) Experience in designing/developing policies, procedures, forms and complex technical instruments. Detail the purpose of the policies, procedures, forms or technical instruments that you have been responsible for developing or designing. Explain who is impacted by these policies, procedures, forms or technical instruments and whether you worked independently, as part of a team or assisted others in the development or design. (4) Experience providing technical assistance to local and governmental agencies for the purpose of program design and administration. Detail your experience in this area including the job titles of those you contacted, the purpose of the contacts, the type of technical assistance you provided, how often you performed these functions, and the final outcome of your services. Be specific in explaining the type of assistance you provided and the nature of the program involved. **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 November 3, 2014. (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2910 If faxing materials, keep a copy of your completed application form, 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.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by November 3, 2014.** (7) **Examination scores will be mailed by December 23, 2014.** (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/employment>) and at State agencies.

**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.