



EXAMINATION OPEN TO THE PUBLIC

SOCIAL SERVICES PROGRAM ASSISTANT TECHNICIAN 2

ANNUAL \$55,820
SALARY: \$69,466

SALARY
GROUP: SH 21

APPLICATION CLOSING
DATE: MAY 13, 2014

EXAM
NO: 140650OCJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Social Services, this class is accountable for independently performing a full range of tasks in monitoring a large, complex program or group of programs to ensure that program guidelines are followed and requirements met OR for providing technical assistance to agencies in program development and monitoring programs to determine and ensure their effectiveness.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MAY 13, 2014**.

GENERAL EXPERIENCE: Six years of experience in grant administration including program development and monitoring or program monitoring and evaluation. (**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 1 may be substituted for the General Experience.

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

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of program development and monitoring functions; knowledge of process followed to determine program compliance; knowledge of program evaluation concepts and methodology; knowledge of formal research methodology; knowledge of grant preparation and administration; basic knowledge of formal statistical methodology; basic knowledge of accounting and budgeting principles; considerable oral and written communication skills; interpersonal skills; ability to read and interpret regulations and guidelines; ability to perform basic mathematical computations; ability to work independently or as part of a team.

THE EXAMINATION WILL BE COMPOSED OF:

	PART	WEIGHT
EXPERIENCE AND TRAINING	100%	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 Technician 2 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 Technician 2 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 grant preparation/administration. Describe your experience in the preparation of grant applications and administration of grant monies. Include the purpose of the grant, and the amount involved. Detail any experience you have had in the preparation and administration of contracts and budgets (include amounts). Also detail any experience with development of forms and materials necessary for administration of the grant. (2) 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. (3) Oral/Written communication experience. Detail your experience writing and preparing technical and analytical reports, procedures, corrective action plans, grant requests and other correspondence relative to social service programs. Be specific as to the purpose of these reports or written materials, for whom they were prepared and the intended outcome. Detail your liaison activities with state and community organizations/clients/agencies regarding social service programs or issues. Describe the nature of the consultative or technical assistance that you provided. Detail any training that you have provided or presentations made with other entities. **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 May 13, 2014.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is 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. (7) **Examination scores will be mailed by June 27, 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>) or at the Offices of the Connecticut State Job Centers.

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.