

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Parole & Community Services Manager

Please follow the specific application filing instructions at the bottom of this page!

Open To: Candidates on Current Exam List or Lateral Transfers

Locations: Statewide – Parole and Community Services

Hours: 1st Shift, Monday – Friday, 40 hours per week

Salary: \$84,284 - \$114,914 (annually)

Closing Date: July 1, 2014

Minimum Qualifications: 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 methods of personal and social adjustment of offenders; considerable knowledge of regulations and procedures governing parole; knowledge of individual and social causes of delinquency; knowledge of sentencing law; knowledge of welfare resources; considerable interpersonal skills; considerable oral and written communication skills; ability to manage comprehensive parole programs; ability to oversee the supervision of offenders in community-based programs which facilitate successful offender reintegration; ability to interpret and apply relevant state and federal laws, statutes and regulations.

General Experience: Eight (8) years of experience in parole, probation, community supervision activities, correctional counseling or social work in a correctional or community setting.

Special Experience: Two (2) years of the General Experience must have been at the level of Parole Officer 2 or Correctional Counselor Supervisor.

Preferred Experience: Preference shall be given to candidates who possess: considerable experience supervising offenders assigned to a district parole office or specialized unit; considerable knowledge, training, and experience performing case management and counseling of offenders in a community setting.

Eligibility Requirement:

Candidates must be current DOC or BOPP employees and have applied for and passed the Parole and Community Services Manager exam and be on the current certification list promulgated by the Department of Administrative Services. DOC or BOPP employees currently holding the above title or those who have previously attained permanent status in the class may also apply.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Current Department of Correction employees who meet the above requirements must submit a cover letter, their last two (2) Performance Evaluations and an application for Examination or Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf.

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The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.