

STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH  
**CHILD CARE LICENSING SPECIALIST**  
Regulatory Services – Community Based Regulation-Day Care

POSTING DATE: November 23, 2011

CLOSING DATE: December 12, 2011 \*

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

OPEN TO: The Public

POSITION CONTROL/JOB POSTING NUMBER: 100050SC  
NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1<sup>st</sup> Shift/40 hours/week

SALARY GROUP/RANGE: SH 23/\$58,318-\$74,296

**ELIGIBILITY REQUIREMENT:** Candidates must have applied for and passed the Child Care Licensing Specialist exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Preferred Skills:**

- Experience implementing, monitoring and enforcing child day care statutes, regulations and standards ;
- Experience creating written reports, narratives, and other summary documents;
- Ability to work independently and as part of a team;
- Ability to exercise effective interpersonal skills with internal and external contacts;
- In addition to the Preferred Skills above, Spanish speaking helpful.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:** Knowledge of and ability to interpret relevant state and federal laws, statutes, regulations, policies and procedures related to child care programs; knowledge of principles and techniques of operating child care programs; knowledge of various economic, emotional, medical, psychological and social factors influencing attitudes and behavior of individuals and families; knowledge of community resources available to individuals and families; considerable interpersonal skills; considerable oral and written communication skills; ability to determine child care program and provider compliance with governing statutes and regulations; ability to obtain, organize, assess and present evidence related to program provider compliance with regulations; ability to maintain records and prepare reports; organizational ability.

**EXPERIENCE AND TRAINING**

**General Experience:** Six (6) years of experience in the provision of professional child care services with involvement in program development and operational policy.

**Substitution Allowed:** 1.College education may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2. A Master's Degree in child development, early childhood education, public health, social work or other related area may be substituted for one (1) additional year of the General Experience.

**Special Requirement** Incumbents in this class may be required to travel.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**APPLICATION INSTRUCTIONS:** Anyone wishing to apply for this position must complete and forward the appropriate "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7860 (if faxing, only one application is necessary)  
[EMAIL:dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES.**