



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF DEVELOPMENTAL SERVICES
DEVELOPMENTAL SERVICES SUPERVISOR OF CASE
MANAGEMENT**

ANNUAL SALARY: \$61,294 **SALARY GROUP: HC 26** **APPLICATION CLOSING DATE: APRIL 21, 2011** **EXAM NO: 110270APJR**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Developmental Services this class is accountable for supervising Developmental Services Case Managers or Social Workers in a region or training school.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT EMPLOYEE OF DEPARTMENT OF DEVELOPMENTAL SERVICES WHO BY APRIL 21, 2011 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE DEPARTMENT OF DEVELOPMENTAL SERVICES AND THE FOLLOWING EXPERIENCE AND TRAINING***:

GENERAL EXPERIENCE: A Bachelor's degree and three years of experience providing case management or casework services to an assigned caseload of individuals.

SPECIAL EXPERIENCE: One year of the General Experience must have been providing case management or casework services to persons with mental retardation.

SUBSTITUTIONS ALLOWED: (1) A Master's degree in counseling or psychology may be substituted for one year of the General Experience. (2) A Master's degree in social work may be substituted for two years of the General Experience. (3) Seven years of experience in the above types of employment may be substituted for the entire General Experience.

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

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of mental retardation case management practices; considerable knowledge of and ability to perform clinical assessments; considerable knowledge of social problems resulting from mental retardation and methods for dealing with those problems; considerable knowledge of inter-disciplinary approach to program planning; knowledge of public and private resources for persons with mental retardation; knowledge of relationships between facilities for persons with mental retardation, community agencies, courts and health facilities; familiarity with automated data systems; considerable interpersonal skills; considerable oral and written communication skills; 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 Developmental Services Supervisor of Case Management, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Developmental Services Supervisor of Case Management 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 providing case management services to persons with mental retardation. Be specific as to the nature of the services provided and size of the caseload for which you were responsible. Include your experience monitoring and evaluating these services to ensure that delivery of services are in compliance with agency policies/procedures and State and Federal laws, statutes and regulations. Detail your experience identifying and evaluating the needs of persons with mental retardation and developing clinical strategies to meet those needs. Describe your participation in the inter-disciplinary team approach to program planning. Be specific as to your role and responsibilities. **(2)** Consultation/liaison experience. Detail the consultation/liaison activities you were involved in, to whom they were provided and the intended outcome. Be specific as to the community agencies/organizations/courts/facilities with which you dealt and the nature and purpose of the contacts. **(3)** Lead/Supervisory experience. Be specific as to your supervisory role including the numbers and job titles of the employees directly reporting to you, your involvement in staffing, assigning, reviewing and evaluating work, conducting performance reviews, staff training, taking corrective disciplinary action, and developing policies and procedures. **(4)** Oral/written communication experience. Detail your experience writing narrative reports, case summaries and correspondence. Be specific as to the purpose of these written materials, for whom they were prepared and the intended outcome. Detail any public speaking experience. Be specific as to whom it was provided, the purpose and the intended outcome. Detail your experience with others, which you feel demonstrates your oral and interpersonal communication skills. Be specific in explaining the nature of those dealings and whom they were with. **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 April 21, 2011.** **(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 make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. 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 May 31, 2011.** **(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 Department of Developmental Services.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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.