



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF CORRECTION

PAROLE AND COMMUNITY SERVICES MANAGER

ANNUAL \$84,284
SALARY: \$114,914

SALARY
GROUP: MP 65

APPLICATION CLOSING
DATE: APRIL 8, 2014

EXAM
NO: 140410APDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Correction or the Board of Pardons and Paroles, this class is accountable for directing parole and community services programs or district offices.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **APRIL 8, 2014** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF CORRECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Eight years of experience in parole, probation, community supervision activities, correctional counseling or social work in a correctional or community setting.

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

SUBSTITUTIONS ALLOWED: (1) College training in corrections, counseling, criminal justice, human services, psychology, social work or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equalling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in corrections, parole, counseling, criminal justice, human services, psychology, social work or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must possess and retain a current Motor Vehicle Operator license. (2) Incumbents in this class must be able to obtain certification to carry and use weapons including firearms and chemical agents. (3) Incumbents in this class must be able to obtain NCIC/COLLECT certification. (4) Incumbents in this class may be required to speak a foreign language.

PHYSICAL REQUIREMENT: Incumbents in this class must possess and retain sufficient strength, stamina, agility and endurance to perform all the duties of the class.

WORKING CONDITIONS: Incumbents in this class may be exposed to a considerable degree of danger of injury or assault by inmates, parolees or persons engaged in deviant behavior, from automobile or other accidents, communicable infectious diseases, disagreeable environmental conditions, confinement within a dangerous and volatile prison population and may be required to exert considerable physical effort such as working in tiring positions, lifting and restraining of offenders.

CHARACTER REQUIREMENT: In addition to the checking of references a thorough background investigation of each candidate may be made before names are certified for appointment.

KNOWLEDGE, SKILLS AND ABILITIES: 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.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: 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. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by April 8, 2014. Mail your application 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 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.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by May 23, 2014. A separate application form 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 the Department of Correction.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous 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, persons with disabilities and military veterans.