



TO: HUMAN RESOURCES ADMINISTRATORS
DT: July 1, 2013
RE: General Letter 222 rev.: Competitive job classes requiring a professional license, certification or educational degree for appointment

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Commissioner

General Letter 222 (revised) continues to authorize the waiving of examinations *where the possession of a professional license, degree or satisfactory completion of an accreditation, certificate or licensure program is a mandatory requirement for appointment (initial appointment or promotion) to a position in state service in accordance with CGS Section 5-219.* This General Letter also serves as the official Delegation Plan between the Department of Administrative Services and executive branch agencies regarding the waiving of examinations for such positions.

General Letter 222 (revised) provides an updated list of classes, and establishes procedures for the posting and screening for such positions. It also adds a requirement for post audit.

AGENCY RESPONSIBILITIES

Posting Positions

Once a position(s) covered by this Delegation Plan is approved, the position(s) must be posted on the Department of Administrative Services' website and be open for application for a minimum of one (1) week. The posting may be posted on other websites, newspapers, journals, etc. as deemed appropriate by the agency department head. The closing date for applications must be clearly stated on all postings. The postings must comport with the template as provided by DAS.

Procedures for Screening Applications

The agency must comply with the following procedures for screening applications:

- All applications must be sent to the agency's Human Resources Office.
- Applications must be reviewed for minimum qualifications as detailed on the class specification and job postings using the review standards detailed in the Manual for Reviewing Applications. (For state employees, this should include a verification of state work history.)
- If the number of qualified applicants is large, the agency's Human Resources Office may further screen the pool of qualified applications to determine those

that are most qualified based on predetermined standards that are job related, defensible, and applied in a standardized manner.

- Agencies may conduct one or more rounds of interviews as deemed appropriate by the agency.
- All references, qualification verification, and other standard background or other checks should be completed for candidates eligible and recommended for appointment.
- Agencies are responsible for ensuring that candidate(s) eligible and recommended for appointment meet all the qualifications as detailed on the class specification and on the job posting(s).
- Agencies must verify that candidate(s) eligible and recommended for appointment have the required degrees, certifications and/or licensure required of the position. Such documentation must be attached to the candidate(s)'s application package.
- Agencies are not permitted to conduct examinations or produce minimum earned ratings as defined in the State Personnel Act.
- Agencies shall communicate with all applicants regarding the status of their application and the status of the position(s).

Prior to Making a Formal or Informal Offer

Prior to making a formal or informal offer of appointment, the agency must verify that reemployment, SEBAC and other mandatory lists have been cleared and submit a certification request to DAS.

DAS RESPONSIBILITIES

DAS is responsible for reviewing and approving the certification request and performing post audits.

POST AUDIT

All position transactions that occur under this General Letter are subject to a DAS post audit. Agencies are responsible for maintaining copies of the recruitment file for review. This file must contain:

- Copy of the job posting(s).
- The recommended candidate(s)'s completed application (CT-HR-12) form with any attachments.
- Verification that the recommended candidate(s) have the required degrees, certifications or licensure.
- Application forms (CT-HR-12) and associated documents for other applicants responding to the posting.
- Email from DAS approving the certification.

- Any other documents related to the recruitment.

OTHER

- The department head is responsible for responding to any administrative and/or legal challenges regarding the recruitment and selection process.
- The department head is responsible for meeting all document retention requirements.
- The department head is responsible for responding to all requests for information under the Freedom of Information Act (FOIA).
- The department head is responsible for maintaining the security and confidentiality of all recruitment materials.

CLASSIFICATIONS AND POSITIONS COVERED BY THIS DELEGATION PLAN

Job Classifications

DAS Statewide Human Resources Management has updated and expanded the list of job classifications to which this statutory language applies. The complete list of job classes covered by this statute appears below and on the following pages (Class codes have been provided for your reference.)

Advanced Nurse Practitioner (2697)
Agency Director of Medical Services (2623)
Agency Legal Director (8539)
Airport Administrator (8803)
Airport Crash Rescue Firefighter (0180)
Architect (6589)
Assistant Attorney General 1 (7816)
Assistant Attorney General 2 (0400)
Assistant Attorney General 3 (7083)
Assistant Attorney General 4 (Department Head) (0403)
Assistant Attorney General 4 (Practitioner) (0404)
Assistant Director of Infectious Diseases (5736)
Assistant Director of the State Forensic Science Laboratory (1834)
Assistant General Counsel, Board of Labor Relations (0362)
Associate Marital and Family Therapist (4250)
Associate Professional Counselor (4249)
Audiologist (1114)
Banking Supervising Administrative Attorney (1144)
Behavioral Health Director of Forensic Services (5707 and 5705)
Behavioral Health Unit Supervisor (0452)
Boiler Inspector (7928)
Buildings and Grounds Patrol Officer (UConn Dispatcher) (1245)

CDHI Interpreter Coordinator (5027)
Certified Occupational Therapy Assistant (0699)
Chief Architect (0477)
Children and Families Assistant Director of Training Academy (0109)
Children and Families Behavioral Clinical Manager (1455)
Children and Families Clinical Program Manager (9030)
Children and Families Director of Program Operations (9031)
Children and Families Director of Training Academy (0108)
Clinical Nurse Coordinator (General) (1974)
Clinical Nurse Coordinator (Psychiatric) (1975)
Clinical Social Work Licensure Candidate (0964)
Clinical Social Worker (0966)
Clinical Social Worker Associate (0965)
Communications Therapist (7783)
Compensation Review Board Chief Law Clerk (3835)
Consumer Protection Drug Control Agent (2212)
Consumer Protection Drug Control Principal Agent (2211)
Correctional Health Services Manager (2508)
Correctional Medical Director (2512)
Correctional Substance Abuse Counselor (8440)
Dental Hygienist 2 (7161)
Dental Services Coordinator (7537)
Dentist (4940)
Department Medical Director (2758)
Department of Economic and Community Development Legal Advisor (0901)
Department of Emergency Services and Public Protection Lead Dispatcher (6392)
Department of Mental Health and Addiction Series Behavioral Health Clinical Director (6214)
Department of Mental Health and Addiction Series Behavioral Health Clinical Manager (6215)
Department of Mental Health and Addiction Services Assistant Division Director (0975)
Department of Mental Health and Addiction Services Director of Programs and Services (2445)
Deputy Director of Forensic Biology and DNA (6398)
Deputy Director of Identification Services (6400)
Deputy Director of Toxicology, Controlled Substance and Chemistry (1895)
Developmental Services Chief Medical Officer (0014)
Developmental Services Director of Nursing Services (5692)
Developmental Specialist 1 (2558)
Developmental Specialist 2 (7164)
Dietitian 1 (2510)
Dietitian 2 (8490)

Director of Infectious Diseases (1667)
Director of Internal Audit (1779)
Director of Legal Affairs and Enforcement (5468)
Director of Medicine (1821)
Director of Nursing 1 (2751)
Director of Nursing 2 (2759)
Director of Nursing 3 (2753)
Director of Pediatrics (2356)
Director of Psychological Services (Clinical) (1835)
Director of Psychological Services (Consulting) (1854)
Director of Public Health Hearing Office (1882)
Director of Public Health Laboratories (2572)
Director of State Oral Health Program (3769)
Director of the State Forensic Science Laboratory (1824)
Director of Toxicology Laboratory (1896)
Director of Vocational Rehabilitation Services (Blind) (1845)
Director, Education and Rehabilitation Services (4572)
Director, Learning and Life Skills (4570)
Division Director – Secretary of the State (5462)
Elections Enforcement Commission Legal Program Director (3242)
Elevator Inspection Supervisor (7863)
Elevator Inspector (3252)
Energy and Environmental Protection office Director (Legal) (1752)
Environmental Protection Education and Firearms Education Coordinator (2511)
Environmental Protection Radiation Control Specialist (3507)
Environmental Protection Safety Representative (Boating Safety) (3445)
Environmental Protection Safety Representative (Firearms Safety) (3578)
Executive Director and General Counsel, State Elections Enforcement Commission (3543)
Executive Director and General Counsel, State Freedom of Information Commission (3571)
Family and Community Services Director (1665)
Ferry Captain (3790)
Ferry Master Captain (7201)
Fire Academy Trainer (3883)
Firefighter (8954)
First Assistant Commissioner of Revenue Services (3900)
Freedom of Information Law Department Director (0485)
Health Care Actuary (0871)
Health Laboratory Biological Sciences Division Director (0582)
Health Services Social Work Consultant (0235)
Hospital Clinical Director (4721)
Human Rights and Opportunities Assistant Commission Counsel 1 (4775)

Human Rights Attorney 1 (4770)
Human Rights Attorney 2 (4771)
Human Rights Attorney 3 (4773)
Insurance Accredited Financial Examiner (4982)
Insurance Actuary (0051)
Insurance Certified Financial Examiner (4980)
Insurance Certified Supervising Examiner (4979)
Insurance Department Division Director (2858)
Insurance Holding Company Examiner (4974)
Interpreter for the Deaf and Hearing Impaired (5023 and 5028)
Labor Department Director of Program Policy (5251)
Labor Relations Assistant Chief (5681)
Labor Relations Chief (5255)
Lead Boiler Inspector (0006)
Lead Dental Assistant (2339)
Lead Dentist (7320)
Lead Fire Academy Trainer (3885)
Lead Nurse Clinical Instructor (5912)
Lead Nurse Clinician (5906)
Lead Respiratory Therapist 1 (4445)
Legislative and Administrative Advisor 1 (0359)
Legislative and Administrative Advisor 2 (7108)
Legislative and Administrative Manager (3438)
Managing Director and Commission Attorney (3300)
Managing Economist (5895)
Manger of Procurement Programs and Services (Contracting and Legal) (3108)
Marital and Family Therapist (0735)
Medical Records Supervisor 1 (5625)
Medical Records Supervisor 2 (5630)
Mental Health Chief of Proccessional Services (5653)
Mental Health Director of Psychological Services (5683)
Mental Health Director of Training (5652)
Mental Health Director of Young Adult Services (1452)
Motor Vehicle Inspector (5820)
Motor Vehicle Regulations and Administrative Advisor (5811)
National Register Specialist (Archaeologist) (5872)
Nurse Clinical Instructor (General) (5914)
Nurse Clinical Instructor (Psychiatric) (5911)
Nurse Clinical Specialist (5913)
Nurse Clinician (5915)
Nurse Consultant (Developmental Services) (5903)
Nurse Consultant (General) (5927)
Nurse Consultant (Healthcare Advocate) (5904)

Nurse Consultant (Mental Health and Addiction Services) (0371)
Nurse Consultant (Public Health) (5905)
Nurse Consultant (Workers Compensation) (0375)
Occupational Therapist (Per Diem) (4669)
Occupational Therapist 1 (5970)
Occupational Therapist 2 (5971)
Occupational Therapy Consultant (8710)
Occupational Therapy Supervisor (5980)
Optometrist (8275)
Optometrist (Per Diem) (8277)
Pharmacist (6190)
Pharmacy Consultant (6200)
Pharmacy Supervisor (6192)
Physical Therapist 1 (6230)
Physical Therapist 1 (Per Diem) (4670)
Physical Therapist 2 (6251)
Physical Therapy Consultant (8729)
Physical Therapy Supervisor (6250)
Physician (Part-time) (4662)
Physician (Per Diem) (4666)
Physician 2 (6263)
Physician Assistant (6262)
Podiatrist (8276)
Podiatrist (Per Diem) (8278)
Police Officer (9035)
Policy and Legislative Advisor (0425)
Postdoctoral Fellow-Psychology Department (Clinical) (6628)
Postdoctoral Fellow-Psychology Department (Consulting) (6446)
Principal Attorney (3920)
Principal Labor Relations Specialist (6342)
Principal Physician (4661)
Principal Psychiatrist (6186)
Principal Radiological Technologist (9382)
Professional Counselor (6355)
PSRB/Competency Monitor (5392)
Psychiatric Social Work Administrator (6643)
Psychiatric Social Work Supervisor (6612)
Psychiatrist (Part-time) (6188)
Psychiatrist (Per Diem) (4667)
Psychologist (Clinical) (6629)
Psychologist (Consulting) (6448)
Psychologist (Per Diem) (4668)
Public Works Chief Engineer (0482)

Regulations and Executive Advisor (6784)
Reinsurance Specialist (6876)
Respiratory Therapist (6881)
Respiratory Therapist (Per Diem) (6893)
Respiratory Therapy Supervisor (6884)
Respiratory Therapy Technician (6885)
Senior Policy Advisor (7725)
Social Services Dental Consultant (4818)
Social Services Director of Integrated Services (4830)
Social Worker Trainee – Social and Human Services (7746)
Special Funds Administrator (0204)
Special Revenue Assistant Unit Head (Hearings) (7766)
Special Revenue Assistant Unit Head (Technical Services) (1808)
Speech Pathologist (7781)
Speech Pathologist (Per Diem) (4671)
Staff Assistant Counsel to the Employment Security Board of Review (7837)
Staff Attorney 1 (0087)
Staff Attorney 2 (0088)
Staff Attorney 3 (0089)
Staff Physician (4660)
Staff Psychiatrist (6187)
Staff Radiological Technologist (9381)
Staff Radiological Technologist (Per Diem) (9383)
State Veterinarian (8110)
Statistician (1947)
Supervising Clinician (3293)
Supervising Communications Therapist (8497)
Supervising Dietitian (8492)
Supervising Nurse (5922)
Supervising Nurse (Correctional Facility) (2289)
Supervising Nurse Consultant (7400)
Supervising Psychologist 1 (Clinical) (6630)
Supervising Psychologist 1 (Consulting Managerial) (6596)
Supervising Psychologist 1 (Consulting) (6452)
Supervising Psychologist 2 (Clinical Managerial) (6635)
Supervising Psychologist 2 (Clinical) (6578)
Supervising Psychologist 2 (Consulting Managerial) (6637)
Supervising Psychologist 2 (Consulting) (6577)
Tax Attorney 1 (8652)
Tax Attorney 2 (8653)
Tax Attorney 3 (0165)
Tax Enforcement Special Agent (8667)
Tax Legal Director (8654)

Tax Litigation Director (4574)
Transitional Nurse (RC) (5614)
Transportation Assistant Chief of Engineering and Construction Services (8604)
Transportation Assistant Director of materials Testing (8846)
Transportation Assistant Director of Research (8859)
Transportation Assistant District Engineer (8697)
Transportation Aviation Administrator (8748)
Transportation Chief of Engineering and Construction Services (8921)
Transportation Construction Administrator (8817)
Transportation Director of Research and Materials (8705)
Transportation District Engineer (8822)
Transportation Division Chief (9068)
Transportation Engineering Administrator (8818)
Transportation Environmental Compliance Manager (0306)
Transportation Manager of Bridge Safety and Evaluation (8735)
Transportation Principal Engineer (Construction Engineering) (8737)
Transportation Principal Engineer (Engineering) (8739)
Transportation Supervising Engineer (Construction Engineering) (8719)
Transportation Supervising Engineer (Engineering) (9164)
Utilization Review Nurse Coordinator (5613)
Veterans' Health Care Services Administrator (4715)
Wastewater Treatment Plant Supervisor 1 (9248)
Wastewater Treatment Plant Supervisor 2 (9249)
Water Systems Operator (0264)
Water Systems Supervisor (9251)

Other Positions

In addition to the job classifications listed above, there are positions within other competitive job classifications to which this statutory language can apply. For a small number of generic job classifications advanced professional degrees, licenses and/or certifications are requirements of certain positions within the job classification. For these positions, formal examinations are not required for permanent appointment.

Unfortunately, it is impossible to assemble a comprehensive list of positions that require advanced professional degrees, licensure or certification. For this reason, the following guidelines should be used when assessing whether a formal examination is required. If the answer to each of the following questions is "yes", then an examination is not required.

1. Does the job specification refer to positions within the job classification requiring advanced degrees, licensure or certification?
2. Is the requirement mandatory of all incumbents filling the position?

3. Is the requirement a mandatory requirement at the time of appointment?

If all of the answers to the questions above are not yes, then the position is not covered by this delegation plan and an examination is required.

Questions regarding this policy can be directed to: Dr. Pamela L. Libby, Director of Statewide Human Resources Management at Pamela.Libby@ct.gov.

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Commissioner

13-05