

**State of Connecticut
Department of Rehabilitation Services
EDUCATION SERVICE SPECIALIST**

This position is 100% Federally Funded

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

OPEN TO: Current State Employees and the Public

POSITION: 32329

BARGAINING UNIT: Education Administrators (P-3A), 35hrs

SALARY RANGE: \$74,149.00 – \$96,224.00 Annually (EA-30)
(New hires start at the minimum of salary range)

LOCATION: Bureau of Rehabilitation Services
55 Farmington Ave.
Hartford, CT 06105

POSTING DATE: December 15, 2014 - January 6, 2015

The Department of Rehabilitation Services, Bureau of Rehabilitation Services is seeking to fill an Education Service Specialist position at its Central Office location in Hartford, CT. This position is 100% federally funded.

RESPONSIBILITIES: Plans and coordinates programs and activities on a statewide basis consistent with the Bureau of Rehabilitation Services' State Plan for Vocational Rehabilitation and Supported Employment. Assesses the needs of the Bureau. Conducts detailed policy and program analysis. Identifies and prioritizes issues. Develops public/private partnerships. Provides consultation and support to program staff related to pre-employment transition and other vocational rehabilitation services, including the identification and dissemination of best practices. Serves as a resource person with local, state and federal stakeholders. Provides technical assistance and training to state agencies, professional organizations and consumer groups. Prepares written and oral reports on issues, strategies and outcomes. Provides project and budget management for specific projects. Arranges and coordinates meetings. Monitors and supports sub-contractors, co-funded department personnel and workgroups. Develops and coordinates evaluation activities. Supervises data collection and report generation, including the preparation of internal management and required federal reports. May supervise staff, or be responsible for other duties as assigned.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge and understanding of the Public Vocational Rehabilitation program, including benefits and supports for individuals with disabilities who are seeking employment; skills in policy analysis, planning, development and implementation of policies and procedures; strong organizational/technical ability; strong research skills; strong oral communication and writing skills; strong skills in program evaluation; strong skills in the use of technology including Microsoft Office applications; strong interpersonal skills; experience in short and long range planning activities.

EXPERIENCE AND TRAINING: A Master's degree and a minimum of three years of professional experience in 1.) the public vocational rehabilitation program or 2.) a management or supervisory capacity within a program providing vocational rehabilitation services to persons with disabilities in coordination with the public vocational rehabilitation program. The Bureau also may approve an equivalent combination of experience and training in lieu thereof.

APPLICATION PROCEDURE: To be considered candidates need to submit a completed and signed State of Connecticut Application (Form CT-HR-12) along with three (3) professional references, at least one should be supervisory. State employees should submit a copy of their two most recent service ratings. The CT-HR-12 Application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf.

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted. Please send your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

DORS.Recruitment@ct.gov

PLEASE NOTE THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL

or
Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105
ATTN: Sabrina Betts - Human Resources

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE January 6, 2015

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.