



Class Specification

Classified/Non-Competitive		
Class Code	Pay Plan	Class Title
9394	SH - 17	YOUTH SERVICES OFFICER

PURPOSE OF CLASS:

In the Department of Children and Families, Connecticut Juvenile Training School, this class is accountable for providing custodial care and rehabilitative services to residents.

SUPERVISION RECEIVED:

Works under the general supervision of a Youth Services Assistant Unit Leader, Youth Services Unit Leader or other employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise lower level employees as assigned.

EXAMPLES OF DUTIES:

Performs duties involving care, custody, training and rehabilitative services of an assigned group of residents; counsels and advises residents in groups and individually by modeling appropriate behavior and encouraging residents to establish and develop effective, positive interpersonal relationships; supervises residents activities; maintains activity log and prepares timely and accurate reports regarding activities, incidents and resident progress and adjustment; oversees maintenance of residents living environment; participates as a member of unit interdisciplinary team; maintains order and security including physical restraint of assaultive and/or abusive residents when necessary; may be responsible for transportation and custody of residents away from facility; may participate in apprehension of runaways; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of principles and practices involved in care, custody and rehabilitative guidance of delinquent youth; knowledge of behavioral and emotional problems experienced by youth; basic knowledge of policies, procedures and philosophies of Connecticut Juvenile Training School; considerable interpersonal skills; oral and written communication skills; ability to supervise residents and counsel when necessary; ability to prepare reports.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of paraprofessional experience working with persons with emotional disturbances, behavioral disorders, educational deficiencies or developmental disabilities.

Substitutions Allowed:

1. An Associate's Degree in the behavioral sciences, criminal justice or human services may be substituted for the General Experience.
2. Fifteen (15) college credits in a course of study leading to a Bachelor's Degree in a behavioral science, criminal justice or a human service area may be substituted for six months of the General Experience.
3. For State employees, one (1) year of experience as a Youth Services Officer Trainee may be

substituted for the General Experience.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

WORKING CONDITIONS:

Incumbents in this class may be required to physically restrain residents, may have some exposure to infectious and/or communicable diseases and may be exposed to some danger of injury from assaultive and/or abusive residents.

This replaces the existing specification for the same class in the same Salary Group SH 17 approved effective April 4, 2001. (2009 SCOPE Review)

9394A 8/24/09 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
9394	1479	(33)-Social Services	(12)-SOCIAL SERV (P-2)	(4)-Protective Service	Jul 31, 2009



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Class Specification

Classified/Competitive		
Class Code	Pay Plan	Class Title
9396	SH - 23	YOUTH SERVICES UNIT LEADER

PURPOSE OF CLASS:

In the Department of Children and Families, Connecticut Juvenile Training School, this class is accountable for the twenty-four hour supervision of an assigned unit(s) and /or program(s).

SUPERVISION RECEIVED:

Receives general direction from a Program Supervisor-Social Work or other administrative official of higher grade.

SUPERVISION EXERCISED:

Supervises Youth Services Officers, Youth Services Assistant Unit Leaders and other staff and residents in the assigned residential area.

EXAMPLES OF DUTIES:

Plans, organizes and directs unit(s) or program(s) staff; schedules, assigns, oversees and reviews work of staff; develops and provides staff training; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding policies and procedures; prepares reports and correspondence; coordinates unit interdisciplinary team ensuring completion by unit staff of necessary tasks, duties and responsibilities; ensures upkeep of unit by 24-hour coordination of support services such as security, maintenance and housekeeping; directs transportation and security of residents while off premises; directs apprehension of runaways; reviews and approves reports submitted by staff; supervises maintenance of records; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and practices of care, custody and rehabilitative guidance of delinquent youth; considerable knowledge of behavioral and emotional problems experienced by youth; considerable knowledge of policies, procedures and philosophies of Connecticut Juvenile Training School; considerable interpersonal skills; considerable oral and written communication skills; ability to interpret and implement policy and coordinate operations; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of experience working with behaviorally disturbed, emotionally disturbed, emotionally and/or mentally retarded or learning disabled youth.

Special Experience:

One (1) year of the General Experience must have been coordinating a shift of one or more assigned areas of residential living or program activity.

Note: For State employees, this is interpreted at the level of a Youth Services Assistant Unit Leader.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one half (1/2) year of experience to a maximum of two (2) years.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

WORKING CONDITIONS:

Incumbents in this class may be required to physically restrain residents, may have some exposure to infectious and/or communicable disease and may be exposed to some danger of injury from assaultive and/or abusive residents.

This replaces the existing specification for the same class in the same Salary Group SH 23 approved effective April 4, 2001. (2009 SCOPE Review)

9396A 8/28/09 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
9396	1479	(33)-Social Services	(12)-SOCIAL SERV (P-2)	(2)-Professional	Jul 31, 2009



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Class Specification

Classified/Competitive		
Class Code	Pay Plan	Class Title
9395	SH - 19	YOUTH SERVICES ASSISTANT UNIT LEADER

PURPOSE OF CLASS:

In the Department of Children and Families, Connecticut Juvenile Training School, this class is accountable for the coordination of a shift on one or more assigned areas of residential living or program activity.

SUPERVISION RECEIVED:

Receives general direction from a Youth Services Unit Leader or other employee of higher grade.

SUPERVISION EXERCISED:

Supervises Youth Services Officers and other staff and residents in the assigned residential area.

EXAMPLES OF DUTIES:

In a residential unit schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; counsels residents individually and in groups to focus on behavior and progress of individual residents as necessary; ensures upkeep of unit by coordinating support services such as security, maintenance and housekeeping; coordinates and implements resident treatment plans and interdisciplinary team decisions on assigned shift; identifies and resolves obstacles to effective unit and interdisciplinary team functioning on assigned shift; prepares incident and other necessary reports on assigned shift; ensures accurate and timely documentation in resident record; may be responsible for custody of residents away from school; may be responsible for apprehension of runaways; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and practices of care, custody and rehabilitative guidance of delinquent youth; considerable knowledge of behavioral and emotional problems experienced by youth; considerable knowledge of policies, procedures and philosophies of Connecticut Juvenile Training School; considerable interpersonal skills; oral and written communication skills; ability to prepare reports; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years of experience working with youth with behavioral disturbances, emotional disturbances and/or developmental disabilities.

Special Experience:

Two (2) years of the General Experience must have been providing custodial care and rehabilitative services to residents.

Note: For State employees, this is interpreted at the level of a Youth Services Officer.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours

equalling one half (1/2) year of experience to a maximum of one (1) year.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

WORKING CONDITIONS:

Incumbents in this class may be required to physically restrain residents, may have some exposure to infectious and/or communicable diseases and may be exposed to some danger of injury from assaultive/abusive students.

This replaces the existing specification for the same class in the same Salary Group SH 19 approved effective April 4, 2001. (2009 SCOPE Review)

9395A 8/24/09 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
9395	1479	(33)-Social Services	(12)-SOCIAL SERV (P-2)	(2)-Professional	Jul 31, 2009

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Class Specification

Classified/Competitive		
Class Code	Pay Plan	Class Title
6976	CL - 14	SECRETARY 1
Unclassified		
Class Code	Pay Plan	Class Title
7700	CL - 14	SECRETARY 1 (UNCLASSIFIED)

PURPOSE OF CLASS:

In a state agency, this class is accountable for performing a full range of secretarial support functions.

GUIDELINES FOR CLASS USE:

This class should be used in one of the following ways:

1. As a junior secretarial level where incumbents would gain the knowledge of the total office operation necessary to perform successfully at the full working Secretary 2 level. Although the job functions may be similar in both the Secretary 1 and 2 classes, an incumbent would not move to the Secretary 2 level until he/she had demonstrated solid job content knowledge and the ability to perform the full range of duties required of the Secretary 2.
2. In a support capacity within a secretarial function where accountability for the total secretarial function rests with a higher level employee.

See addendum for differentiators between the Secretarial and General Clerical job series.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade in the performance of routine tasks; receives closer supervision when performing more advanced tasks.

SUPERVISION EXERCISED:

May lead other clerical staff as assigned.

EXAMPLES OF DUTIES:

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. **TYPING:** Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.
3. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.
4. **REPORT WRITING:** Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).
5. **INTERPERSONAL:** Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the unit).
6. **PROCESSING:** Scans correspondence; pulls and attaches related materials; reviews, routes and

prioritizes mail.

- 7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription prepares expense accounts; makes travel arrangements.
- 8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitution Allowed:

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience.

CAREER PROGRESSION:

The next higher classes in this career series are:

- Secretary 2
- Specialized Secretary (Legal) (Medical)

NOTE:

Unclassified Appointments: Candidates appointed to Unclassified positions within the Connecticut Marketing Authority must meet the above Experience and Training Requirements. These appointments will be made in accordance with Section 22-63a. of the Connecticut General Statutes.

This replaces the existing specification for the same class in the same Salary Group CL 14 approved effective April 10, 2001. (2009 SCOPE Review)

6976A 5/26/09 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
6976	1466	(05)-Clerical/Secretarial	(07)-ADMN CLERICAL (NP-3)	(6)-Office Clerical	May 26, 2009
7700	1466	(05)-Clerical/Secretarial	(07)-ADMN CLERICAL (NP-3)	(6)-Office Clerical	May 26, 2009

ADDENDUM TO THE SPECIFICATIONS

FOR
SECRETARY 1, SECRETARY 2 AND ADMINISTRATIVE ASSISTANT

PRIMARY DIFFERENTIATORS BETWEEN THE SECRETARIAL SERIES AND THE GENERAL CLERICAL SERIES:

1. Secretaries should be expected to plan, organize and coordinate the full range of office support activities. They would become involved in designing and recommending forms, procedures and office systems. Persons in the General Clerical classes would usually be responding to specific assignments and would plan and coordinate around those tasks. Most of their work would be within the context of previously designed procedures and systems.
2. Secretaries have additional technical skill requirements - business communications (writing and editing letters and reports), considerable knowledge of office systems and procedures, research skills, ability to take notes (shorthand, speedwriting or other acceptable method) and business math. In the case of the Administrative Assistant knowledge of office administration (budgeting, personnel administration, purchasing, etc.) is critical.
3. Secretaries have a higher level interpersonal dimension to their jobs. They should be able to schedule appointments for staff, handle phone calls requiring knowledge of and sensitivity to the unit's functions, etc. At the highest level the Administrative Assistant would actually troubleshoot for the manager. In the General Clerical classes, the interpersonal dimension requires tact and diplomacy and the ability to accurately give and receive information.

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Class Specification

Classified/Non-Competitive		
Class Code	Pay Plan	Class Title
1248	PS - 05	BUILDINGS AND GROUNDS PATROL OFFICER
Unclassified		
Class Code	Pay Plan	Class Title
2096	PS - 05	BUILDINGS AND GROUNDS PATROL OFFICER (UNCLASSIFIED)

PURPOSE OF CLASS:

At a state institution or facility, or at the State Regional Market this class is accountable for providing basic security services designed to insure the control and safety of clients, employees and the visiting public.

SUPERVISION RECEIVED:

Initially works under the close supervision of a Buildings and Grounds Lead Patrol Officer or an employee of higher grade; works more independently with acquired experience.

EXAMPLES OF DUTIES:

Enforces regulations relating to parking and traffic control on state property; directs traffic on state property; issues tickets for violations; gives information and assistance to visitors; guards entrances and exits to prevent trespass, vandalism, theft and other violations; performs routine patrol duty and monitors security and alarm systems to detect theft and other criminal acts; provides security escorts; may provide first aid; performs dispatching and record keeping functions at a desk post; at a state hospital, assists in maintaining order among patients; assists in searching for missing patients; may assist in fire prevention and fire fighting activities; at an agency or institution, may oversee the activities of fellow officers as designated; at the State Regional Market, collects stall fees from vendors and prepares receipts of same; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Interpersonal skill; communication skill; ability to think and act quickly in an emergency with judgement and discretion.

EXPERIENCE AND TRAINING:

Any experience or training which would provide the skills and abilities indicated above.

SPECIAL REQUIREMENTS:

1. Alternative pay plans apply if work schedules exceed 35 hours.
2. Appointment to positions within the Connecticut Marketing Authority will be in accordance with Section 22-63 (d) of the Connecticut General Statutes.
3. Incumbents in this class may be required to possess and maintain a valid Connecticut Motor Vehicle Operator's license.

CHARACTER REQUIREMENT:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

WORKING CONDITIONS:

Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effect of

prolonged periods of walking and standing while on foot patrol and/or guard duty and to some danger of injury in performing the duties of the class.

PHYSICAL REQUIREMENT:

Candidates must be in good health; candidates must have and retain sufficient physical strength, stamina, and agility, visual and auditory acuity to perform the duties of the class. Applicants may be required to pass a physical examination.

This replaces the existing specification for the same class in Salary Group PT 04 approved effective May 17, 1995. (Revised to implement SCOPE compensation)

1248A 07/27/95 pzd

CC	Item#	Occup. Group	Bargaining Unit	EEO	Eff. Date
1248	5897A	(28)-Police-Protective Services	(09)-PROTECT SERV (NP-5)	(4)-Protective Service	Jun 23, 1995
2096	5897A	(28)-Police-Protective Services	(09)-PROTECT SERV (NP-5)	(4)-Protective Service	Jun 23, 1995



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Class Specification

Unclassified		
Class Code	Pay Plan	Class Title
1928	MP - 70	CHILDREN AND FAMILIES SUPERINTENDENT

PURPOSE OF CLASS:

In the Department of Children and Families directs the clinical and administrative programs and operations of Connecticut Children's Place, High Meadows and/or the Long Lane School (for Girls) new facility in accordance with the rules and orders of the Commissioner.

SUPERVISION RECEIVED:

Works under the general supervision of the Commissioner, who reviews the programs and operations of the facility for conformance with policy and effectiveness of results, or other administrative official.

SUPERVISION EXERCISED:

Directs and oversees clinical and administrative activities of all employees at the facility, establishing programs, coordinating activities and evaluating results.

EXAMPLES OF DUTIES:

Plans, develops and directs clinical and administrative program areas in facility; establishes standard operating procedures and methods of program implementation; confers and collaborates with management staff in formulation of policies to assure a comprehensive integrated service delivery system within regions; develops appropriate programs of child care treatment including diagnostic evaluation, behavioral adjustment and placement; responsible for general administration including budget preparation, personnel and ancillary support services; confers with visitors, relatives and professional consultants regarding patients and/or residents and institutional practices; insures conformance of all procedures and programs with statutory laws governing clients; performs related duties as required by departmental mandate and rules and orders of Commissioner.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes, regulations and requirements; considerable knowledge of child and youth welfare services and children's mental health issues including education and treatment; considerable knowledge of principles and practices of institutional management; considerable oral and written communications skills; considerable ability to apply agency policies and procedures.

EXPERIENCE AND TRAINING:

General Experience:

Shall have administrative experience in child and youth welfare services or children's mental health or juvenile justice.

APPOINTMENTS:

Appointed by the Commissioner of Department of Children and Families in accordance with the Connecticut General Statutes 17a-9.(d). Appointment of Deputy Commissioners, Directors and Administrative Heads.

This replaces the existing specification for the same class in the same class Salary Group MP 70 approved effective July 1, 1998. (Revised to modify Purpose of Class)

1928A 7/23/01 pzd

CC	Item#	Occup. Group	Bargaining Unit	EEO	Eff. Date
1928	490	(26)-Penal-Corrective Services	(02)-MANAGERIAL	(1)-Officials And Administrators	Aug 24, 2001



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Class Specification

Classified/Competitive		
Class Code	Pay Plan	Class Title
2876	MP - 63	CHILDREN AND FAMILIES DIRECTOR OF RESIDENTIAL CARE

PURPOSE OF CLASS:

In a Department of Children and Families facility this class is accountable for directing a residential program.

SUPERVISION RECEIVED:

Receives administrative or executive direction from a Children and Families Superintendent or Assistant Superintendent.

SUPERVISION EXERCISED:

Directs and assigns a medium sized residential care staff.

EXAMPLES OF DUTIES:

Directs staff and operation of program; coordinates, plans and manages program activities; formulates program goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; prepares or assists in preparation of program budget; maintains contacts with individuals both within and outside of program who might impact on program activities; maintains regular contact and responsibility for each child and youth care unit, group home and halfway house; determines need for and requisitions supplies and equipment; functions as acting assistant/superintendent as required; represent facility at meetings of professional and community organizations; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and practices of residential child and adolescent care; considerable knowledge of normal and abnormal child and adolescent development; considerable knowledge of treatment modalities used with emotionally disturbed and behaviorally disordered children and adolescents; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience in direct care in a supervisory or administrative capacity at the level of Children Services Unit Supervisor or Youth Services Unit Leader in a residential child or adolescent care facility.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

This replaces the existing specification for the same class in the same Salary Group MP 63 approved effective July 1, 1993. (Revised to expand usage to Connecticut Juvenile Training School)

2876A 9/9/02 pzd

CC	Item#	Occup. Group	Bargaining Unit	EEO	Eff. Date

2876	583	(25)-Patient and Inmate Care	(02)-MANAGERIAL	(1)-Officials And Administrators	Oct 4, 2002
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Class Specification

Classified/Competitive		
Class Code	Pay Plan	Class Title
3591	CL - 19	ADMINISTRATIVE ASSISTANT

PURPOSE OF CLASS:

In a state agency this class is accountable for independently performing the most complex tasks in providing both office administration and secretarial support for a major program.

GUIDELINES FOR CLASS USE:

This class includes many of the full range of secretarial functions as described in the Secretary 2 class, but the focus of the position is on administrative activities requiring an advanced level of accountability, problem solving and interpersonal contacts. See addendum for differentiators between the secretarial and general clerical job series.

SUPERVISION RECEIVED:

Works under the limited supervision of a Manager and/or Director level position.

SUPERVISION EXERCISED:

May have lead responsibility over other clerical staff as assigned.

EXAMPLES OF DUTIES:

Performs the most complex office administrative duties as described in the following areas:

1. **TYPING:** Using a personal computer or other electronic equipment, formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews references materials and manuals.
3. **CORRESPONDENCE:** Composes complex letters and/or memoranda, etc. (e.g. explaining department practices and/or policies) for own or manager's signature.
4. **REPORT WRITING:** Researches and assembles information from a variety of sources and prepares statistical and/or narrative reports; analyzes information and may make recommendations.
5. **INTERPERSONAL:** Acts for manager by interpreting established policies and procedures, etc.; troubleshoots by relieving manager of as much administrative detail as possible; acts for and regularly makes decisions in manager's absence (within prescribed limits of authority).
6. **PROCESSING:** Screens letters, memos, reports and other materials to determine action required; may make recommendations to supervisor.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences; etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements.
8. **OFFICE MANAGEMENT:** Authorizes purchases and payments (within prescribed limits of authority); develops input and prepares documentation for office and/or department budget; coordinates budget control and monitoring; develops office and/or department procedural manuals; assists in interviewing and hiring office support staff; trains office support staff; may supervise office support staff; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience:

One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

Substitutions Allowed:

College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

Note:

The Manager and/or Director level designation is reserved for incumbents with full time responsibilities for a major program. Their work is broadly guided by department policies and goals, and they usually report to the highest level administrators within an organization. The Manager and/or Director will have supervisory responsibilities, but the emphasis of the position will be on management activities. These activities can include such things as formulating program goals and objectives, developing and implementing program policies and procedures, developing and maintaining the program budget, identifying and coordinating both internal and external resources, maintaining high level and sensitive contacts with the public, officials, etc. and regularly acting as the representative of the department on sensitive program related activities.

This replaces the existing specification for the same class in the same Salary Group CL 19 approved April 2, 2007. (2009 SCOPE Review)

3591A 5/25/09 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
3591	1466	(05)-Clerical/Secretarial	(07)-ADMN CLERICAL (NP-3)	(6)-Office Clerical	May 26, 2009

ADDENDUM

**ADDENDUM TO THE SPECIFICATIONS FOR THE CLASSES OF
SECRETARY 1, SECRETARY 2 AND ADMINISTRATIVE ASSISTANT**

Primary differentiators between the secretarial series and the general clerical series:

1. Secretaries are expected to plan, organize and coordinate the full range of office support activities. They become involved in designing and recommending forms, procedures and office systems. Incumbents in the general clerical classes are usually responding to specific assignments and plan and coordinate around those tasks. Most of their work is within the context of previously designed procedures and systems.
2. Secretaries have additional technical skill requirements such as business communications (writing and editing letters and reports), considerable knowledge of office systems and procedures, research skills, ability to take notes (shorthand, speedwriting or other acceptable method) and business mathematics. Knowledge of office administration (budgeting, personnel administration, purchasing, etc.) is critical to the Administrative Assistant.

3. Secretaries have a higher level interpersonal dimension to their jobs. They are able to schedule appointments for staff, handle telephone calls requiring knowledge of and sensitivity to the unit's functions, etc. At the highest level the Administrative Assistant actually troubleshoots for the manager. In the general clerical classes the interpersonal dimension requires tact and diplomacy and the ability to accurately give and receive information.



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Class Specification

Classified/Competitive		
Class Code	Pay Plan	Class Title
5642	MP - 62	QUALITY ASSURANCE MANAGER

PURPOSE OF CLASS:

In a state facility, this class is accountable for directing, developing and implementing an organized program of quality assurance in accordance with national standards and accreditation requirements and/or regional and state quality assurance plans.

SUPERVISION RECEIVED:

Receives administrative direction from a Superintendent or other administrative official of higher level and technical supervision from a quality assurance professional of higher grade.

SUPERVISION EXERCISED:

Supervises assigned staff.

EXAMPLES OF DUTIES:

Designs and/or directs implementation and monitoring of a quality assurance and/or risk management program to comply with some or all of the following requirements as applicable to the practice setting: regional quality assurance plans, JCAHO standards, American Correctional Association standards and other accreditation bodies requirements; formulates program goals and objectives; interprets and administers pertinent laws and regulations; evaluates and trains facility staff; maintains contact with individuals both within and outside facility who might impact on program activities; prepares reports and correspondence; develops procedures to implement quality assurance programs; assists in development of regional Quality Assurance plan; conducts on-going reviews of facility programs; identifies problem areas in facility programs, recommends solutions and monitors corrective action; provides consultation services to administrative and other professional staff regarding quality assurance programs; chairs and/or participates on various committees and task forces; evaluates, revises and drafts relevant policy; directs survey participation activities and maintains continuous compliance with regulatory bodies; develops data management and data presentation strategies; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of applicable survey standards and practices; considerable knowledge of principles of modern psychiatric hospital or juvenile justice facility administration; considerable knowledge of classification and treatment of mental illness; considerable knowledge of research methods and statistical analysis; knowledge of and ability to apply management principles and techniques; some knowledge of principles and practices of community psychiatry and/or community corrections; considerable interpersonal skills; considerable oral and written communication skills; computer skills.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years of professional experience in behavioral health facility, system or research environment.

DCF FACILITY: CONNECTICUT JUVENILE TRAINING SCHOOL

Eight (8) years of professional experience in a criminal justice or behavioral health facility, system or

research environment.

Special Experience:

One (1) year of the General Experience must have been a professional capacity in a behavioral health quality assurance program.

DCF FACILITY: CONNECTICUT JUVENILE TRAINING SCHOOL

One (1) year of the General Experience must have been in a professional capacity in a criminal justice or behavioral health quality assurance program.

Substitutions Allowed:

- College training in the field of nursing, psychology, social work or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year to a maximum of four (4) years for a Bachelor's degree.

DCF FACILITY: CONNECTICUT JUVENILE TRAINING SCHOOL

College training in the field of applied sociology, social and/or human services, clinical psychology, child development, criminal justice, counseling, human development and family relations, marriage and family therapy may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year to a maximum of four (4) years for a Bachelor's degree.

- A Master's degree in the above areas may be substituted for one (1) additional year of the General Experience.

This replaces the existing specification for the same class in the same Salary Group MP 62 approved effective July 23, 2001. (Revised to include DCF facilities and eliminate parenthetical)

5642A 7/9/03 cm

CC	Item#	Occup. Group	Bargaining Unit	EEO	Eff. Date
5642	625	(25)-Patient and Inmate Care	(02)-MANAGERIAL	(2)-Professional	Aug 8, 2003



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Class Specification

Classified/Competitive		
Class Code	Pay Plan	Class Title
0097	MP - 60	CURRICULUM MANAGER

PURPOSE OF CLASS:

In a state agency this class is accountable for performing as a manager of curriculum development and training related program administration.

SUPERVISION RECEIVED:

Works under the limited supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead other employees and supervise student interns as assigned.

EXAMPLES OF DUTIES:

Performs specialized duties in area of training and staff development; provides consultative services to agency administrators and training staff in developing and conducting needs analysis; develops action plans; develops, reviews and evaluates curriculum and training courses; prepares, reviews and monitors contracts for training services; prepares statistical evaluation summaries, feasibility study reports, program projections and other reports as needed; may teach in areas of expertise; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and techniques of inservice training and staff development; considerable knowledge of educational methods and techniques; knowledge of relevant state and federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to assess training needs and determine objectives.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years of professional employment in inservice training, human resource development or adult education.

Special Experience:

One (1) year of the General Experience must have had primary responsibility for planning, developing, coordinating or implementing an inservice training or staff development program.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling 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 a closely related field may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENT:

Positions at the Police Officer Standards and Training Council require the Special Experience in law

enforcement training programs.

This replaces the existing title of and specification for the class of Curriculum Specialist (RC) in the same Salary Group MP 60 approved effective January 8, 1993. (Revised to remove Red Circle status, modify Purpose of Class, establish Special Requirement)

0097A 6/1/98 pzd

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
0097	446	(38)-Training	(02)-MANAGERIAL	(2)-Professional	May 28, 1998



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Class Specification

Classified/Competitive		
Class Code	Pay Plan	Class Title
4930	TC - 19	SUPERVISING CHEF

PURPOSE OF CLASS:

This class is accountable for performing in one of the following ways:

1. Acts as supervisor of food services in an institution serving up to 800 meals per day.
2. Acts as supervisor of all kitchen operations in an institution serving over 800 meals per day.
3. Department of Developmental Services, Southbury Training School: Acts as supervisor of a decentralized food service operation serving a minimum of 800 meals per day.

SUPERVISION RECEIVED:

Receives general direction from a Director of Food Services or other employee of higher grade.

SUPERVISION EXERCISED:

Supervises all staff assigned to the kitchen.

EXAMPLES OF DUTIES:

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans kitchen work; establishes and maintains kitchen procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; makes recommendations for equipment use; provides for sanitation and maintenance of kitchen supplies and equipment; may be responsible for or provide input into menu planning; may order food and supplies; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of institutional cooking methods and use and care of equipment; knowledge of comparative food costs and basic principles of dietetics; knowledge of health and safety requirements in food services; considerable interpersonal skills; considerable oral and written communication skills; skill in menu planning; ability to organize kitchen operation and develop efficient procedures for handling of food; ability to keep records and make reports; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years of experience in the preparation of food on a large scale.

Special Experience:

Two (2) years of the General Experience must have been in a lead capacity.

Note: For state employees the Special Experience is interpreted at the level of Head Cook.

Substitution Allowed:

College training in hotel and/or restaurant management, nutrition, dietetics or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2)

year of experience to a maximum of four (4) years for a Bachelor's degree.

PHYSICAL REQUIREMENT:

Incumbents in this class must have adequate physical strength, stamina, physical agility, visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. Candidates must be free from communicable diseases. A physical examination may be required.

This replaces the existing specification for the same class in the same Salary Group TC 19 approved effective August 7, 1998. (Revised to change Agency name)

4930A 7/4/08 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
4930	1359	(13)-Food Processing/Service	(06)-SERVICE/MAINT (NP-2)	(7)-Skilled Craft Workers	Jul 4, 2008



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Class Specification

Classified/Non-Competitive		
Class Code	Pay Plan	Class Title
4310	TC - 16	HEAD COOK

PURPOSE OF CLASS:

This class is accountable for acting as a working supervisor for food service employees engaged in the preparation and cooking of food.

GUIDELINES FOR CLASS USE:

This class is utilized as the chief food service employee in small institutions or programs; works under a food service employee of higher grade in larger institutions.

SUPERVISION RECEIVED:

Receives general direction from a Director of Food Services, Institution Chef or other employee of higher grade.

SUPERVISION EXERCISED:

Supervises Cooks, Assistant Cooks, Maintainers, patient/client workers or other lower level employees as assigned.

EXAMPLES OF DUTIES:

Plans kitchen workflow and determines priorities; schedules, assigns, oversees, and reviews work; establishes and maintains kitchen procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies, and outside officials regarding unit policies and procedures; may make recommendations on policies or standards; may prepare reports and correspondence; inspects and requisitions food and supplies; supervises the cleaning of kitchen and other food service areas and of equipment; may plan menus and be responsible for serving of meals; performs the full range of duties as outlined in the Cook specification; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply cooking principles and techniques on a quantity basis; considerable knowledge of institutional cooking methods; knowledge of health and safety requirements in food service; interpersonal skills; oral and written communication skills; ability to prepare menus and keep records; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years' experience in the preparation and cooking of food.

Special Experience:

One (1) year of the General Experience must have been in the preparation of food on a quantity basis.

Note: For State employees, the Special Experience will be interpreted at or above the level of Cook.

PHYSICAL REQUIREMENT:

Employees appointed to positions in this class must have adequate physical strength, stamina, physical

agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. Candidates must be free from communicable diseases. A physical examination may be required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to risk of injury from equipment and utensils used in the kitchen and from patients/clients.

This replaces the existing specification for the same class in Salary Group TC 15 approved effective January 13, 1989. (Revised to implement SCOPE compensation)

4310A 07/24/95 pzd

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
4310	5897A	(13)-Food Processing/Service	(06)-SERVICE/MAINT (NP-2)	(7)-Skilled Craft Workers	Jun 23, 1995



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Class Specification

Classified/Non-Competitive		
Class Code	Pay Plan	Class Title
2210	TC - 13	COOK

PURPOSE OF CLASS:

This class is accountable for independently performing the full range of tasks involved in preparing and cooking food.

SUPERVISION RECEIVED:

Works under the general supervision of a Head Cook, Director of Food Services, or an employee of higher grade.

SUPERVISION EXERCISED:

May lead/supervise Assistant Cooks, Maintainers, patients /clients or student workers assigned to food service.

EXAMPLES OF DUTIES:

Prepares and cooks a wide variety of foods including special diets; operates various types of cooking equipment such as stoves, ovens, steam cookers, mixing machines, choppers, etc.; cleans kitchen areas and equipment; rotates stock on a regular basis; assists with the ordering of food and supplies; inspects food received; may serve food or assist in serving; may prepare production records; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of and ability to apply cooking principles and techniques on a quantity basis; knowledge of liquid and dry weights and measures; some knowledge of health and safety requirements in food service; some interpersonal skills; some oral and written communication skills; some ability in menu preparation and record keeping; some mathematical ability.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years' experience in the preparation of food on a quantity basis.

Substitution Allowed:

Successful completion of a cook training course under the auspices of State or Federal Apprenticeship Training Bureaus may be substituted for one (1) year of the General Experience.

PHYSICAL REQUIREMENT:

Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. Candidates must be free from communicable diseases. A physical examination may be required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to risk of injury from equipment and utensils used in the kitchen and from patients/clients.

This replaces the existing specification for the same class in Salary Group CL 12 approved effective January 13, 1989.(Revised to implement SCOPE compensation.)

2210A 07/26/95 pzd

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
2210	5897A	(13)-Food Processing/Service	(06)-SERVICE/MAINT (NP-2)	(7)-Skilled Craft Workers	Jun 23, 1995

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Class Specification

Classified/Non-Competitive		
Class Code	Pay Plan	Class Title
2220	TC - 09	ASSISTANT COOK

PURPOSE OF CLASS:

This class is accountable for assisting in the preparation and cooking of food.

SUPERVISION RECEIVED:

Initially works under the close supervision of a Head Cook or an employee of higher grade; works more independently with acquired experience.

SUPERVISION EXERCISED:

May lead lower level staff and patient/client workers as assigned.

EXAMPLES OF DUTIES:

Performs a variety of basic tasks in preparing soups, salads, meats, vegetables, desserts, beverages, nourishments, etc.; cleans, washes, polishes pots, pans, dishes, silverware, kitchen equipment, floors, walls, etc.; operates kitchen machines and equipment; may participate in serving food and packing food for delivery; may receive training in the preparation of food on a large scale; may prepare food in the absence of the cook; assists with the receiving and storage of food; may assist in the preparation of production records; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Some knowledge of simple food preparation; some knowledge of liquid and dry weights and measures; some interpersonal skills; some oral and written communication skills; ability to follow instructions and learn routines; some mathematical ability.

EXPERIENCE AND TRAINING:

Any experience and training which would provide the knowledge, skills and abilities listed above.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to risk of injury from equipment and utensils used in the kitchen and from patients/clients.

PHYSICAL REQUIREMENT:

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. Candidates must be free from communicable diseases. A physical examination may be required.

This replaces the existing specification for the same class in Salary Group TC 8 approved effective January 13, 1989. (Revised to implement SCOPE compensation)

2220A 07/21/95 pzd

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
2220	5897A	(13)-Food Processing/Service	(06)-SERVICE/MAINT (NP-2)	(7)-Skilled Craft Workers	Jun 23, 1995

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Class Specification

Classified/Competitive	Class Code	Pay Plan	Class Title
	5536	TC - 22	MAINTENANCE SUPERVISOR 2 (ADAPTIVE MEDICAL EQUIPMENT)
	5530	TC - 22	MAINTENANCE SUPERVISOR 2 (AUTOMOTIVE)
	5533	TC - 22	MAINTENANCE SUPERVISOR 2 (CARPENTRY)
*	5507	TC - 22	MAINTENANCE SUPERVISOR 2 (GENERAL) *
	5538	TC - 22	MAINTENANCE SUPERVISOR 2 (GROUNDS)
	5539	TC - 22	MAINTENANCE SUPERVISOR 2 (LOCKSMITH)
	5541	TC - 22	MAINTENANCE SUPERVISOR 2 (MACHINE SHOP)
	5540	TC - 22	MAINTENANCE SUPERVISOR 2 (MASONRY)
	5542	TC - 22	MAINTENANCE SUPERVISOR 2 (MECHANICAL EQUIPMENT - 5542)
	5544	TC - 22	MAINTENANCE SUPERVISOR 2 (PAINTING)
	5549	TC - 22	MAINTENANCE SUPERVISOR 2 (TINSMITH)

PURPOSE OF CLASS:

This class is accountable for supervising a large crew (6 or more) of highly-skilled trades workers and lower-level employees.

GUIDELINES FOR CLASS USE:

Incumbents of this classification should have full proficiency in the technical aspects of their trade area and should have on-going full-time supervisory responsibilities to include such things as completing or providing input for completing service ratings, training and motivating workers, delegating work, setting job priorities, scheduling work, inspecting work for quality and consistency with standards, handling disciplinary action.

SUPERVISION RECEIVED:

Receives general direction from an employee of higher grade.

SUPERVISION EXERCISED:

Supervises a large crew of highly skilled workers and lower level employees.

EXAMPLES OF DUTIES:

Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans crew work; establishes and maintains crew procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; performs some of the more skilled duties involved; may make plans and cost estimates of work to be done; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of modern methods and equipment involved in the trade indicated by the sub-title of the class; considerable knowledge of relevant State and national codes and regulations; considerable interpersonal skills; considerable oral and written communication skills; skill in performing technical duties of the class; considerable ability to read and interpret specifications, blueprints, and sketches; supervisory ability.

ADAPTIVE MEDICAL EQUIPMENT/ AUTOMOTIVE/ CARPENTRY/ LOCKSMITH/ MASONRY/ MACHINE SHOP/ MECHANICAL EQUIPMENT/ PAINTING/ TINSMITH:

General Experience:

Six (6) years' experience in the trade area indicated by the parenthetical title.

Special Experience:

Three (3) years of the General Experience must have included performing highly skilled duties in the trade area indicated by the parenthetical title.

Note: For State employees, the Special Experience will be interpreted at or above the level of Qualified Craft Worker.

GENERAL:

General Experience:

Six (6) years' experience in the maintenance and repair of buildings.

Special Experience:

Four (4) years of the General Experience must have included performing skilled tasks in the maintenance and repair of buildings.

Note: For State employees, the Special Experience will be interpreted at or above the level of Skilled Maintainer.

GROUNDS:

General Experience:

Six (6) years' experience in grounds maintenance.

Special Experience:

Four (4) years of the General Experience must have been in grounds care in a lead or supervisory capacity.

Note: For State employees, the Special Experience will be interpreted at or above the level of Skilled Maintainer.

SPECIAL REQUIREMENTS:

ALL PARENTHETICALS:

1. Incumbents in this class may be required to travel within the state in the course of their daily work.
2. Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENT:

Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.

The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

This replaces the existing specification for the same class in Salary Group TC 22 approved effective

September 28, 1995. (Revised to implement SCOPE compensation)

5536A 08/10/95 pzd

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
5536	5897A	(16)-Labor-Trades, Laundry	(06)-SERVICE/MAINT (NP-2)	(8)-Service Maintenance	Jun 23, 1995
5530	5897A	(16)-Labor-Trades, Laundry	(06)-SERVICE/MAINT (NP-2)	(8)-Service Maintenance	Jun 23, 1995
5533	5897A	(16)-Labor-Trades, Laundry	(06)-SERVICE/MAINT (NP-2)	(8)-Service Maintenance	Jun 23, 1995
5507	5897A	(16)-Labor-Trades, Laundry	(06)-SERVICE/MAINT (NP-2)	(8)-Service Maintenance	Jun 23, 1995
5538	5897A	(16)-Labor-Trades, Laundry	(06)-SERVICE/MAINT (NP-2)	(8)-Service Maintenance	Jun 23, 1995
5539	5897A	(16)-Labor-Trades, Laundry	(06)-SERVICE/MAINT (NP-2)	(8)-Service Maintenance	Jun 23, 1995
5541	5897A	(16)-Labor-Trades, Laundry	(06)-SERVICE/MAINT (NP-2)	(8)-Service Maintenance	Jun 23, 1995
5540	5897A	(16)-Labor-Trades, Laundry	(06)-SERVICE/MAINT (NP-2)	(8)-Service Maintenance	Jun 23, 1995
5542	5897A	(16)-Labor-Trades, Laundry	(06)-SERVICE/MAINT (NP-2)	(8)-Service Maintenance	Jun 23, 1995
5544	5897A	(16)-Labor-Trades, Laundry	(06)-SERVICE/MAINT (NP-2)	(8)-Service Maintenance	Jun 23, 1995
5549	5897A	(16)-Labor-Trades, Laundry	(06)-SERVICE/MAINT (NP-2)	(8)-Service Maintenance	Jun 23, 1995



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Class Specification

Classified/Non-Competitive		
Class Code	Pay Plan	Class Title
0427	TC - 14	SKILLED MAINTAINER

PURPOSE OF CLASS:

In a state agency this class is accountable for performing one or more tasks of a skilled nature (requiring prior experience or training, below the level of a specialized trades worker which would give the incumbent proficiency in required knowledges, skills and abilities on the first day of the job) in addition to performing lower level duties. Only complex tasks should be learned on the job. Tasks performed will be in one or several of the following areas:

1. Building and equipment maintenance (operational and remedial) including the operation of trucks of 5 ton or greater capacity or complex motorized equipment
2. Grounds care as a supervisor
3. Assists Qualified Craft Workers or other higher level employees in the trades areas.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead employees of the same or lower class, patients, students or workfare employees as assigned.

EXAMPLES OF DUTIES:

See attached addendum.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of methods, tools, equipment, materials and procedures of specific trade or work area concerned; some knowledge of maintenance problems and their proper handling; skill in manual and machine operations of trade or work area; some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years' experience in one of the following areas:

1. One of the skilled trades
2. Landscape maintenance or vegetable gardening
3. Operation of motor trucks or large buses.

The experience area should reflect the needs of the position.

Substitution Allowed:

Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for the General Experience.

SPECIAL REQUIREMENT:

Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits.

PHYSICAL REQUIREMENT:

Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to significant levels of dust, heat, noise, extreme weather conditions and risk of injury from equipment and assaultive and/or abusive patients and/or clients.

Incumbents in this class may be required to complete an asbestos removal program consistent with EPA guidelines for operations and maintenance and may be required to use protective equipment such as respirators and safety goggles.

This replaces the existing specification for the same class in Salary Group TC 13 approved effective September 28, 1994. (Revised to implement SCOPE compensation)

0427A 07/21/95 pzd

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
0427	5897A	(16)-Labor-Trades, Laundry	(06)-SERVICE/MAINT (NP-2)	(8)-Service Maintenance	Jun 23, 1995

ADDENDUM

Examples of Duties by General Work Areas

FOR ALL AREAS:

Keeps records and prepares reports (this should be related to the duties and not a full time office recordkeeping position); performs related duties as required.

GROUNDS CARE (OUTSIDE SERVICES):

Incumbents in this area perform in either of the following ways:

1. Working supervisor: directs a crew of subordinate maintainers in such areas as planting and maintenance of lawns, shrubs, trees and flower beds (including planning and scheduling); maintenance and installation of fencing; cleaning of grounds, service areas and sidewalks (including snow and ice removal); operation and maintenance of grounds equipment; planting, cultivating, harvesting and storage of vegetables (including a vegetable growing program); weed, disease and pest control; performs other grounds tasks listed in the specification for lower level maintainers.

Supervisory tasks can include such things as planning and scheduling work; completing service ratings; performance appraisal; handling disciplinary problems; staff training; making certain work standards are being met; maintaining necessary supplies and equipment; submitting requisitions when needed. An incumbent in this position should be considered a working supervisor.

2. Substantial amount of time (75%) operates and makes minor and emergency repairs on complex equipment such as front end loaders, very large tractors and the like.

MISCELLANEOUS:

May perform custodial functions as required.

MOTOR EQUIPMENT SERVICES:

In addition to motor equipment services tasks performed by lower level maintainers performs the following tasks for a substantial amount of the time (75%):

operates and makes minor emergency repairs on motor trucks of five ton capacity and over and large buses for purpose of transporting goods, equipment and/or patients and/or clients and staff; maintains vehicles in good condition including cleaning, lubrication and preventative maintenance; supplies motor vehicles with gas, oil, water and other fluids; may pump fuel; may dispatch vehicles.

TRADES:

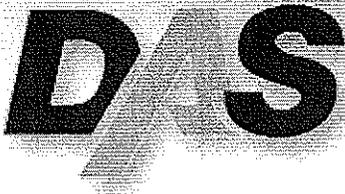
In addition to trades tasks performed by lower level maintainers performs the following skilled tasks for a substantial amount of time (75%) as an assistant to a trades person:

construction, maintenance and repair as a painter, plasterer, carpenter, electrician, mason, plumber and/or steamfitter, tinsmith or comparable trades person.

In a water treatment plant performs such duties as necessary testing, cleaning maintenance of equipment and minor repairs to equipment and machinery; takes water samples; maintains plant grounds including mowing, raking, snow removal, etc. These are only examples of types of tasks a Skilled Maintainer may be expected to perform. Incumbents in this class will also be expected to perform related duties as required. Tasks should only be assigned if they are of the appropriate skill level (as defined in the Summary of Class).

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Class Specification

Classified/Non-Examined		
Class Code	Pay Plan	Class Title
5922	HC - 28	SUPERVISING NURSE

PURPOSE OF CLASS:

In a state agency this class is accountable for supervising nursing staff engaged in professional nursing activities.

GUIDELINES FOR CLASS USE:

This classification is reserved for use by those incumbents who have full time supervisory responsibility over nursing staff.

1. **DEPARTMENT OF CHILDREN AND FAMILIES:** Incumbents in this class act as shift supervisor for a large building, group of units, group of psychiatric units or large institution. Incumbents in this class act as administrative and clinical supervisors for a nursing service coordinating twenty-four hour coverage in such areas as hospital or residential services. When assigned to shifts covering weekends, evenings, nights and holidays, incumbents may be responsible for a larger number of patients/clients, units and staff. Incumbents may be responsible for overseeing all nursing functions in the absence of a Director of Nursing.
2. **DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES:** Incumbents in this class act as shift supervisor of a large building or group of wards. When assigned to shifts covering weekends, evenings, nights and holidays, incumbents may be responsible for a larger number of patients/clients, wards and staff. In a facility, incumbents are responsible for supervising all nursing personnel and ward staff. Incumbents may be responsible for overseeing all nursing functions in the absence of a Director of Nursing.
3. **DEPARTMENT OF DEVELOPMENTAL SERVICES:** Incumbents in this class act as coordinator of nursing services for twenty-four hour coverage in such areas as hospital services, residential services or as shift supervisor in large institutions. Incumbents may be responsible for overseeing all nursing functions in the absence of Developmental Services Director of Nursing.
4. **DEPARTMENT OF VETERANS AFFAIRS:** Incumbents in this class act as a shift supervisor for the facility. Incumbents in this class act as coordinator of nursing services for twenty-four hour coverage in such areas as healthcare and residential services. When assigned to shifts covering weekends, evenings, nights and holidays, incumbents may be responsible for a larger number of patients/veterans, units and staff. Incumbents may be responsible for overseeing all nursing functions in the absence of a Director of Nursing.
5. **STATE VOCATIONAL TECHNICAL SCHOOLS:** There will be one (1) incumbent assigned in the State Department of Education to provide supervision to all nursing staff assigned to each of the Vocational Technical Schools.

SUPERVISION RECEIVED:

Receives general direction from a Director of Nursing or an employee of higher grade.

SUPERVISION EXERCISED:

Supervises Head Nurses, Nurses, Licensed Practical Nurses and other direct care staff as assigned.

EXAMPLES OF DUTIES:

Plans, organizes and directs health services for an assigned program, unit(s), facility or geographical area;

ensures that goals, objectives and work performed are consistent with standards and that quality care is provided to patients/clients; provides clinical guidance to nursing staff; selects, develops, motivates and evaluates staff; conducts performance evaluations; monitors the quality of documentation, records and other information concerning services and care; ensures that resources are available to provide quality services; participates in the development of policies and procedures to ensure efficient and effective delivery of services; participates in the development of long-range plans for health care programs; acts as a liaison with other units, agencies and outside organizations; prepares, analyzes and evaluates reports and other information concerning the delivery of services; responds to psychiatric or medical emergencies; may physically restrain patients/clients; may oversee all nursing operations in the absence of the Director of Nursing; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply nursing principles, clinical therapeutic models, and standards of nursing; considerable knowledge of specialized patient/client care in the assigned nursing areas; considerable knowledge of current medications, their actions, interactions, uses and side effects; considerable knowledge of and sensitivity to cultural and socio-economic differences; considerable knowledge of and ability to apply family systems theory; considerable knowledge of procedures and protocols of applicable accrediting institutions; knowledge of management and administrative principles and human resource development strategies; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to establish and maintain collaborative relationships with other professionals, community resources and providers; considerable ability to encourage and facilitate cooperation, pride, trust and group identity to foster commitment and team work; considerable ability to provide leadership and guidance in developing and maintaining nursing standards and enhancing health care systems for the delivery of essential services; considerable ability to respond to crises' and emergencies; considerable ability to use professional judgment to identify areas for improvement and participate in development of quality initiatives; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years of experience as a Registered Professional Nurse in a hospital, regional, institutional or psychiatric setting.

Special Experience:

Two (2) years of the General Experience must have been at the level of a Head Nurse, Head Nurse (Correctional Facility), Forensic Head Nurse or Clinical Nurse Coordinator working with the type of patients/clients serviced by the agency.

Substitutions Allowed:

1. A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience.
2. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a current license or temporary permit to practice professional nursing in Connecticut.
2. Incumbents in this class may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.
3. Incumbents in this class may be required to travel.

WORKING CONDITIONS:

Incumbents in this class may be required to lift and restrain patients/clients; may have some exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive patients/clients; may be exposed to disagreeable conditions.

NOTE:

Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class

This replaces the existing job specification for the same class in the same Salary Group HC 28 effective July 4, 2008. (Revised Special Experience)

5922A 4/12/10 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
5922	1547	(22)-Nursing	(11)-HEALTH PROF (P-1)	(2)-Professional	Apr 9, 2010



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Class Specification

Classified/Non-Competitive		
Class Code	Pay Plan	Class Title
4356	HC - 24	HEAD NURSE

PURPOSE OF CLASS:

In a state agency this class is accountable for administrative and clinical supervision of professional nurses, paraprofessionals and other staff involving direct nursing care of patients/clients or performing specialized professional nursing work in the areas of community or therapeutic nursing. At the State Universities or State Vocational Technical Schools this class is accountable for providing primary nursing care for students and facility staff.

GUIDELINES FOR CLASS USE:

This class will be used in the following ways:

1. DEPARTMENT OF CHILDREN AND FAMILIES: (1) Incumbents in this class on all shifts are responsible for the administrative and clinical management of a single area or unit including the supervision of a substantial number of professional nurses, paraprofessional and other assigned staff. Incumbents in this class may be used as an in charge supervisor in the absence of a Supervising Nurse. OR (2) Incumbents in this class function as a primary care nurse at all treatment facilities.
2. DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES: (1) Incumbents in this class on the day shift are responsible for the administrative and clinical management of a single unit. On the evening and night shifts, incumbents may be accountable for the administrative and clinical management of more than one unit. This includes supervision of assigned professional nurses, paraprofessionals or other staff. OR (2) Incumbents carry a caseload of selected cases in providing individual, group and family treatment.
3. DEPARTMENT OF DEVELOPMENTAL SERVICES: (1) Incumbents in this class may be used as an in charge supervisor for a unit or units on the night shift in a residential setting and is responsible for coordinating and supervising direct nursing care provided by other professional nurses or paraprofessionals. OR (2) Incumbents provide direct nursing care and serve on interdisciplinary teams in a campus setting.
4. STATE UNIVERSITY NURSE: Incumbents in this class function as the sole nurse on the evening or night shift only. This class does not have another medical professional or supervisor in close proximity more that fifty percent of the time.
5. VOCATIONAL TECHNICAL SCHOOL NURSE: Incumbents in this class function as an on site assessment and triage nurse and provide health counseling services to students.

SUPERVISION RECEIVED:

Works under the general direction from a Supervising Nurse or an employee of a higher grade.

SUPERVISION EXERCISED:

Supervises and/or leads professional and paraprofessional employees and other staff as assigned

EXAMPLES OF DUTIES:

WORKING LEAD: Leads the planning of care and implementation of the nursing process; plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; makes recommendations for personnel actions such as selection, discipline and performance; conducts or assist in conducting performance evaluations; leads professional and paraprofessional nursing staff in provision of patient/client

care; maintains and promotes standards of nursing; ensures controlled drugs are properly stored, administered and ordered; identifies staff development needs; provides staff training and assistance; instructs staff regarding policies and procedures; participates in interdisciplinary meetings to promote and ensure adjustment and continuity of patient/client care programs; responds to emergencies; may make recommendations on policies and standards; may prepare reports or correspondence; may serve as Qualified Mental Retardation Professional; performs other related duties as required.

DIRECT CARE: Independently develops, implements and evaluates nursing and/or health care plans; provides nursing consultation in the assigned specialty program; conducts nursing assessments; provides admission and discharge nursing assessments including plans for continuing care; maintains records and makes reports; provides for nursing services to comply with ICF regulations and JCAHO standards; maintains records of stored and secured medications; ensures controlled drugs are properly stored, administered and ordered; independently manages and provides direct care to patients/clients; participates in individual, group or family therapy; participates as a member of an interdisciplinary team in the assessment, development, implementation and evaluation of patient/client treatment or health care plans; may participate in home visits and crisis intervention; manages an assigned caseload of other appropriate clinical activities; provides clinical direction and/or training to staff in individual, group and family service delivery programs; may provide in-service training to nursing and paraprofessional staff with regard to signs and symptoms of illness, dysfunction, injury and prevention of same; may conduct patient/client centered conferences with nursing personnel; may consult with and make recommendations to physicians concerning health needs; may make recommendations on policies or standards; may prepare reports or correspondence; may serve as Qualified Mental Retardation Professional; performs related duties as required.

SCHOOL NURSE: Independently provides counseling and health education services to students and staff; serves as member of crisis intervention team; provides assessment of medical problems; determines need for physician or medical care; performs basic evaluative procedures and tests; performs primary first aid; ensures that controlled drugs are properly stored; makes referrals and follows up on health needs; provides counseling on health related issues; maintains accurate medical records; writes reports; may administer medication; may administer routine tests or exam; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to independently apply nursing principles, techniques and standards; considerable knowledge of specialized patient/client care applicable to nursing assignment; considerable knowledge of medications, their actions, interactions, uses and side effects; knowledge of general and mental health conditions and treatment interventions through utilization of assessment, nursing diagnosis, outcome identification, health planning, implementation and re-evaluation; knowledge of adult learning and family systems theory; knowledge of and sensitivity to cultural and socio-economic differences; considerable interpersonal skills; oral and written communication skills; ability to establish and maintain collaborative relationships with other professionals, community resources and providers; ability to act as a role model to health care staff; supervisory ability.

BEHAVIORAL HEALTH NURSING POSITIONS: Considerable knowledge of behavioral health of individuals; skill working with individual patients/clients, groups and families; ability to provide therapeutic treatment with a variety of patients/clients.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience as a Registered Professional Nurse

Special Experience:

One (1) year of the General Experience must have been working with the type of patients and/or clients serviced by the agency.

Note: The Special Experience is not required for the Department of Developmental Services.

Substitution Allowed:

A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.
2. Incumbents in this class may be required to be fluent in a foreign language or proficient in the use of the American Sign Language in certain designated positions.
3. Incumbents in this class maybe required to travel.

CHARACTER REQUIREMENT:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

WORKING CONDITIONS:

Incumbents in this class may be required to lift and restrain patients/clients; may have exposure to communicable/infectious diseases and risk of injury from assaultive/abusive patients/clients; may be exposed to disagreeable conditions.

This replaces the existing specification for the same class in Salary Group HC 24 approved effective July 4, 2008. (Revised Special Experience)

4356A 7/10/09 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
4356	1474	(22)-Nursing	(11)-HEALTH PROF (P-1)	(2)-Professional	Jul 3, 2009

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Class Specification

Classified/Non-Examined		
Class Code	Pay Plan	Class Title
2697	HC - 30	ADVANCED NURSE PRACTITIONER

PURPOSE OF CLASS:

In a state agency health care delivery system this class is accountable for providing advanced nursing and consultation services.

SUPERVISION RECEIVED:

Works under the limited supervision of a physician, administrator or other employee of higher grade.

SUPERVISION EXERCISED:

May supervise/lead clinical staff as assigned.

EXAMPLES OF DUTIES:

Provides appropriate nursing and/or health care services to patients including clinical assessments, treatments, diagnosing medical conditions, assessing emergencies, ordering diagnostic studies, prescribing medications, leading cardiac arrest codes and documenting medical care; performs specialized duties in providing medical and psychiatric care to a variety of patients including hospitalized and ambulatory individuals with acute and chronic conditions; monitors delivery of health care services; consults with clinical staff regarding assessment methods and treatment plans; assists regional and/or central office staff in determining need for contractual health services; provides direction to staff on appropriate health record documentation; functions as liaison between agency and community health care providers; prepares reports on health services, problems and investigations; participates in quality assurance and other clinical committees as needed; may assist families and other groups in understanding medical needs of clients serviced by agency; may participate as a member of multi-disciplinary evaluation team; may provide training to nursing and paraprofessional staff; may direct agency clinic services; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of nursing principles and clinical therapeutic models; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of state, federal and local health care agencies and programs; knowledge of pharmacology as it relates to advanced nursing practice; considerable interpersonal skills; considerable oral and written communication skills; considerable clinical assessment and evaluation skills; administrative ability.

EXPERIENCE AND TRAINING:

General Experience:

A current license as an advanced practice registered nurse issued by the Connecticut Department of Public Health.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

Note: Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

This replaces the existing specification for the same class in Salary Group HC 27 approved effective September 1, 1999. (Revised to modify Examples of Duties and Re-evaluation)

2697A 4/11/05 cm

CC	Item#	Occup. Group	Bargaining Unit	EEO	Eff. Date
2697	828	(22)-Nursing	(11)-HEALTH PROF (P-1)	(2)-Professional	Jul 1, 2001



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Class Specification

Classified/Non-Examined		
Class Code	Pay Plan	Class Title
4662	VR - 99	PHYSICIAN (PART-TIME)

PURPOSE OF CLASS:

In a state agency this class is accountable for providing part time medical treatment services to patients.

SUPERVISION RECEIVED:

Receives general direction from a senior physician or other medical administrator of higher grade.

SUPERVISION EXERCISED:

May clinically advise medical and unit staff including physicians, nurses, therapists and clerical staff.

EXAMPLES OF DUTIES:

Provides 24 hour medical supervision to specified groups of patients and facility coverage as scheduled, including on-call and weekend coverage; examines, diagnoses and medically treats patients; develops and monitors integrated treatment plans; interviews, examines and admits patients to treatment; performs physical examinations; orders, analyzes and interprets medical and laboratory tests; prescribes appropriate medications and treatments; coordinates treatment with other therapeutic programs; provides medical expertise and consultation to treatment teams; orders and monitors special treatment procedures; performs discharge planning; participates in staff meetings; maintains accurate, up-to-date medical records and prepares required reports according to hospital policy and/or JCAHO and HCFA standards; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of methods and principles of medicine and surgery; knowledge of current principles and methods of assessment and treatment of patients with medical illness, mental illness and substance abuse disorders; knowledge of recent developments in field of medicine and substance abuse; interpersonal skills; oral and written communication skills; ability to examine for diagnose, assess and treat patients with medical and/or substance abuse disorders; ability to prescribe appropriate medications and other treatments specific to medical illness, mental illness and substance abuse disorders; ability to analyze and interpret laboratory reports, x-rays and other medical reports and findings; ability to maintain accurate patient records and charts.

EXPERIENCE AND TRAINING:

General Experience:

Completion of one year of a residency program.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to possess and retain a license to practice medicine and surgery in Connecticut. A temporary license may be granted for a period not to exceed one (1) year.
2. Incumbents in this class may be required to demonstrate continued competency and proficiency in the practice of medicine by successfully completing an established agency program.
3. Incumbents in this class may be required to be board certified in internal medicine, family medicine or neurology.

- 4. Incumbents must possess and maintain eligibility for participation in federal health care programs as defined in 42 U.S. 1320a-7b(f).
- 5. Incumbents in this class may be required to be bilingual.

Note: Non-Examined refers to Section 5-219 of the Connecticut General Statutes, which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

New Class

4662A 12/12/01 pzd

CC	Item#	Occup. Group	Bargaining Unit	EEO	Eff. Date
4662	433	(21)-Medical, Dental, Veterinary Medicine	(11)-HEALTH PROF (P-1)	(2)-Professional	Jul 1, 2001



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Class Specification

Classified/Non-Examined		
Class Code	Pay Plan	Class Title
6186	RZ - 14	PRINCIPAL PSYCHIATRIST

PURPOSE OF CLASS:

In a state agency this class is accountable for providing clinical administrative/supervisory functions and/or direct care psychiatric services as a board certified advanced clinician.

SUPERVISION RECEIVED:

Receives general direction from a Medical Director or other psychiatric administrator of higher grade.

SUPERVISION EXERCISED:

May supervise medical and unit staff including psychiatrists, psychologists, primary care physicians, social workers, therapists and clerical staff.

EXAMPLES OF DUTIES:

Provides 24 hour supervision to specified groups of patients and facility coverage as scheduled including on-call coverage and weekend coverage; makes rounds and provides direct care and clinical oversight of multi-disciplinary treatment teams; coordinates work of medical staff with related programs; reviews treatment plans, clinical records, diagnoses, and patient discharge plans for adherence to policies and/or JCAHO and HCFA standards; provides education and training as indicated, e.g. grand rounds and case conferences; assigns, oversees and evaluates work of staff and on-site night duty physicians and/or psychiatrists; conducts and/or participates in meetings on clinical and administrative policy, research programs, clinical program development and treatment techniques; assesses, examines and evaluates patients for admission or discharge; assesses, examines, diagnoses and prescribes appropriate medications and other biologic and psychosocial treatments for patients with psychiatric illnesses and substance abuse disorders; performs advanced level risk assessments; consults on difficult and/or complex cases; develops and implements QA and/or QI process improvement initiatives; prepares and/or reviews reports, medical records and correspondence; performs utilization review and management functions; attends court hearings as a state witness; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of methods and principles of behavioral health medicine; considerable knowledge of current principles and methods of assessment and treatment of patients with psychiatric illnesses and substance abuse disorders; considerable knowledge of recent developments in field of psychiatry and substance abuse including treatment models and best practices; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to examine for, diagnose, assess and treat patients with psychiatric illnesses and substance abuse disorders; considerable ability to prescribe and conduct psychotherapy, medications and other treatments specific to psychiatric and substance abuse disorders; ability to develop a collaborative group practice environment with other psychiatrists, physicians and members of interdisciplinary teams; ability to analyze and interpret laboratory reports, x-rays and other medical and/or psychological reports and findings; administrative/supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Incumbents in this class must possess and retain certification as a specialist in psychiatry by the American

Board of Psychiatry and Neurology or board certification in Adult or Child and Adolescent Psychiatry.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a license to practice medicine and surgery in Connecticut. A temporary license may be granted for a period not to exceed one (1) year.
2. Incumbents in this class must possess and maintain eligibility for participation in federal health care programs as defined in 42 U.S. 1320a-7b(f).
3. Incumbents in this class may be required to possess and retain certification as a specialist in an area such as geriatrics, ABI/TBI, forensics, substance abuse, etc.
4. Incumbents in this class may be required to possess appropriate current licenses, certifications or permits.
5. Incumbents in this class may be required to be bilingual.

NOTE:

Non-Examined refers to Section 5-219 of the Connecticut General Statutes, which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

This replaces the existing specification for the same class in the same Salary Group approved effective July 1, 2001. (Revised to change General Experience)

6186A 6/14/07 pzd

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
6186	1179	(21)-Medical, Dental, Veterinary Medicine	(11)-HEALTH PROF (P-1)	(2)-Professional	Jun 14, 2007



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Class Specification

Classified/Non-Examined		
Class Code	Pay Plan	Class Title
6630	HC - 32	SUPERVISING PSYCHOLOGIST 1 (CLINICAL)
* 6595	MP - 66	SUPERVISING PSYCHOLOGIST 1 (CLINICAL) [MANAGERIAL] (RC) *
6452	HC - 32	SUPERVISING PSYCHOLOGIST 1 (CONSULTING)
6596	MP - 66	SUPERVISING PSYCHOLOGIST 1 (CONSULTING) [MANAGERIAL] (RC)

PURPOSE OF CLASS:

In state facilities this class is accountable for supervising a major program component or other uses as indicated below.

The classes Supervising Psychologist 1- 6595 and 6596 are administratively Red Circled. There will be no refills of or reclassifications to these classes until they are reviewed by the Department of Administrative Services, Human Resources Business Center.

GUIDELINES FOR CLASS USE:

DEPARTMENT OF CHILDREN AND FAMILIES:

1. Supervises the psychology program within an institution or facility and provides clinical services.
2. Supervises the consultation and education component at a community mental health center.
3. Supervises the Program Review and Evaluation Unit in the Quality Assurance Division in Central Office.

DEPARTMENT OF MENTAL HEALTH:

1. Administrative responsibility in small institutions that would qualify for but have no Director of Psychological Services and no Supervising Psychologist 2.
2. Coordinates a large scale psychological testing/evaluation program for the entire Psychology Department. Assigns testing, monitors completion times and is responsible for quality assurance compliance. Delegated the responsibility to assign work load to people whom they do not directly supervise. Provides education and consultation for all other psychologists in this area.
3. Assigned by the Chief of Professional Services or his/her designee to lead a multidisciplinary team. Responsible for the performance of all team members with respect to the development, documentation and implementation of treatment and discharge planning for all patients assigned to the team.
4. Acts as the Assistant Director of Psychological Services with at least six (6) Psychology series staff (excluding Psychology Interns).
5. Supervises the consultation and education component at a community mental health center.
6. Manages a major component of the statewide court ordered evaluation program and functions as court liaison officer at Whiting Forensic Institute.

DEPARTMENT OF CORRECTION BOARD OF PARDONS AND PAROLES:

Administrative responsibility over the psychological program within the Department of Correction Board of Pardons and Paroles in accordance with Public Act 08-01. Assists the board in parole release decisions.

SUPERVISION RECEIVED:

Receives general direction from the Superintendent, Assistant Superintendent, Director of Psychological

Services, Division Directors and/or other employees of a higher grade.

SUPERVISION EXERCISED:

Supervise psychology staff of lower grade, direct care and/or clinicians and paraprofessionals or other staff assigned to program.

EXAMPLES OF DUTIES:

CLINICAL, CONSULTING: Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans program work; establishes and maintains program procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding program policies and procedures; selects and administers a variety of objective and projective psychodiagnostic tests; evaluates patients/clients level of function and supervises staff in development of individualized treatment plans; provides consultation on complex cases; addresses professional and lay groups; performs related duties as required.

CLINICAL: Supervises a major independent clinical psychology program; plans, develops, implements and coordinates new service programs; may design, implement and direct psychological research programs.

CONSULTING: Supervises a major independent program involving behavior modification, community outreach, program development and evaluation, education and training, rehabilitation and/or research.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

CLINICAL, CONSULTING: Considerable knowledge of psychological research design, data analysis and application of results; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to develop and direct training programs; teaching ability; supervisory ability.

CLINICAL: Considerable knowledge of abnormal and clinical psychology and other psychological disciplines; considerable knowledge of sources, uses, administration and interpretation of a wide variety of psychological tests; considerable ability to make diagnoses, develop treatment plans and conduct psychotherapy; considerable ability to interface clinical programs with multidiscipline approaches.

CONSULTING: Considerable knowledge of psychological disciplines including social, personality, adolescent and child psychology, research design, psychometrics and statistics, behavioral analysis and adjustment, vocational rehabilitation, community outreach and consultation and group dynamics; considerable knowledge of interdisciplinary approaches; knowledge of developmental disabilities; considerable ability to select, administer and evaluate tests of individual ability including interest, attitude, aptitude, achievement and intelligence tests; considerable ability to evaluate program effectiveness; considerable ability to develop and implement new programs and services.

EXPERIENCE AND TRAINING:

General Experience:

CLINICAL: A doctorate degree in clinical or counseling psychology and two (2) years of postdoctoral experience as a licensed clinical psychologist.

CONSULTING: A doctorate degree in psychology and two (2) years of postdoctoral experience as a licensed psychologist.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a license to practice psychology in Connecticut.

Any person employed by the State of Connecticut prior to July 1, 1985 with a title in the psychology series of the classified services shall be exempt from the above licensure requirements pursuant to Public Act 613, Section 119(c). For certain positions, the appointing authority may require State licensure.

2. Incumbents in this class may be required to be fluent in a foreign language or proficient in the use of the American Sign Language.

3. Incumbents in this class may be required to travel.

Note: Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

This replaces the existing specification for the same class in the same Salary Groups HC 32/MP 66 approved effective August 25, 2004. (Revised to expand usage to Department of Correction Board of Pardons and Paroles)

6630A 4/11/08 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
6630	1355	(30)-Psychological Services	(11)-HEALTH PROF (P-1)	(2)-Professional	Apr 11, 2008
6595	1355	(30)-Psychological Services	(02)-MANAGERIAL	(2)-Professional	Apr 11, 2008
6452	1355	(30)-Psychological Services	(11)-HEALTH PROF (P-1)	(2)-Professional	Apr 11, 2008
6596	1355	(30)-Psychological Services	(02)-MANAGERIAL	(2)-Professional	Apr 11, 2008

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Class Specification

Classified/Competitive		
Class Code	Pay Plan	Class Title
3293	HC - 28	SUPERVISING CLINICIAN

PURPOSE OF CLASS:

In a state agency this class is accountable for providing supervision and direction of a clinical unit.

SUPERVISION RECEIVED:

Receives general direction from a Clinical Manager of higher grade.

SUPERVISION EXERCISED:

Leads and/or directly supervises professional and paraprofessional staff as assigned.

EXAMPLES OF DUTIES:

Schedules, assigns and oversees work of staff; assists in developing unit goals and objectives; assists in recruitment, selection, training and development of staff; conducts performance evaluations; determines priorities and plans, coordinates and supervises unit activities; develops relationships with and acts as liaison to other operating units, agencies and outside officials, community representatives and customers; assists in mediating conflict impacting on service recipients; assists in ensuring staff ability to access and employ community resources; assists in integrating community resources into service planning and delivery; identifies barriers and assists in developing strategies and solutions for improving client care; prepares reports; may assist in developing performance standards; may prospectively review and monitor client care for clients to determine clinical necessity and effectiveness of care; may educate providers on principles of managed care and its impact on client care; may perform clinical direct care duties as needed; performs other related duties.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of mental health treatment, principles and values of community based care; considerable knowledge of psychiatric rehabilitation principles; considerable knowledge of entitlement and benefit programs; considerable knowledge of variety of intervention and support strategies; knowledge of relevant state and federal laws, statutes and regulations; knowledge of societal, cultural and gender issues and impact on mental illness; knowledge of psychotropic medications; knowledge of impact of housing and homelessness on the mentally ill; considerable interpersonal skills; considerable oral and written communications skills; considerable facilitation, collaboration and conflict resolution skills; ability to identify and articulate philosophical foundations for specific program models or service approaches; ability to delegate authority; ability to plan and organize effectively; ability to integrate community resources into service planning; ability to develop and maintain effective relationships with community representatives and staff; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years of professional health care experience in a psychiatric setting.

Special Experience:

Two (2) years of the General Experience must have been at a lead level responsible for coordinating the work of a unit or team of professionals in a psychiatric setting.

Note: For state employees the lead level is interpreted at the level of Psychiatric Social Work Associate (RC) for the psychiatric and/or social work discipline, Head Nurse for the nursing discipline, Rehabilitation Therapy Supervisor 1 for the rehabilitation discipline and Lead Rehabilitation Counselor (RC) for the substance abuse discipline.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling 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 a health care field related to one of the disciplines in the Special Experience may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENTS:

1. Incumbents in this class in the function of supervising Clinical Social Workers may be required to possess and retain a current license as a Clinical Social Worker in the State of Connecticut.
2. Incumbents in this class in the function of supervising Marital and Family Therapists may be required to possess and retain a current license as a clinical Marital and Family Therapist in the State of Connecticut.
3. Incumbents in this class in the function of supervising clinical Professional Counselors may be required to possess and retain a current license as a clinical Professional Counselor in the State of Connecticut.
4. Incumbents in this class may be required to possess and retain a current license as a Registered Professional Nurse in Connecticut.
5. Incumbents in this class may be required to possess certification as a clinical supervisor by the Connecticut Certification Board.
6. Incumbents in this class may be required to be bilingual or fluent in American Sign Language.
7. Incumbents in this class may be required to travel.

WORKING CONDITIONS:

Incumbents in this class may be required to lift and restrain clients, may have significant exposure to communicable and/or infectious diseases and risk of injury and may be exposed to strongly disagreeable conditions.

This replaces the existing specification for the same class in the same Salary Group HC 28 approved effective October 1, 2003. (Revised to modify Special Requirements)

3293A 12/22/04 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
3293	762	(25)-Patient and Inmate Care	(11)-HEALTH PROF (P-1)	(2)-Professional	Dec 23, 2004

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Class Specification

Classified/Non-Examined		
Class Code	Pay Plan	Class Title
0965	HC - 26	CLINICAL SOCIAL WORKER ASSOCIATE

PURPOSE OF CLASS:

In a state agency behavioral health program as part of a multi-disciplinary team at one or more locations this class is accountable for skilled clinical social work treatment and leadership services involving complex case assignments.

SUPERVISION RECEIVED:

Works under the limited supervision of a Supervising Clinician or other clinician of higher grade.

SUPERVISION EXERCISED:

May provide administrative and/or clinical supervision to clinical social work staff of lower grades and/or to clinical or administrative staff in other disciplines; as assigned provides clinical and administrative supervision to graduate and undergraduate social work students, students of other clinical disciplines and Licensed Clinical Social Worker candidates.

EXAMPLES OF DUTIES:

Independently provides highly skilled direct clinical social work treatment and/or substance abuse services to clients with complex psychological and social problems through comprehensive clinical assessments and provision of individual, family and group treatment; provides individual field work instruction and/or clinical supervision which includes instruction in use of comprehensive psychosocial assessments and current diagnostic categories, taking into consideration cultural, social, economic, medical, environmental and legal issues; develops comprehensive service plans including measurable treatment objectives; initiates consultation and collaboration with other mental health providers to improve delivery of current services and/or identify unmet needs within current service system; assists in resolution of administrative, personnel and clinical issues in program and/or agency; develops data for statistical and planning systems and/or research and publication; prepares administrative reports and suggests operational policies and procedures; oversees development and/or implementation of individual client treatment and/or service plans; may be assigned administrative oversight of research projects; may provide clinical and/or administrative leadership to program components such as crisis intervention teams, inpatient treatment teams, case management teams, psychoeducational program services, psychosocial rehabilitation and forensic services; may provide forensic evaluations and expert testimony to courts; may represent program or agency during licensing and certification inspections conducted by regulatory bodies; may represent program or agency in liaison relationships with other community agencies and resources; may provide inservice educational presentations concerning available health, mental health and human services resources and means to access them; may chair facility or community based committees that develop policies and plans to serve psychiatrically disabled individuals; may present information on mental illness and mental health services to community groups; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to instruct others about theories of human behavior, current diagnostic categories of mental illness, family dynamics; substance abuse and human sexuality; considerable knowledge of social, cultural, economic, political, religious; medical, psychological and legal issues which influence behavior of clients, families, service programs and society at large; knowledge of statutes, regulations and standards relating to mental health services; knowledge of state law governing licensed clinical social worker practice standards; considerable oral and written communication skills; considerable

administrative skills; considerable ability to independently apply in practice current psychiatric treatment modalities including but not limited to behavioral, cognitive, object-relations, crisis intervention and psychosocial rehabilitation approaches; ability to integrate theory and case material in assessing and devising comprehensive treatment and/or service plans for difficult and/or complex case assignments; ability to lead task groups including but not limited to treatment teams and agency committees.

EXPERIENCE AND TRAINING:

General Experience:

One year of experience as a licensed clinical social worker.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess and retain a license to practice clinical social work pursuant to Sec. 20-195 (m) through (r) of the Connecticut General Statutes.
2. Incumbents in this class may be required to have knowledge of sign language and communication ability with the deaf and hearing impaired in designated positions.
3. Incumbents in this class may be required to have ability in Spanish oral and written communication in designated positions.
4. Incumbents in this class may be required to be a certified Substance Abuse/HIV Supervisor.
5. Incumbents in this class may be required to travel.

WORKING CONDITIONS:

Incumbents in the class may be exposed to some risk of injury from assaultive and/or abusive clients.

Note: Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

This replaces the existing specification for the same class in the same Salary Group HC 26 approved effective December 5, 2001. (Revised to modify Supervision Received)

0965A 12/22/04 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
0965	762	(33)-Social Services	(11)-HEALTH PROF (P-1)	(2)-Professional	Dec 23, 2004



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Class Specification

Classified/Competitive		
Class Code	Pay Plan	Class Title
7086	CL - 13	OFFICE ASSISTANT

PURPOSE OF CLASS:

In a state agency this class is accountable for performing a full range of general clerical functions or for carrying out responsibility for the flow and completion of clerical work in an assigned area.

GUIDELINES FOR CLASS USE:

This class is intended for use where incumbents provide general clerical support to an office operation or provide support to a Processing Technician in the completion of a total processing service. Support provided must require independent judgment and initiative in meeting objectives and in making the correct choice between defined alternatives and sequential procedures. This class is distinguished from the Secretarial classes in that the primary function is to provide clerical support of the processing nature, as opposed to secretarial support.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May lead lower level clerical or other employees as assigned.

EXAMPLES OF DUTIES:

1. **TYPING:** Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals.
2. **FILING:** Sets up and maintains office procedures, filing and indexing systems and forms for own use.
3. **CORRESPONDENCE:** Composes routine correspondence.
4. **REPORT WRITING:** Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format).
5. **INTERPERSONAL:** Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions.
6. **PROCESSING:** Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains

inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years' general clerical work experience.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience.

SPECIAL REQUIREMENT:

Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

NOTE ON UNCLASSIFIED APPOINTMENTS:

Candidates appointed to unclassified positions within Connecticut Innovations, Incorporated must meet the above Experience and Training requirements. These appointments will be made in accordance with Section 32-39 (7) of the Connecticut General Statutes.

CAREER PROGRESSION:

The next higher classes in this career series are:

- Motor Vehicle Examiner
- Processing Technician
- Secretary 1

This replaces the existing specification for the same class in the same Salary Group CL 13 approved effective March 13, 2009. (2009 SCOPE Review)

7086A 5/26/09 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
7086	1466	(05)-Clerical/Secretarial	(07)-ADMN CLERICAL (NP-3)	(6)-Office Clerical	May 26, 2009



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Class Specification

Classified/Competitive		
Class Code	Pay Plan	Class Title
6900	HC - 23	REHABILITATION THERAPIST 2 (ART)
6899	HC - 23	REHABILITATION THERAPIST 2 (DANCE AND MOVEMENT)
6897	HC - 23	REHABILITATION THERAPIST 2 (MUSIC)
6896	HC - 23	REHABILITATION THERAPIST 2 (THERAPEUTIC RECREATION)

PURPOSE OF CLASS:

In a state facility this class is accountable for the planning, administration, implementation and evaluation of professional therapy programs in a recognized therapeutic discipline for persons with physical, mental and emotional disabilities.

SUPERVISION RECEIVED:

Works under the general supervision of a Rehabilitation Therapy Supervisor or other employee of higher grade; may receive direct instructions from physicians in individual cases.

SUPERVISION EXERCISED:

May lead Rehabilitation Therapists 1, other professionals and/or therapy assistants and interns; may provide training, consultation and direction to direct care staff on issues and activities relating to specialty.

EXAMPLES OF DUTIES:

Selects, plans, administers and implements a therapeutic program by utilizing a specific therapy function to teach skills to correct disorders in mental, emotional or motor status of a client and/or patient; writes and implements treatment plans; plans, schedules and conducts individual and group activities; actively participates in admission, treatment and discharge planning of a client and/or patient; participates in interdisciplinary team meetings presenting cases and discussing future treatment goals and objectives for a client and/or patient; participates in institutional, professional and community groups and/or task forces; participates in staff meetings and on interdisciplinary committees; trains and supervises staff and clients in application of a specific discipline; provides inservice training to other staff; attends and participates in workshops and conferences; gathers and uses data from observation and diagnostic tests to develop goals and new activities; coordinates therapy services with other disciplines such as occupational or physical therapy; selects appropriate materials and implements a therapeutic program to meet needs of client and/or patient; maintains and orders equipment; observes, records and evaluates client and/or patient progress; may transport and escort clients and/or patients to community functions; may teach direct care and paraprofessional staff in application of a specific therapy; may make adaptive equipment; may serve as a Qualified Mental Retardation Professional; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and practices of a designated therapeutic discipline; knowledge of physical, mental and psychosocial disorders; knowledge of individual and group dynamics; considerable interpersonal skills; considerable oral and written communication skills; skill in evaluating client needs.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years of professional experience in the appropriate professional rehabilitation therapy program

specialty performing such activities as program evaluation, planning and application for persons with mental, emotional and physical disabilities.

Note: For state employees this will be interpreted as one (1) year of experience at the level of Rehabilitation Therapist 1 or its equivalent.

Substitution Allowed:

College training in the appropriate recognized therapeutic discipline indicated by the parenthetical title may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to possess and maintain a certificate as a Water Safety Instructor (W.S.I.), and/or life saving (CPR, First Aid) from the American Red Cross.
2. Incumbents in this class may be required to be fluent in a foreign language or proficient in the use of American Sign Language in certain positions.
3. Incumbents in this class may be required to travel.

WORKING CONDITIONS:

Incumbents in this class may be exposed to some danger of injury and moderately disagreeable conditions while providing treatment to clients/ patients.

This replaces the existing specification for the same class in the same Salary Group HC 23 approved effective March 30, 2000. (Revised to modify content)

6900A 7/4/08 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
6900	1359	(37)-Therapy - (Speech/Physical/Occup/etc)	(11)-HEALTH PROF (P-1)	(2)-Professional	Jul 4, 2008
6899	1359	(37)-Therapy - (Speech/Physical/Occup/etc)	(11)-HEALTH PROF (P-1)	(2)-Professional	Jul 4, 2008
6897	1359	(37)-Therapy - (Speech/Physical/Occup/etc)	(11)-HEALTH PROF (P-1)	(2)-Professional	Jul 4, 2008
6896	1359	(37)-Therapy - (Speech/Physical/Occup/etc)	(11)-HEALTH PROF (P-1)	(2)-Professional	Jul 4, 2008

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Class Specification

Unclassified		
Class Code	Pay Plan	Class Title
8027	MP - 67	STATE SCHOOL PRINCIPAL 1

PURPOSE OF CLASS:

Within a State Unified School District, plans, organizes, directs, and controls a state facility's full time educational program comprised of a staff of less than 15 educational professionals.

SUPERVISION RECEIVED:

Works under the direction of an appropriate administrator of higher grade who reviews work for effectiveness and conformance with policy.

SUPERVISION EXERCISED:

Supervises teachers, instructors, professional support staff and clerical staff assigned to the educational program.

EXAMPLES OF DUTIES:

Plans, organizes, directs and controls the operations and activities of the educational program at a State facility; coordinates all educational services provided by the facility; supervises educational staff in academic, vocational, and special education programs; evaluates staff performance; allocates resources within the educational program in order to maximize efficiency and effectiveness of service; ensures that the educational program is in compliance with Federal and State regulations and agency policies and procedures; organizes staff schedules and school calendar to meet State guidelines and program needs; recommends policies and procedures that are consistent with the goals and objectives of the facility and Federal and State mandates; provides consultation to staff in curriculum development and program planning; evaluates the effectiveness and efficiency of existing educational programs; oversees extra-curricular activities and demonstrations; directs the maintenance of educational records; prepares written and oral reports; may act as administrator in charge of the facility; may assist in the preparation and administration of allocated budget; may direct the recruitment, screening, and selection of professional staff; performs related work as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of philosophy and methods of education and teaching; knowledge of the principles and practices of education for special needs population; ability to plan, organize, direct and control an educational program; decision making ability; ability to prepare and present clear and concise written and oral reports; ability to establish and maintain cooperative relationships with facility and departmental professionals and administrators, professional staff of the Department of Education and other state agencies, public school systems, local education agencies, parents and others contacted in the work; administrative ability.

EXPERIENCE AND TRAINING:

General Experience:

A Master's degree in education or related field plus eighteen (18) semester hours of graduate credit and completion of fifty (50) school months of successful teaching or service employment as identified in State of Connecticut, Regulation of State Board of Education, Sec. 10-145d-574 (a - f).

SPECIAL REQUIREMENTS:

1. Connecticut State Board of Education certification as a Intermediate Administrator/Supervisor will be required at time of appointment.
2. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator's license.

CHARACTER REQUIREMENT:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made prior to appointment.

This replaces the existing specification for the same class in Salary Group MP 65 approved effective November 23, 2004. (Revised to change Salary Plan)

8027A 11/7/05 pl

CC	Item#	Occup. Group	Bargaining Unit	EEO	Eff. Date
8027	955	(09)-Education	(02)-MANAGERIAL	(1)-Officials And Administrators	Nov 11, 2005



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DAS**Class Specification**

Unclassified		
Class Code	Pay Plan	Class Title
* 8039	VR - 99	STATE SCHOOL TEACHER (12 MONTHS) *
2687	VR - 99	STATE SCHOOL TEACHER (205.5 DAY SCHEDULE)
2686	VR - 99	STATE SCHOOL TEACHER (208 DAY SCHEDULE)

PURPOSE OF CLASS:

In a state institution, facility or region within a state unified school district, teaches appropriate early intervention, elementary, secondary, special subjects and/or special education curricula to individuals enrolled in departmental education programs.

SUPERVISION RECEIVED:

Works under the supervision of a state school principal, educational director, superintendent of schools or a designated member of the educational or institution staff.

SUPERVISION EXERCISED:

May supervise educational staff as assigned.

EXAMPLES OF DUTIES:

Teaches early intervention, elementary, secondary, special subject and/or special education curricula; develops educational plans for individuals and groups material level to students ability; sets short and long term goals and evaluates progress of students; participates in planning team meetings and case review conferences assessing student behavior; may hold conferences with parents or officials concerned with student's performance; relates to professionals in ancillary educational roles; maintains student records and writes reports; performs related work as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of the philosophy and methods of education and teaching; knowledge of the principles and practices of education for special needs population; knowledge of student program needs and goal setting; ability to motivate students; ability to communicate at the appropriate level; ability to establish cooperative relationships with those contacted in work; ability to prepare written reports.

EXPERIENCE AND TRAINING:

Possession of a Bachelor's degree from an accredited university or college.

SPECIAL REQUIREMENTS:

1. Employment in this class is conditional upon possession of a valid Connecticut State Board of Education teaching certificate appropriate to the teaching assignment.
2. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator's license.

CHARACTER REQUIREMENT:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made prior to appointment.

COMPENSATION GUIDELINES:

school district and in accordance with contractual provisions.

This replaces the existing title of and specification for the class of State School Teacher (12 months) in the same salary group VR 99 approved effective April 10, 2001. (Revised to include existing 205.5 day and 208 day schedule, expand Special Requirements and add Character Requirement)

8039A 11/23/04 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
8039	790	(09)-Education	(14)-EDUCATION B (P-3B)	(2)-Professional	Nov 23, 2004
2687	790	(09)-Education	(14)-EDUCATION B (P-3B)	(2)-Professional	Nov 23, 2004
2686	790	(09)-Education	(14)-EDUCATION B (P-3B)	(2)-Professional	Nov 23, 2004

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Class Specification

Unclassified		
Class Code	Pay Plan	Class Title
2515	VR - 99	VOCATIONAL INSTRUCTOR (EXTENDED SCHEDULE)

PURPOSE OF CLASS:

In a Department of Correction School District vocational education section and the Department of Children and Families, Connecticut Juvenile Training School this class provides instruction and supervision in vocational and occupational subjects to a group of inmates and/or residents.

SUPERVISION RECEIVED:

Works under the supervision of a State School Principal or State School Department Head.

SUPERVISION EXERCISED:

Supervises inmates and/or residents in classrooms, laboratories, and vocational education shops.

EXAMPLES OF DUTIES:

Plans and conducts a vocational program in accordance with curriculum established for vocational education developed under guidelines established by the State Department of Education-Division of Vocational Education; conducts classes and shop sessions in vocational and occupational subjects; corrects papers and tests; counsels inmates and/or students and gives individual instruction; maintains tools and equipment; attends staff and other professional meetings; prepares reports on inmates and/or students as required; performs all the security functions necessary to maintain safety of inmates and/or students, associates and other members of the institution populations; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of educational principles, methods and techniques; skill in a particular trade or occupation; teaching ability; ability to work effectively with inmates and/or students; ability to express ideas simply and clearly, orally and in writing.

EXPERIENCE AND TRAINING:

General Experience:

High School graduation or possession of a high school equivalency diploma and eight (8) years of employment and/or teaching experience in the subject field.

Special Experience:

Incumbents in this class must meet the State Board of Education requirements to receive initial educator certificate to teach Vocational Education.

Note: *Payment for employees on the extended schedule will be determined by the appropriate contract

This replaces the existing title of and specification for the class of Correction Department Vocational Instructor (Ten Month 2519) (Extended Schedule 2514) in Salary Group NE 18 approved effective September 1, 1981. (Parenthetical title Ten Month abolished 5/23/97. Extended schedule title revised and retitled to expand usage to Department of Children and Families.)

2515A 6/27/01 pzd

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CC	Item#	Occup. Group	Bargaining Unit	EEO	Eff. Date
2515	450	(09)-Education	(14)-EDUCATION B (P-3B)	(2)-Professional	Jun 29, 2001

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Class Specification

Unclassified		
Class Code	Pay Plan	Class Title
6659	VR - 99	PUPIL SERVICES SPECIALIST

PURPOSE OF CLASS:

In a state institution, facility or region within a state unified school district, performs professional services within the area of pupil personnel and special education services in a school setting and serves in a resource capacity and consultant to teachers.

SUPERVISION RECEIVED:

Works under the supervision of a state school principal, educational director, superintendent of schools or a designated member of the education or institutional staff.

EXAMPLES OF DUTIES:

Performs services for students in the area of special training such as educational diagnosis, counseling, speech and hearing, social work, or psychological services; serves in a resource capacity to educational staff and other appropriate individuals; confers with parents and teachers concerning individual students and assists in planning educational programs; keeps records and makes necessary reports; may serve as liaison with school systems and community services; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of the philosophy and methods of service delivery to the assigned disciplines; knowledge of the principles and practices of education and or services for special needs population; ability to motivate students; ability to communicate at the appropriate level; ability to establish cooperative relationships with those contacted in planning educational programs; ability to prepare written reports; ability to perform educational testing.

EXPERIENCE AND TRAINING:

General Experience:

A Master's degree which includes a planned program of preparation for the field in which the special services are performed.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must possess an appropriate certificate issued by the Connecticut State Board of Education in special education or special services areas such as school counselor (elementary or secondary), speech and hearing consultant, school psychologist, psychological examiner or school social worker.
2. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator's license.

CHARACTER REQUIREMENT:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made prior to appointment.

This replaces the existing specification for the same class in the same Salary Group VR 99 effective March

11, 1983. (Revised to modify language to reflect State regulations)

6659A 11/23/04 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
6659	790	(09)-Education	(14)-EDUCATION B (P-3B)	(2)-Professional	Nov 23, 2004

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DAS**Class Specification**

Classified/Competitive		
Class Code	Pay Plan	Class Title
7539	CL - 16	SECRETARY 2

PURPOSE OF CLASS:

In a state agency this class is accountable for independently performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures.

GUIDELINES FOR CLASS USE:

In addition to functions described in the Secretary specification incumbents in this class must have a thorough knowledge of and responsibility for a total office operation. Understanding of organizational policies must be demonstrated by regular relating of information regarding agency policies and procedures via telephone, in person and/or correspondence. This class is not intended for use as an assistant to another administrative secretary or an Administrative Assistant but as a personal secretary to an administrative official. See addendum for differentiators between the Secretarial and General Clerical job series.

SUPERVISION RECEIVED:

Works under the general supervision of an employee of higher grade.

SUPERVISION EXERCISED:

May have lead responsibility over other clerical or secretarial staff as assigned.

EXAMPLES OF DUTIES:

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

1. **TYPING:** Using a or personal computer or other electronic equipment , formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc. Proofreads for content; edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.
3. **CORRESPONDENCE:** Composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature.
4. **REPORT WRITING:** Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgment in the selection of items to be included.
5. **INTERPERSONAL:** Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters.
6. **PROCESSING:** Screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements.
8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; assists in preparing and monitoring the office

budget (e.g. compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Experience:

One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Substitution Allowed:

College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

CAREER PROGRESSION:

The next higher class in this career series is Administrative Assistant.

This replaces the existing specification for the same class in the same Salary Group CL 16 approved effective April 2, 2007. (2009 SCOPE Review)

7539A 5/26/09 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO	Eff. Date
7539	1466	(05)-Clerical/Secretarial	(07)-ADMN CLERICAL (NP-3)	(6)-Office Clerical	May 26, 2009

**ADDENDUM TO THE SPECIFICATIONS FOR
SECRETARY 1, SECRETARY 2 AND ADMINISTRATIVE ASSISTANT**

PRIMARY DIFFERENTIATORS BETWEEN THE SECRETARIAL SERIES AND THE GENERAL CLERICAL SERIES:

1. Secretaries should be expected to plan, organize and coordinate the full range of office support activities. They would become involved in designing and recommending forms, procedures and office systems. Persons in the General Clerical classes would usually be responding to specific assignments and would plan and coordinate around those tasks. Most of their work would be within the context of previously designed procedures and systems.
2. Secretaries have additional technical skill requirements - business communications (writing and editing letters and reports), considerable knowledge of office systems and procedures, research skills, ability to take notes (shorthand, speedwriting or other acceptable method) and business math. In the case of the Administrative Assistant knowledge of office administration (budgeting, personnel administration, purchasing, etc.) is critical.
3. Secretaries have a higher level interpersonal dimension to their jobs. They should be able to schedule appointments for staff, handle phone calls requiring knowledge of and sensitivity to the unit's functions, etc. At the highest level the Administrative Assistant would actually troubleshoot for the

manager. In the General Clerical classes, the interpersonal dimension requires tact and diplomacy and the ability to accurately give and receive information.

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