

**State of Connecticut
Department of Social Services – Southern Region
Anticipated Job Opportunity
(Revised Announcement)**

ELIGIBILITY SERVICES SUPERVISOR

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

POSTING DATE: March 12, 2008

CLOSING DATE: March 26, 2008

The Department of Social Services is presently accepting applications for one (1) Eligibility Services Supervisor position in the Southern Region

OPEN TO: State Employees

POSITION: Eligibility Services Supervisor
Position Number 33089

BARGAINING UNIT: Social and Human Services (P-2)

SALARY RANGE: \$55,237 - \$70, 371 annually (SH-23)

LOCATION: 194 Bassett Street, New Haven, CT 06511

Note: This posting is an extension of the Eligibility Services Supervisor posting dated February 20, 2008 – March 5, 2008. Candidates who have previously applied for the above reference announcement do not need to reapply for the current posting.

DUTIES AND RESPONSIBILITIES:

In general, the ES Supervisor is accountable for supervising a DSS unit of eligibility staff workers engaged in providing determination of client eligibility and provision of various programs and services to clients of the Department of Social Services and/or various other services and programs, financial or medical assistance they meet eligibility requirements for. Accountable for schedules, assigns, oversees and reviews work of staff; provides staff training and assistance including identifying, planning and implementing 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 unit policies and procedures; prepares reports and correspondence; consults with and directs staff in difficult, unusual and/or complex case resolution; implements personnel policies and procedures; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to interpret and apply relevant agency policies and procedures; considerable knowledge of and ability to interpret and apply relevant state and federal laws, statutes and regulations; considerable knowledge of available community support and social services resources; considerable knowledge of Eligibility Management System; knowledge of personnel policies; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years of experience in the determination of client eligibility for public assistance.

Special Experience:

One (1) year of the General Experience must have been at the level of Eligibility Services Specialist

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours Equaling 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 area may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENTS: Consideration will be given to those DSS employees who have taken and passed the examination for "Eligibility Services Supervisor" and are currently eligible for appointment to this classification. Employees who took the "Eligibility Services Supervisor" exam that was given on March 8, 2008 may also apply and will be considered contingent upon successfully passing this examination and subsequently being placed on the Certification List. Lateral Transfers and DSS employees with Permanent Status in this classification may also apply. The filling of this position will be in accordance with all State Reemployment, SEBAC, Transfer, merit promotional and certification rules accordingly. Specific Unit Functions of these positions will be described during the interview process.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application form if you have already faxed the materials. Due to the large number of applicants received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Jean Walden, Human Resources Associate
Department of Social Services- Southern Region
Human Resources Division
194 Bassett Street, New Haven, CT 06511
FAX #: (203) 789-6858**

APPLICATIONS MUST BE RECEIVED BY WEDNESDAY, MARCH 26, 2008 CLOSE OF BUSINESS

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER