

**State of Connecticut
Department of Social Services
Anticipated Job Opportunity**

Durational Connecticut Careers Trainee/Social Services Program Technician I

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

Posting Date: June 19, 2009

Closing Date: July 7, 2009

The Department of Social Services is currently accepting applications to fill five (5) Durational Connecticut Careers Trainee positions in the Bureau of Aging, Community and Social Work Services - Energy Unit located in our Hartford Central Office. The anticipated durational positions are committed towards the American Recovery and Reinvestment Act of 2009 (ARRA) Weatherization Assistance Program with an ending date March 31, 2012.

Open To: The Public and State Employees

Position: Connecticut Careers Trainee (SH-15)
\$39,523.00 - \$50,278.00 Annually

Target Classification:
Social Services Program Technician I (SH-17)
\$43,507.00 - \$54,957.00 Annually

Bargaining Unit: Social & Human Services (P-2)

Location: 25 Sigourney Street, Hartford, CT 06106

Please Note: No fringe benefits for the first six months.

DUTIES AND RESPONSIBILITIES:

DSS staff to provide oversight and technical assistance to the weatherization sub-grantees during the ARRA contract period. The staff will be expected to be knowledgeable about the weatherization program and will undergo the same certification and training that is required for all subgrantee field staff.

Monitoring visits will be made to each subgrantee or its contractor agency on at least a monthly basis. Regular monitoring visits usually consist of client file reviews and inspections of completed units, to ensure quality of work and client satisfaction. The annual comprehensive monitoring visits are more detailed, and include the broad categories mentioned above. Additional visits will be made to provide training and technical assistance in response to observations from monitoring visits or to provide assistance on new requirements or changes in program operation.

Additional responsibilities of this position may involve assisting in the review of contracts, processing of subcontractor reports and the writing of monitoring reports and recommendations to supervisory staff. Also required to assist in developing program procedures and guidelines as identified through monitoring and subcontractor visits as well as any new guidance or procedures provided through the Department of Energy.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of concepts and methodology of grant administration and program monitoring; some knowledge of budgeting and accounting principles; some knowledge of program evaluation concepts and ability to understand formal research methodology, if applicable; some knowledge of problems and concerns of a variety of groups and individuals; interpersonal skills; oral and written communication skills; ability to perform monitoring activities; ability to read and interpret guidelines and regulations; ability to organize activities; ability to prepare memos and reports.

EXPERIENCE AND TRAINING:

Connecticut Careers Trainee:
Possession of a Bachelor's or Master's Degree.

Durational Connecticut Careers Trainee/Social Services Program Technician I

NOTE:

1. If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's Degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Trainee Classification.
2. Candidates cannot be appointed until all degree requirements are complete.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel. Driver's license required.

Note: This position may be filled by candidates from the mandatory Re-employment and Sebac Lists, which we are obligated to use. Applications will be accepted from candidates who have attained permanent status in the class.

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 Website at: 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 faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Kristina Grodzicki, Human Resources Specialist
Department of Social Services
Human Resources Division
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY TUESDAY, JULY 7, 2009, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer