

**CENTRAL OFFICE: AFFIRMATIVE ACTION**

SS Program Division Director  
MP70



Affirmative Action Administrator 2  
MP62



Affirmative Action Program Manager  
MP60



Affirmative Action Officer



Affirmative Action Assistant  
SH15

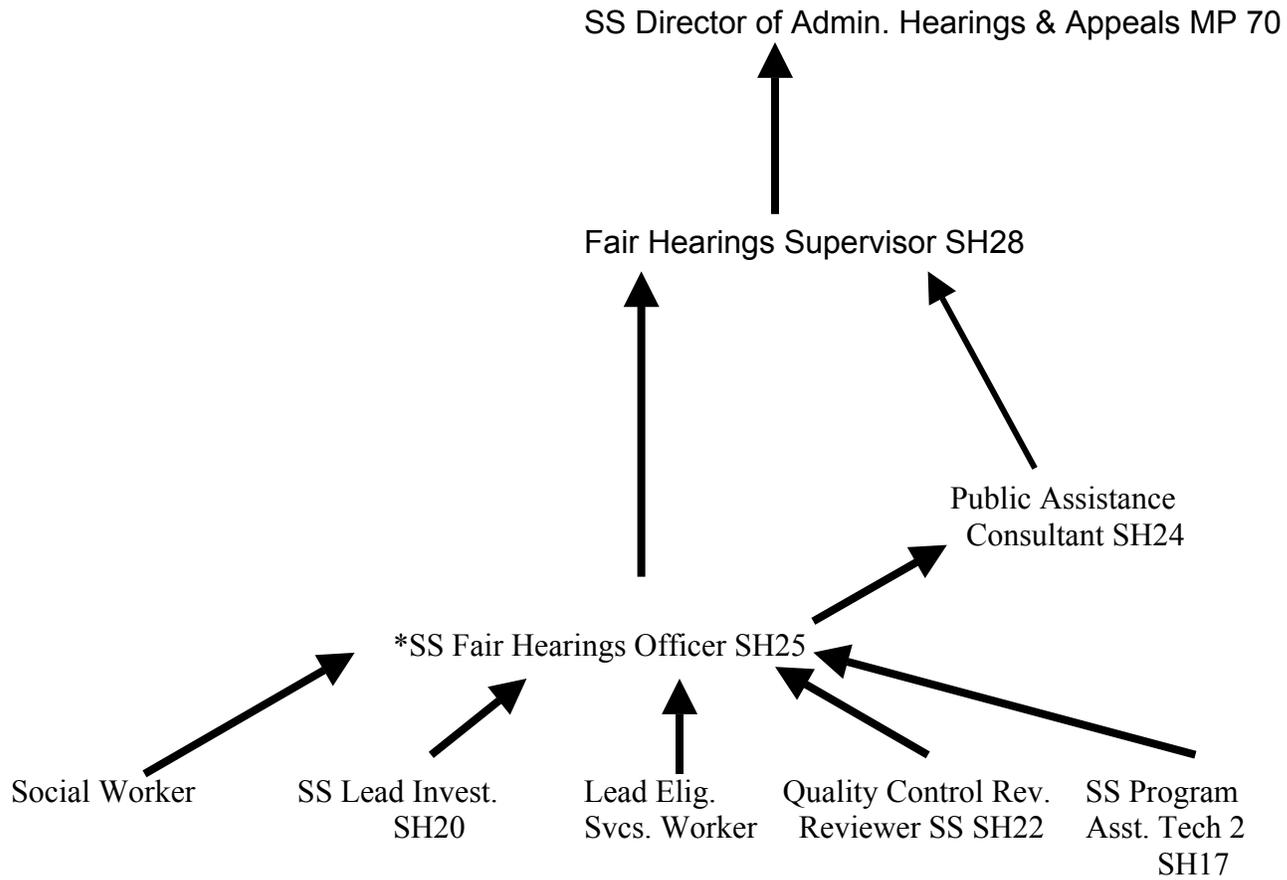


Office Assistant 13

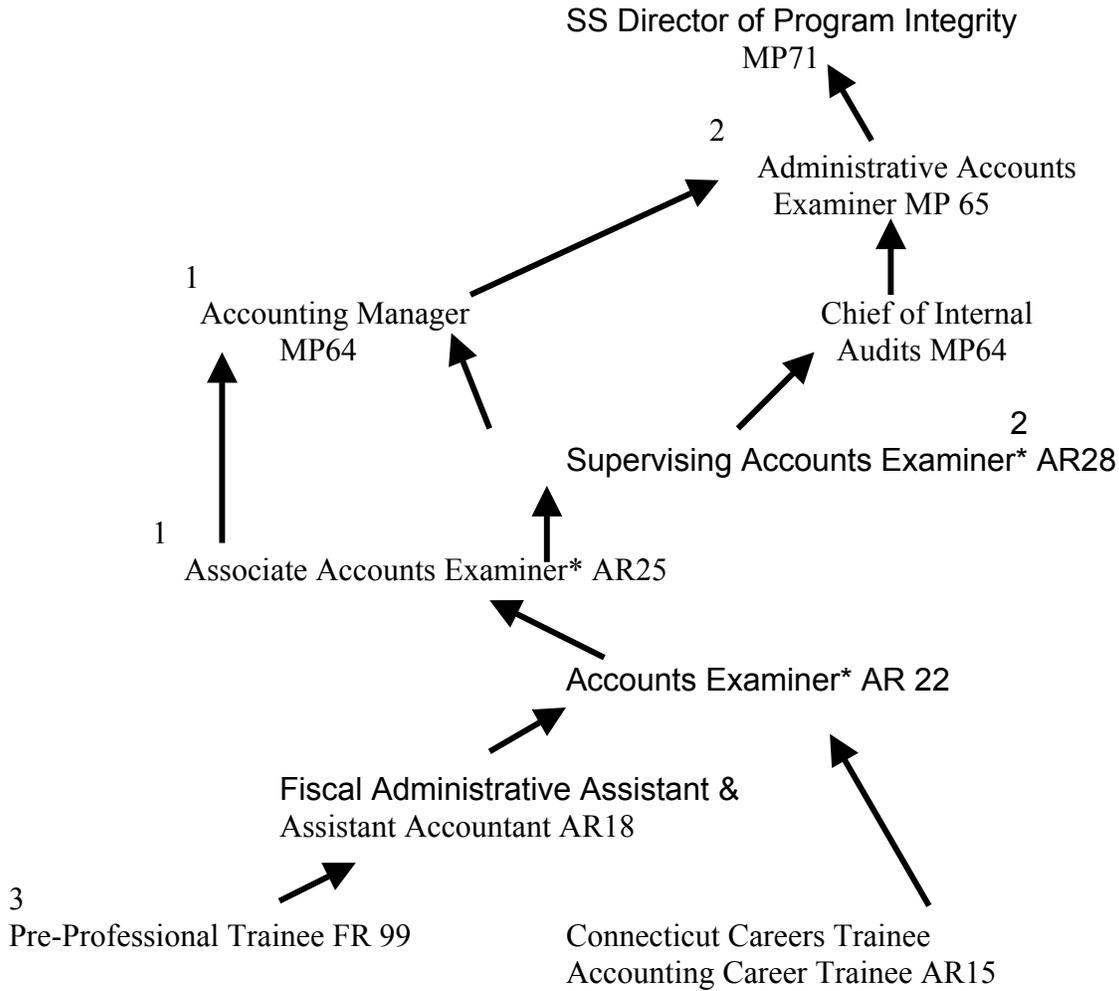
CT Careers Trainee  
SH15



**Central Office: Administrative Hearings and Appeals**



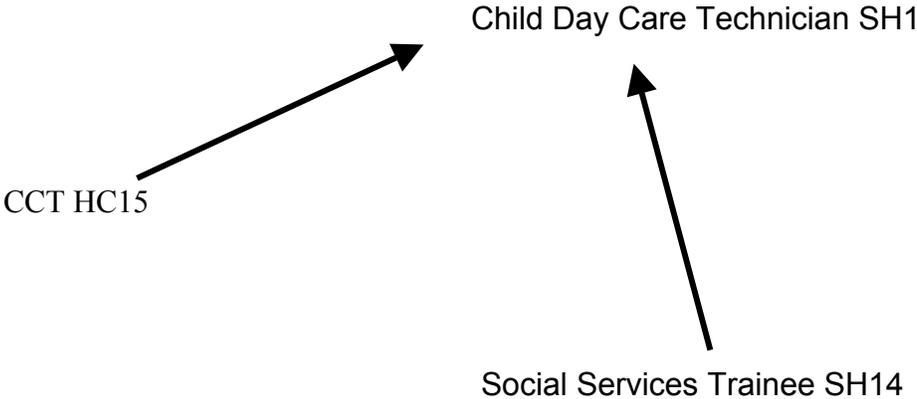
**CENTRAL OFFICE:      AUDITING**



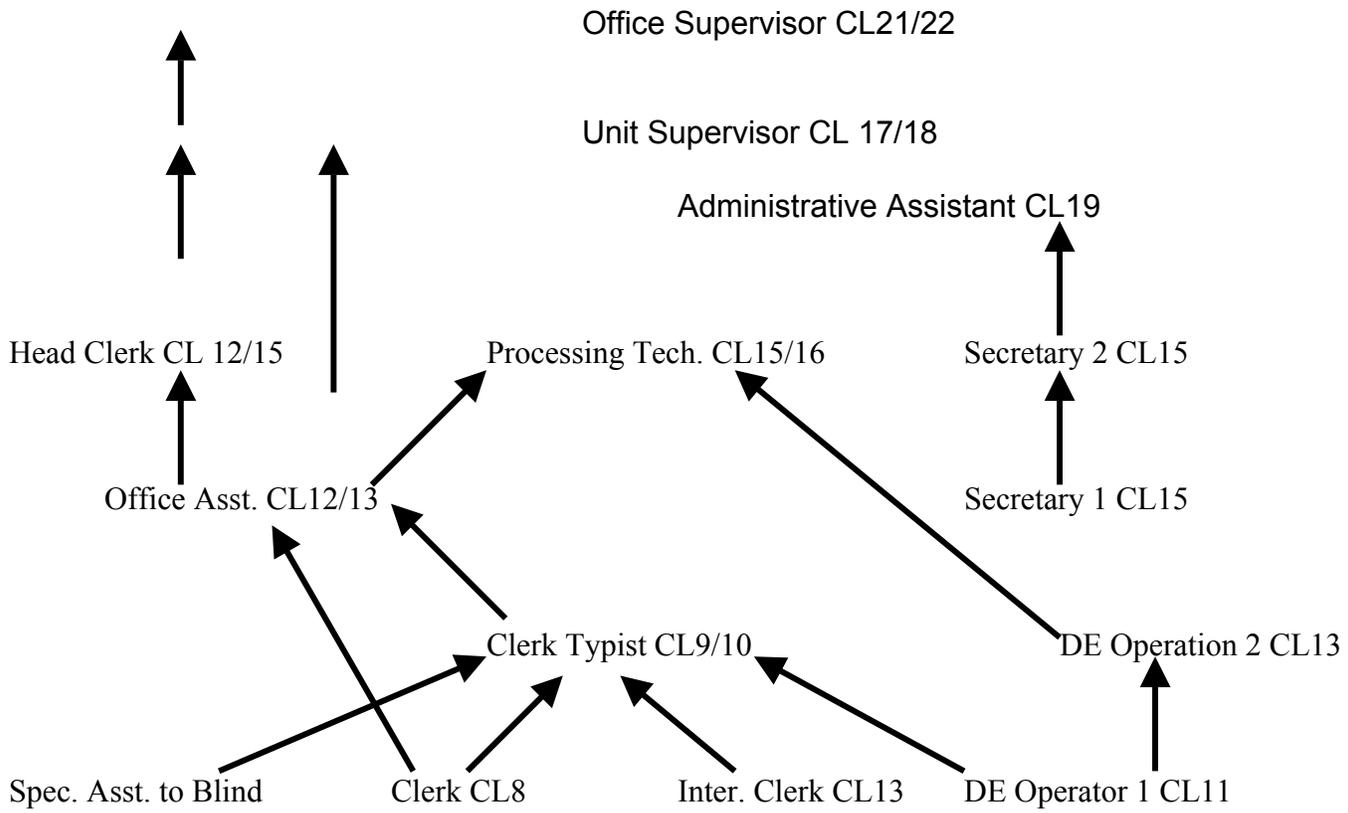
- 1 Association Accounts Examiner to Supervising Accounts Examiner (1 yr.); Associate Accounts Examiner to Accounting Manager (2 yrs.).
- 2 Supervising Accounts Examiner to SS administrative Accounts Examiner (1 yr.).
- 3 Pre-Professional Trainee requires 3 years of current employment in the State Classified service including 1 year in work related to the target class. Therefore, any employee who meets these qualifications, regardless of class title, is eligible to take the Pre-Professional Trainee examination.
- 4 Step 1 with a Bachelor's Degree: Step 2 with a Master's Degree.

\*Accounts Examiner, Associate Accounts Examiner and Supervising Accounts Examiners are comparable to Accountant, Associate Accountant, and Supervising Accountant respectively.

**REGIONAL OFFICES: CHILD DAY CARE**



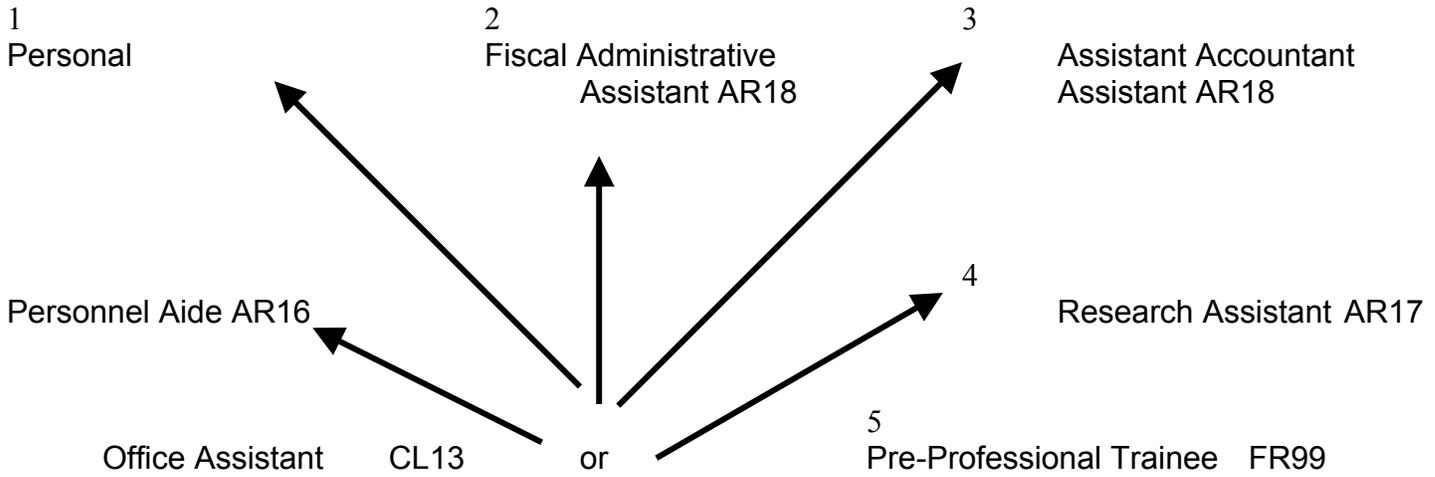
**CENTRAL OFFICE: CLERICAL**



The classes of Office Assistant and above also qualify for Unit Supervisor.

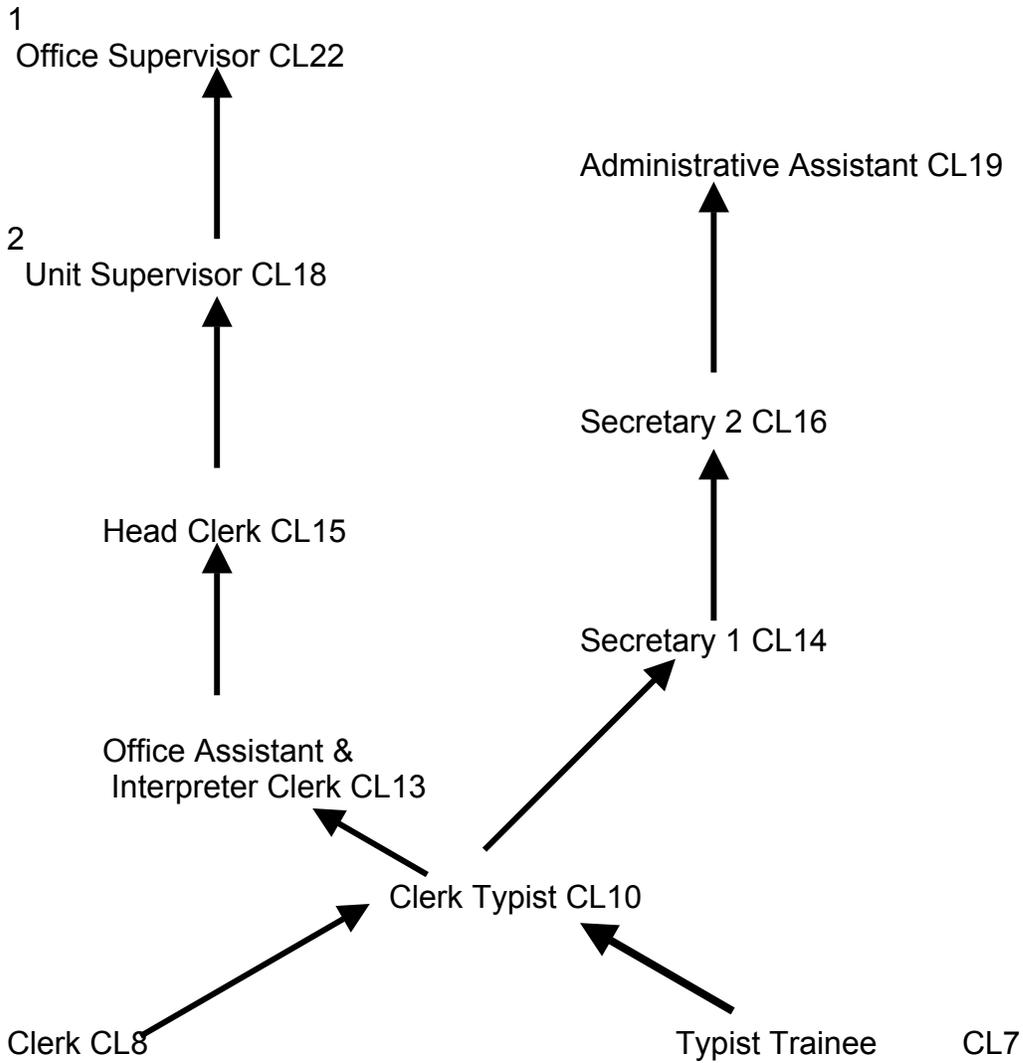
**CENTRAL OFFICE:**

**CLERICAL TO PARAPROFESSIONAL**



- 1 Requires experience in complex clerical work in Personnel at the level of office Assistant above.
- 2 Requires experience in complex clerical work in fiscal/administrative activities at the level of Office Assistant or above
- 3 Requires experience in complex clerical work in accounting or auditing at the level of Office Assistant.
- 4 Requires experience in complex clerical work involving research, data analysis or economics.
- 5 Pre-professional Trainee requires 3 years of current employment in the State Classified service including 1 year in work related to the target class. Therefore, any employee who meets these qualifications, regardless of class title, is eligible to take the Pre-professional Trainee examination.

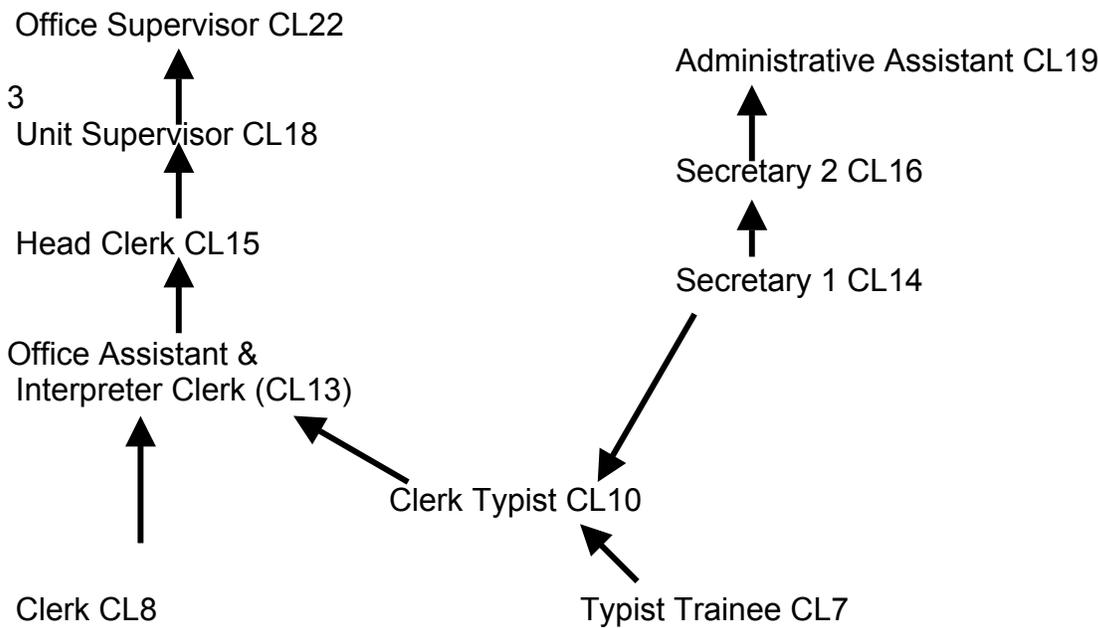
**REGIONAL OFFICES: CLERICAL**



1 The classes of Secretary 1, Head Clerk, and Secretary II also qualify for Office Supervisor.

2 The class of Office Assistant also qualifies for Unit Supervisor.

**REGIONAL OFFICES: CLERICAL TO PROFESSIONAL**

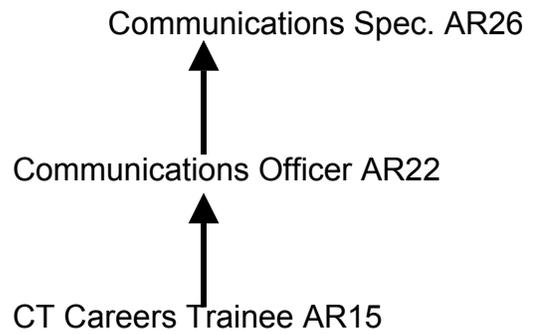
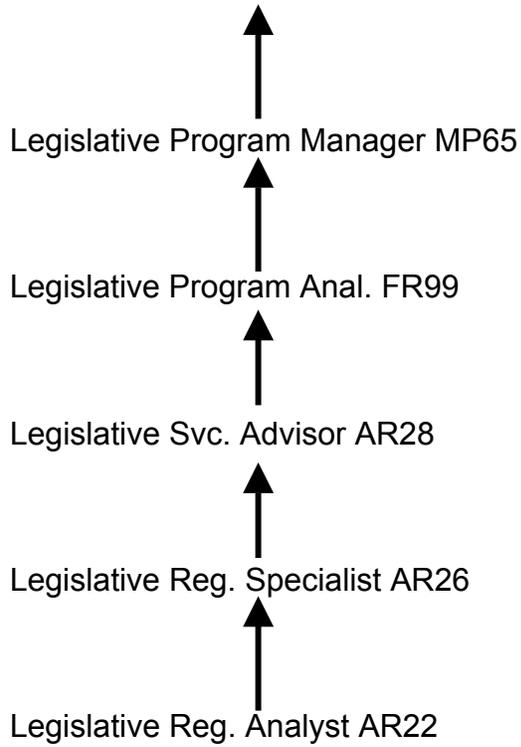


- 1 The classes of Eligibility Services Worker and Social Services Investigator are comparable.
- 2 Pre-Professional Trainee requires 3 years of current employment in the State Classified service, including 1 year in work related to the target class. Therefore, any employee is eligible to take the Pre-Professional Trainee examination.
- 3 The classes of Office Assistant and above also qualify for Unit Supervisor.

**CENTRAL OFFICE:**

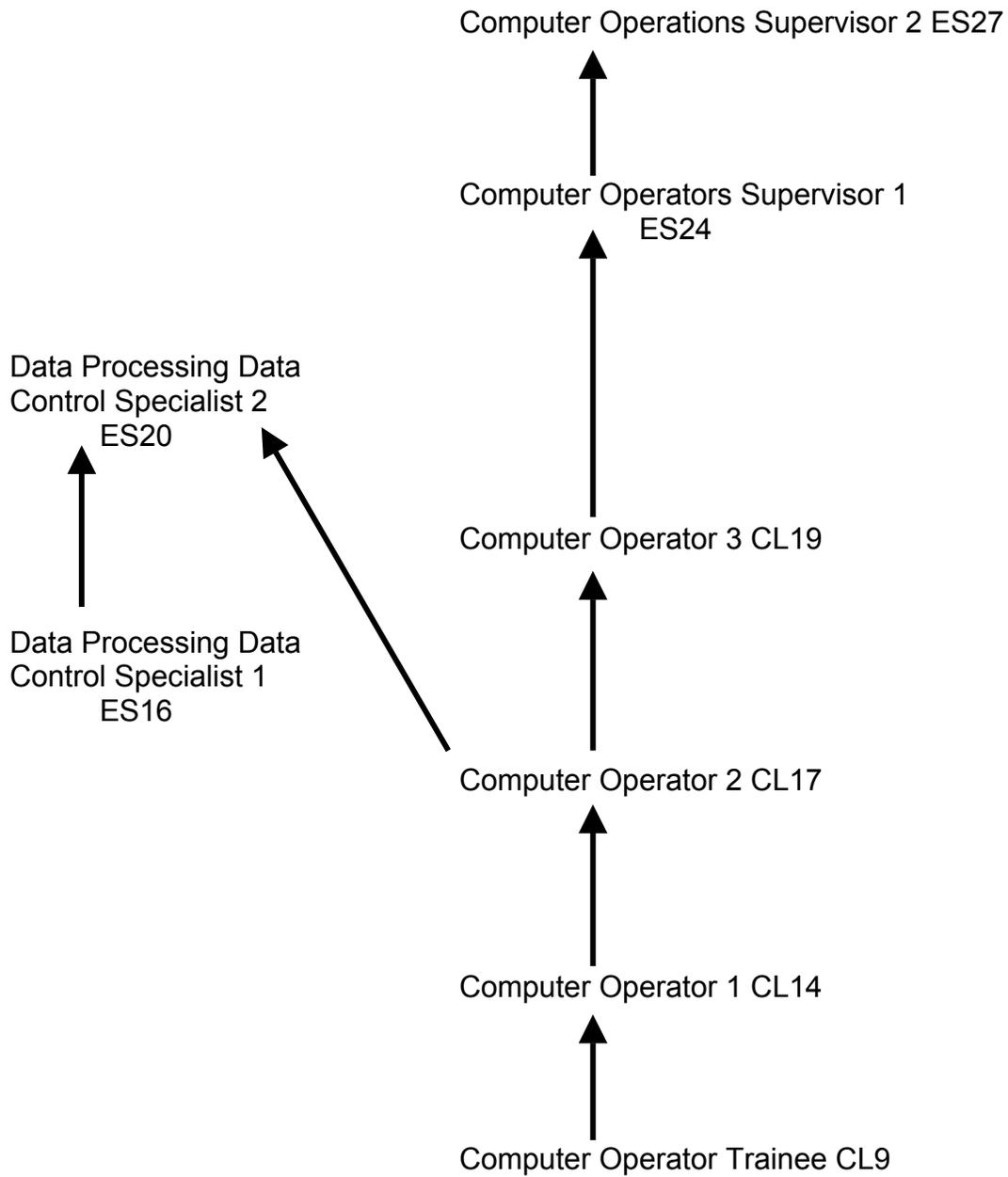
**COMMUNICATIONS**

S.S. Director of Public & Government Relations MP 70

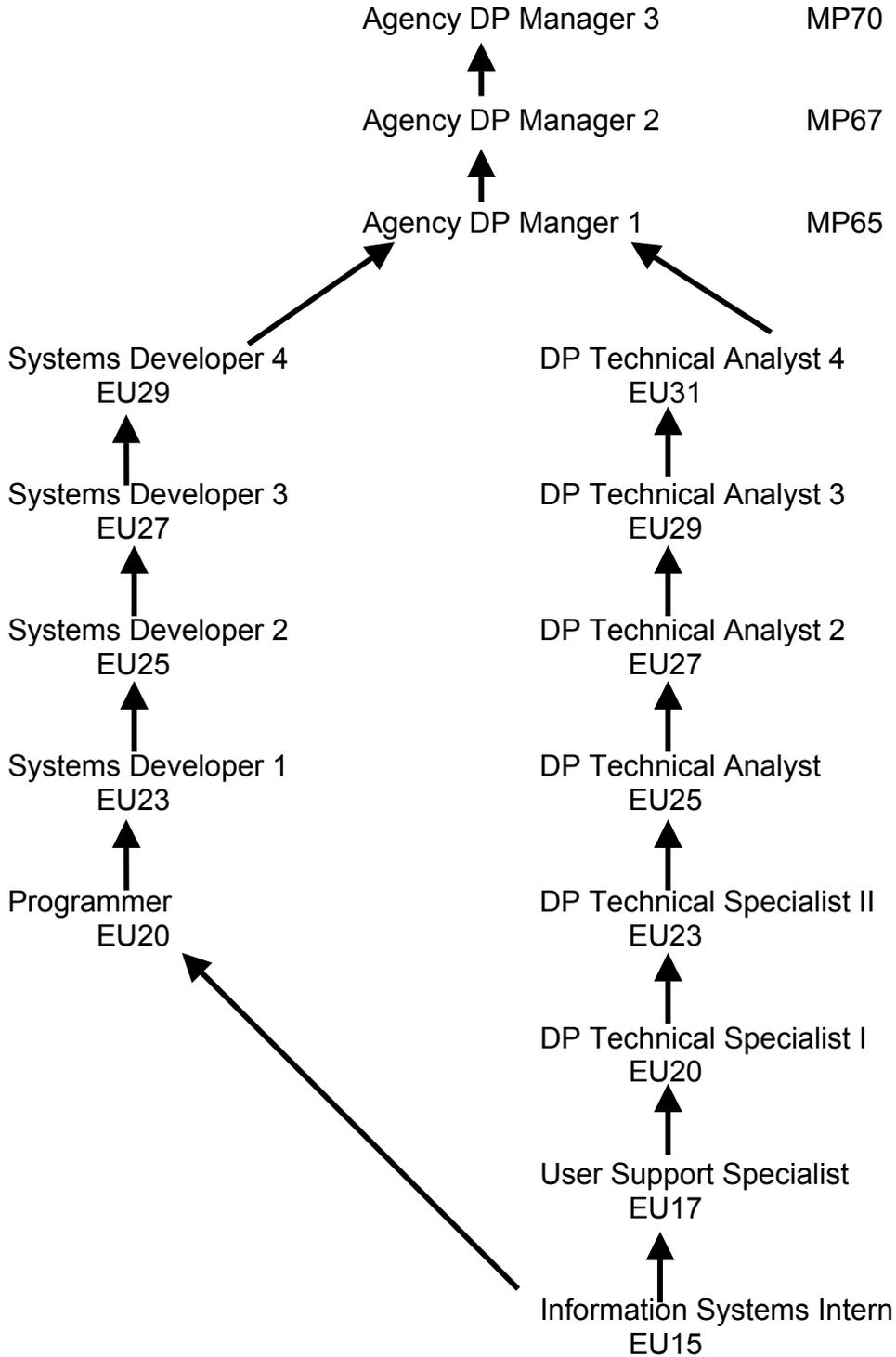


All of the above classifications may not be currently in use in the Department Of Social Services

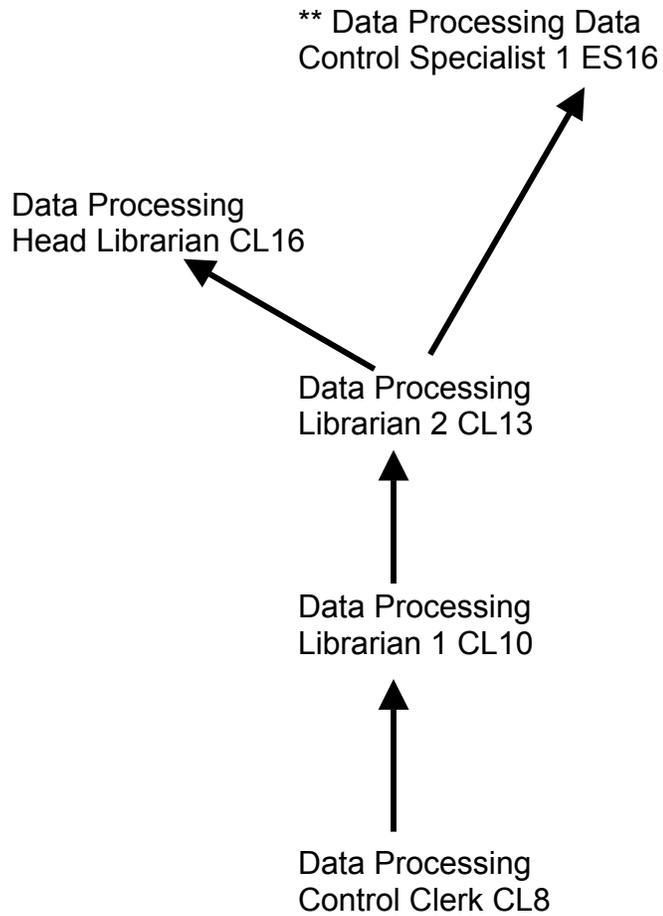
**CENTRAL OFFICE: COMPUTER OPERATIONS**



**CENTRAL OFFICE: DATA PROCESSING**  
**(Computer Programming and Systems Analysis)**

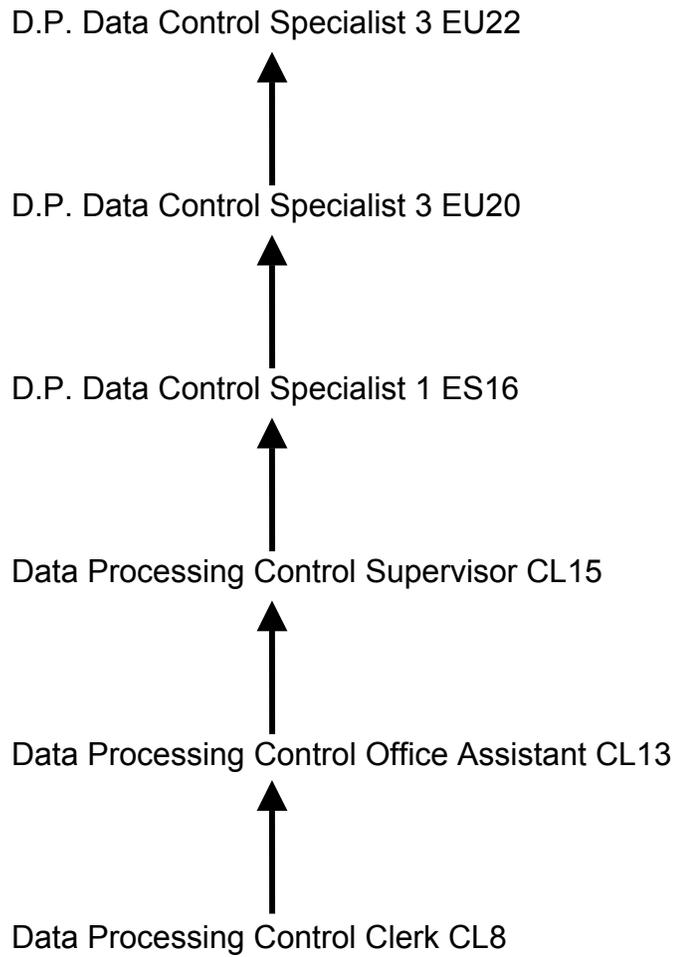


**CENTRAL OFFICE: DATA PROCESSING LIBRARIAN**



\*\* Two (2) years as a computer operator tape librarian or as a Data Processing Control Clerk

**CENTRAL OFFICE: DATA PROCESSING DATA CONTROL**



All of the classification may not be available in the Department of Social Services.

**CENTRAL OFFICE:      DUPLICATING**

Supervisor of Mail, Duplicating & Courier Services AR26



Duplicating Services Supervisor 2 TC19



Duplicating Services Supervisor 1 TC16



Duplicating Technician 2 TC14



Duplicating Technician TC

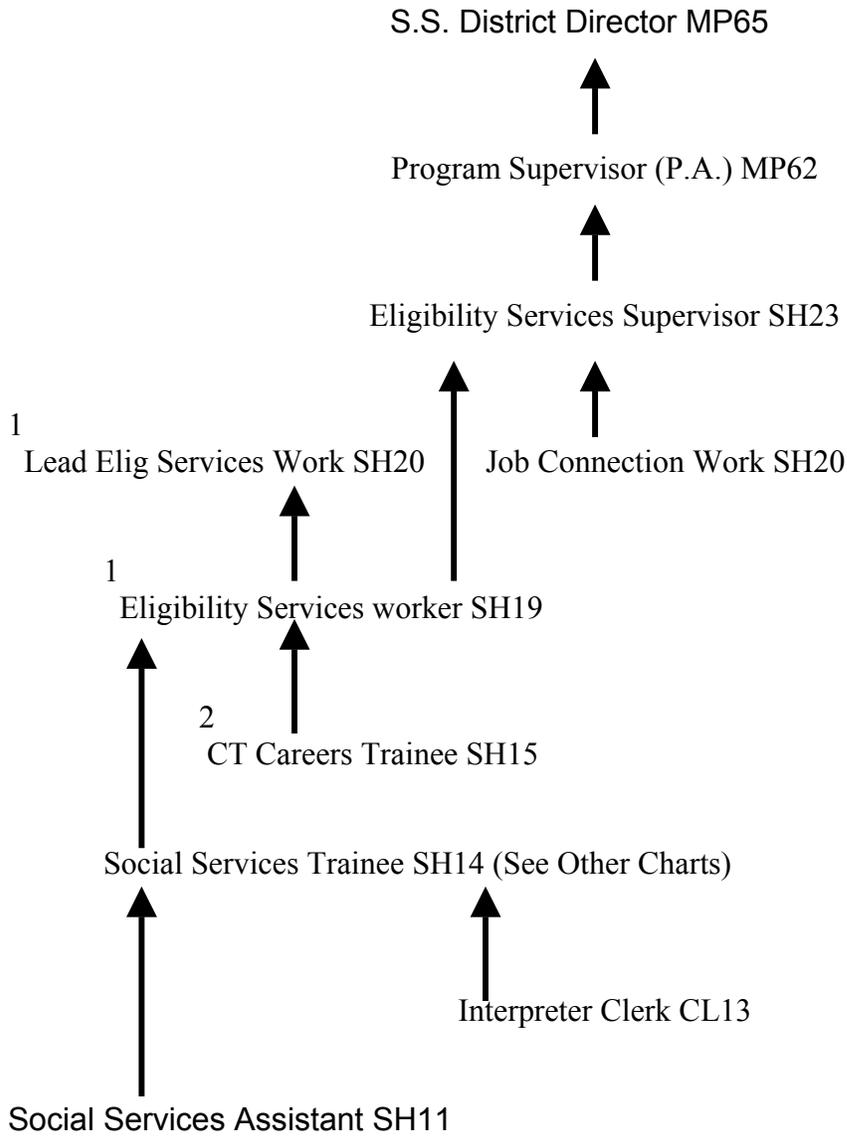


Duplicating Technician Trainee TC8



Duplicating Assistant TC9

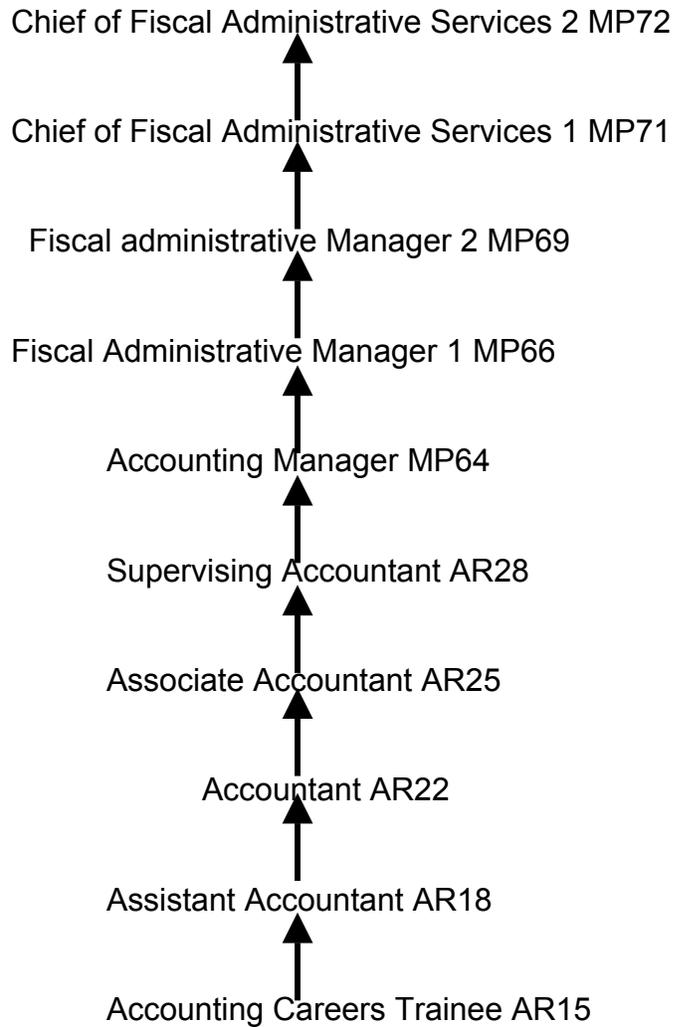
**REGIONAL OFFICES: ELIGIBILITY SERVICES**



1 The classes of Eligibility Services worker and Social Services Investigator are comparable.

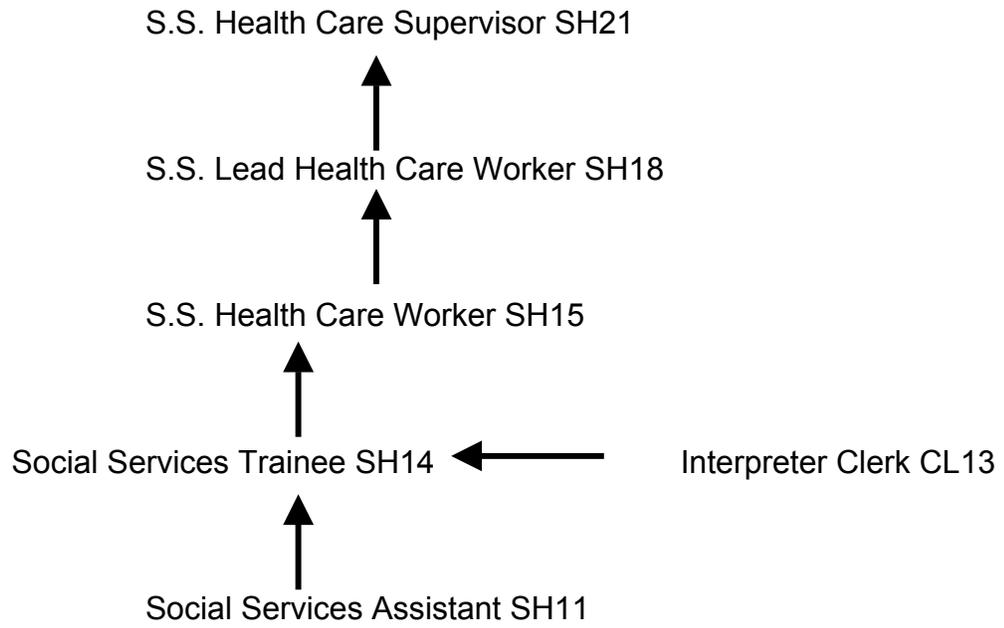
2 Requires a bachelor's degree.

**CENTRAL OFFICE: FINANCIAL MANAGEMENT**

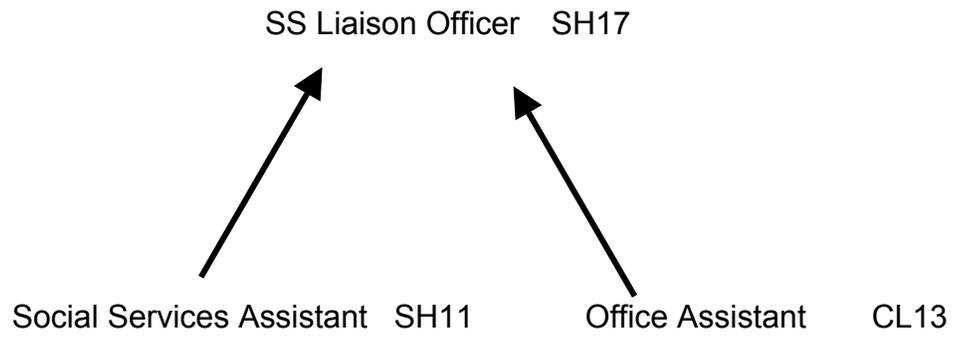


All of the above classifications may not be available in the Department Of Social Services

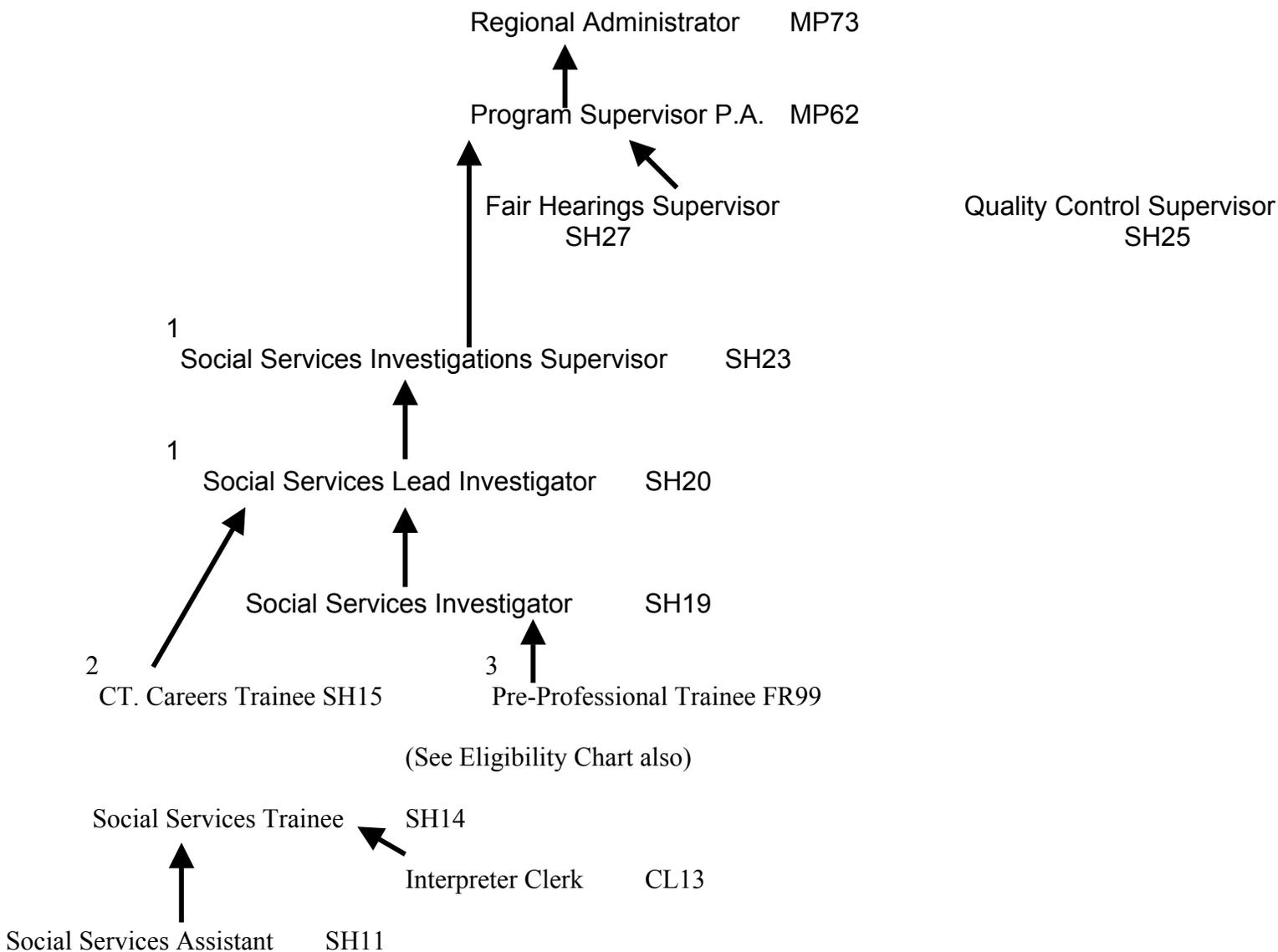
**REGIONAL OFFICE: HEALTH CARE**



**CENTRAL OFFICE:      INFORMATION SERVICES**



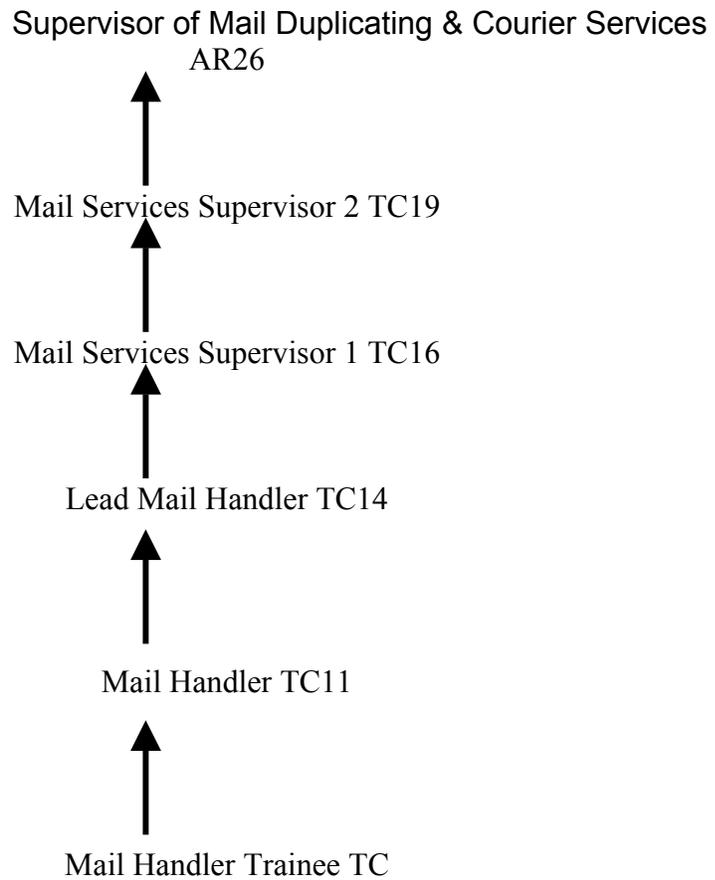
**REGIONAL OFFICES: INVESTIGATIVE**



(See Eligibility Chart also)

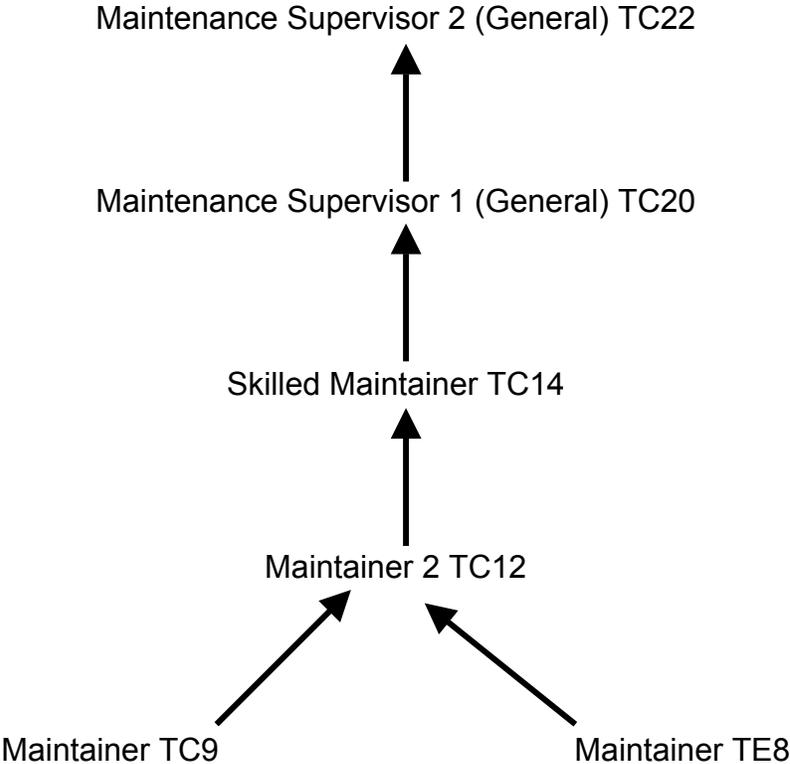
- 1 The classes of Social Services Investigator and Eligibility Services Worker are comparable.
- 2 Step 1 with Bachelor's Degree; Step 2 with Master's Degree
- 3 Pre-Professional Trainee requires 3 years of current employment in the State Classified service, including 1 year in work related to the target class. Therefore, any employee who meets these qualifications, regardless of class title, is eligible to take the Pre-Professional Trainee examination.

CENTRAL OFFICE: MAIL SERVICES

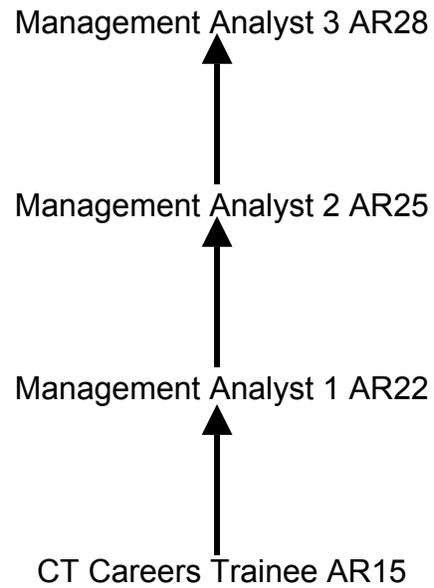


All of the classifications may not be available in the Department of Social Services.

**MAINTENANCE**

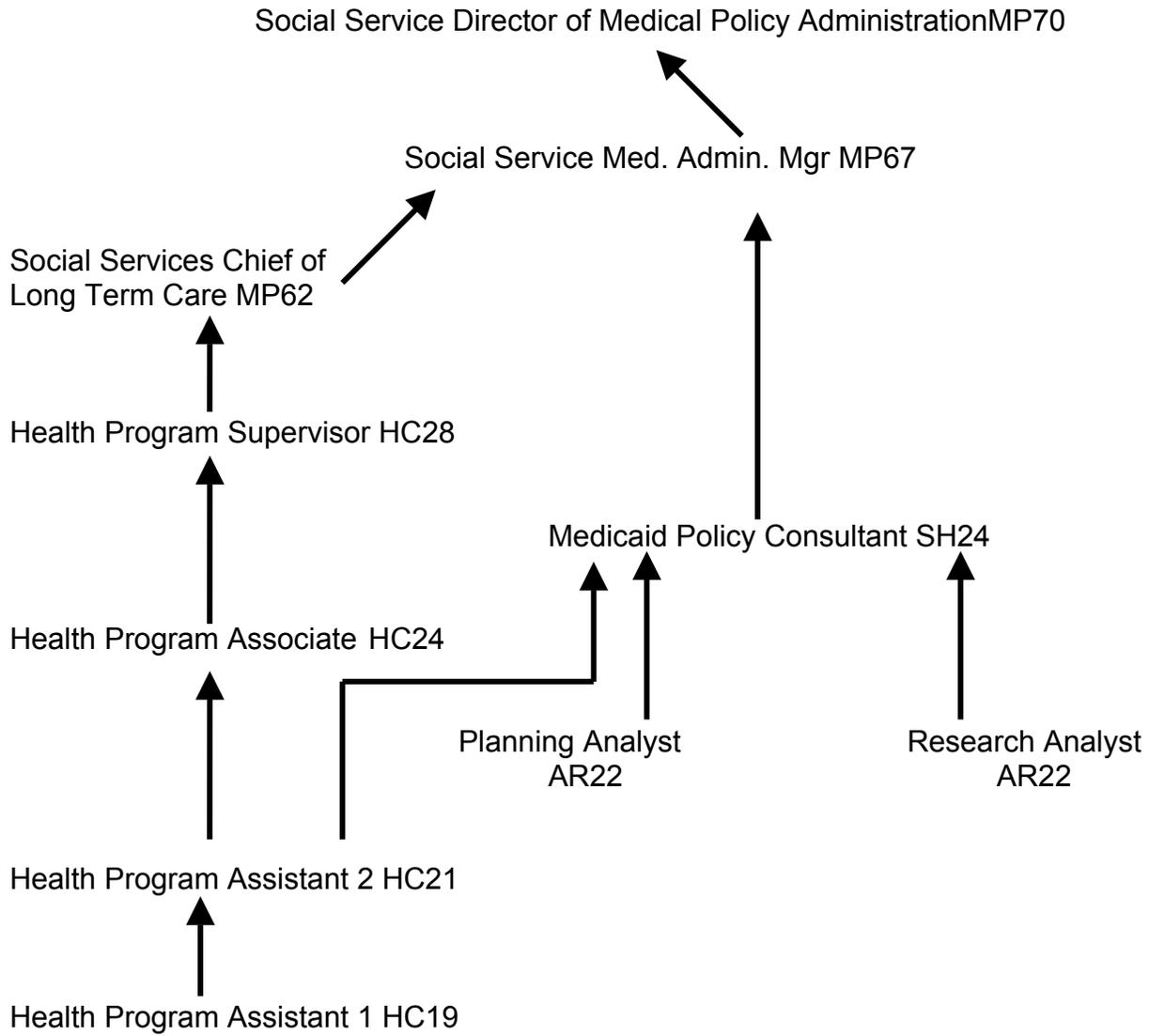


**CENTRAL OFFICE: MANAGEMENT ANALYST**



All of the above classifications may not be available in the Department of Social Services.

**CENTRAL OFFICE: MEDICAL ADMINISTRATION**



**NURSING**

Nurse Consultant  
HC28

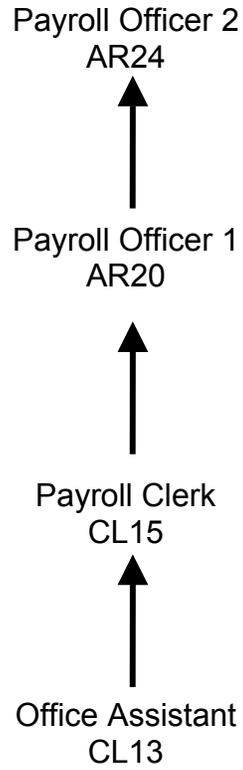


Utilization Review Nurse Coordinator  
HC25

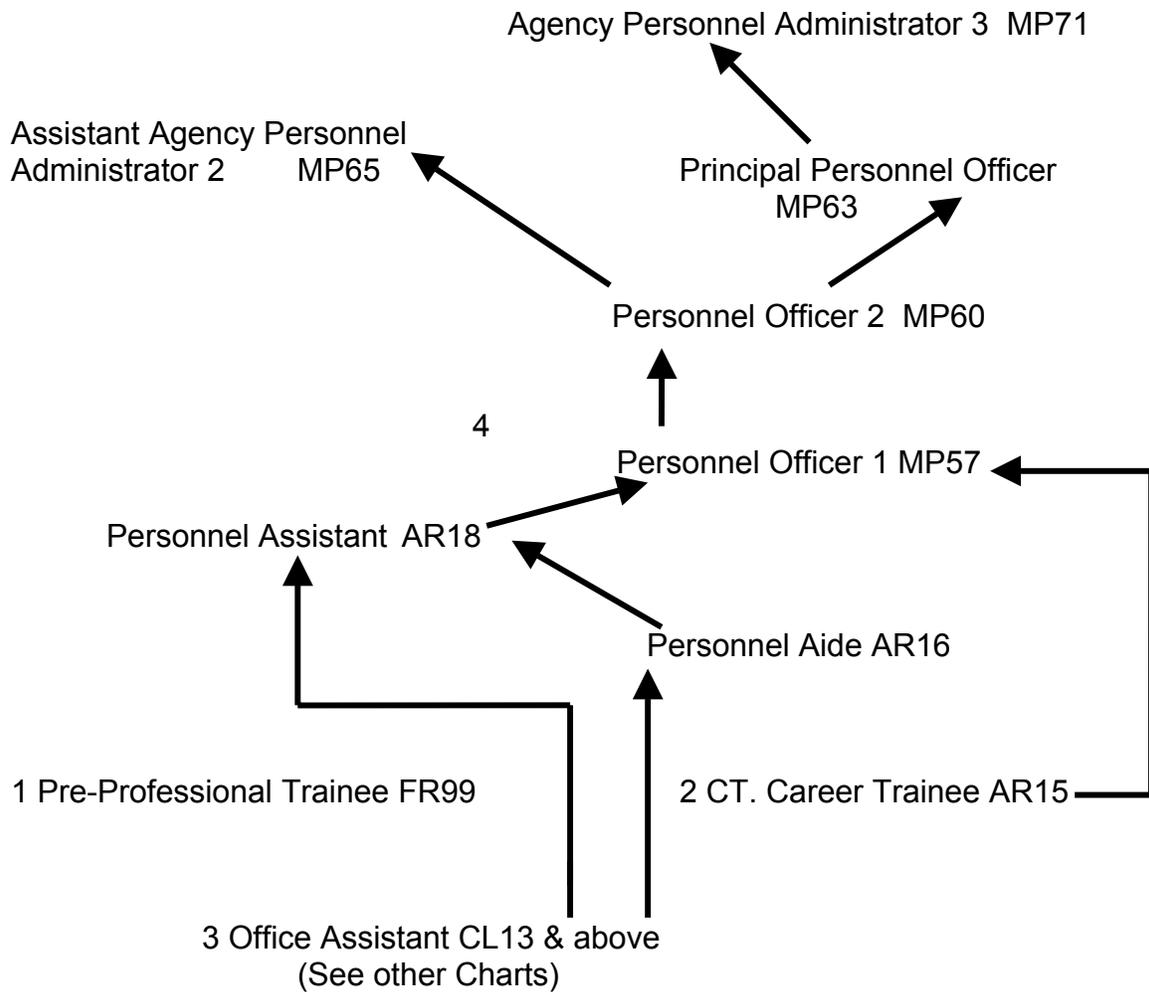


Utilization Review Nurse  
HC23

**CENTRAL OFFICE: PAYROLL**



**CENTRAL OFFICE: PERSONNEL**



1 Pre-Professional Trainee requires 3 years of current employment in the State classified service including 1 year in work related to the target class. Therefore, any employee who meets these qualifications, regardless of class title, is eligible to take the Pre- Professional Trainee examination.

2 Step 1 with Bachelor's Degree; Step 2 with Master's Degree

3 Experience in complex clerical work in Personnel at the level of Office Assistant or above qualifies for Personnel Assistant and Personnel Aide.

4 Personnel Assistant prior to 2/89 are eligible for Personnel Officer position.

**CENTRAL OFFICE: PLANNING ANALYSIS**

Social Services Director Strategic Planning MP70



Planning Analyst Supervisor (mgr) MP65



Planning Analyst Supervisor AR31



Planning Specialist AR30



Lead Planning Analyst AR27



Planning Analyst AR22



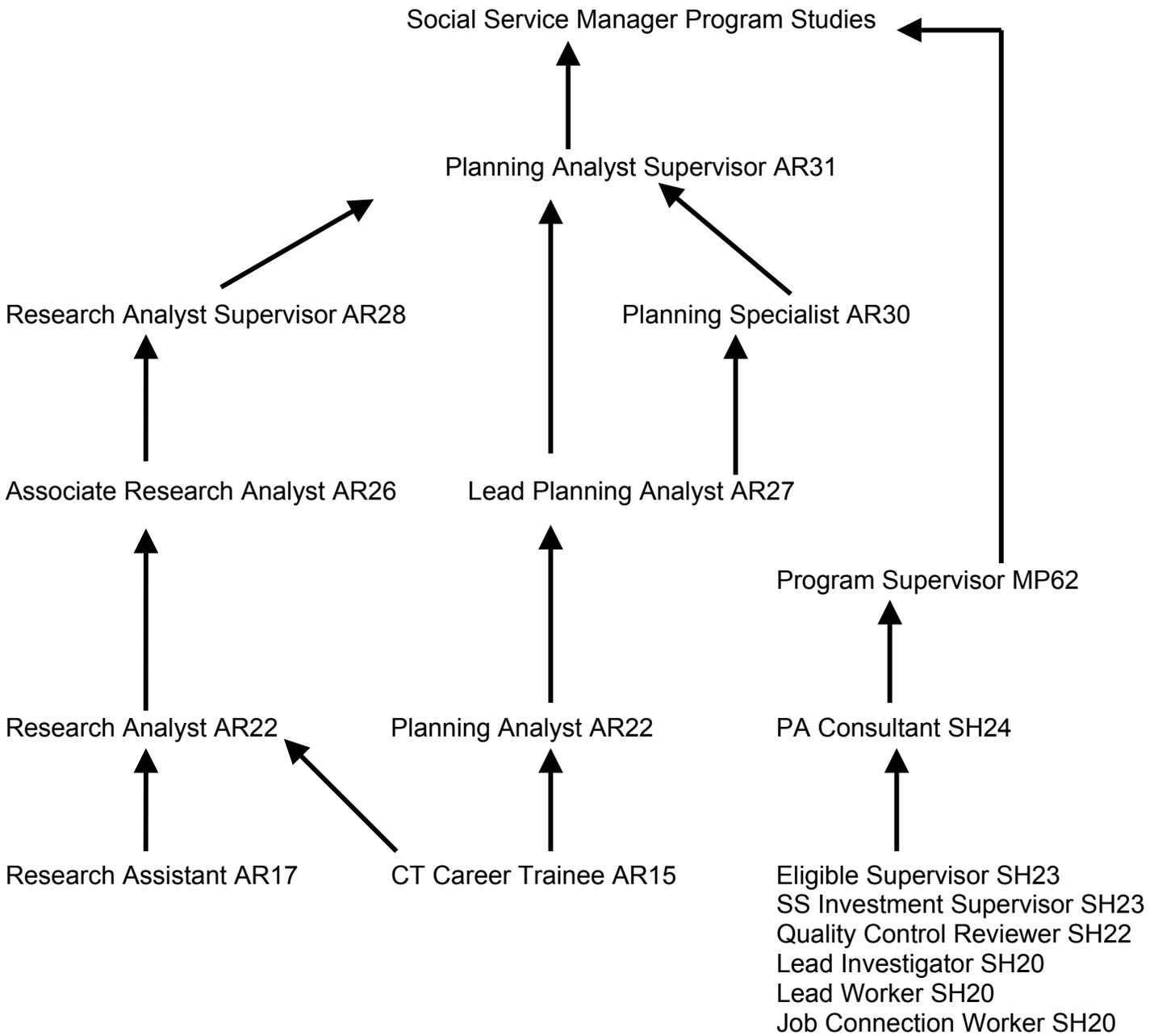
1 Pre-Professional Trainee FR99

2 CT Careers Trainee AR15

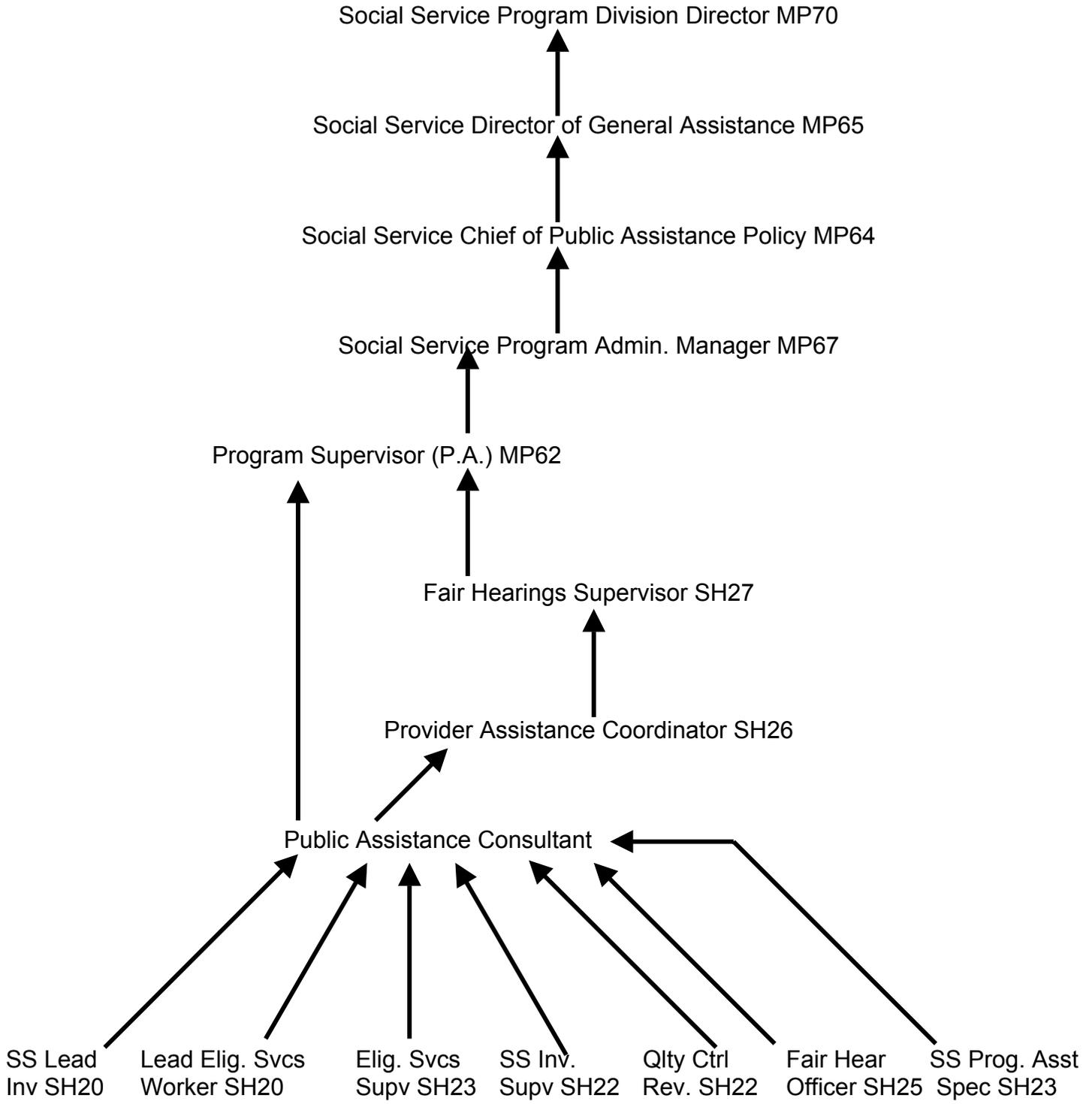
1 Pre-Professional Trainee requires 3 years of current employment in the State Classified Services including 1 year in work related to the target class. Therefore, any employee who meets these qualifications, regardless of title, is eligible to take the Pre-Professional Trainee examination.

2 Step 1 with Bachelor's Degree: Step 2 with Master's Degree

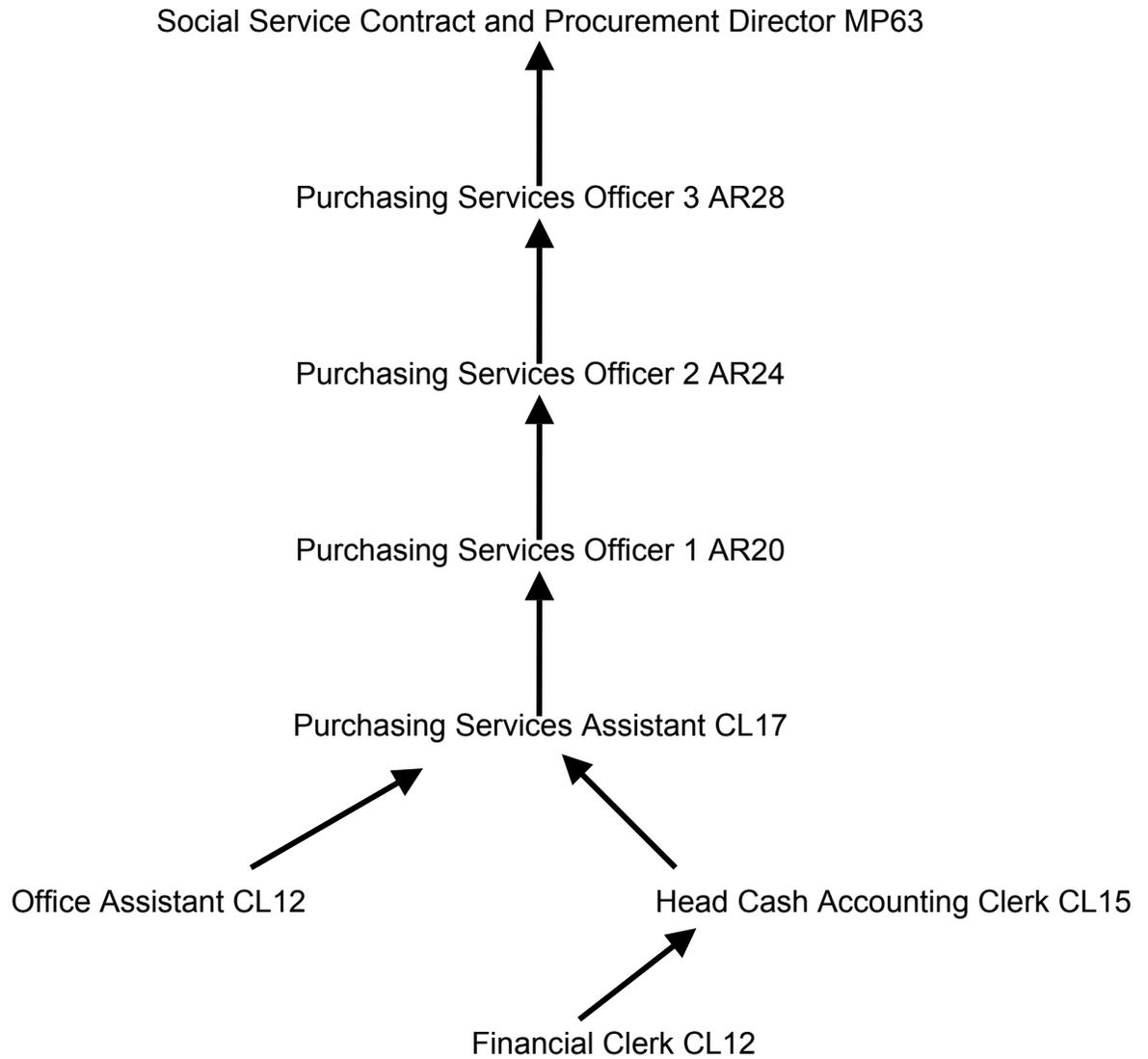
**PROGRAM STUDIES**



**CENTRAL OFFICE: PROGRAM DIVISIONS**

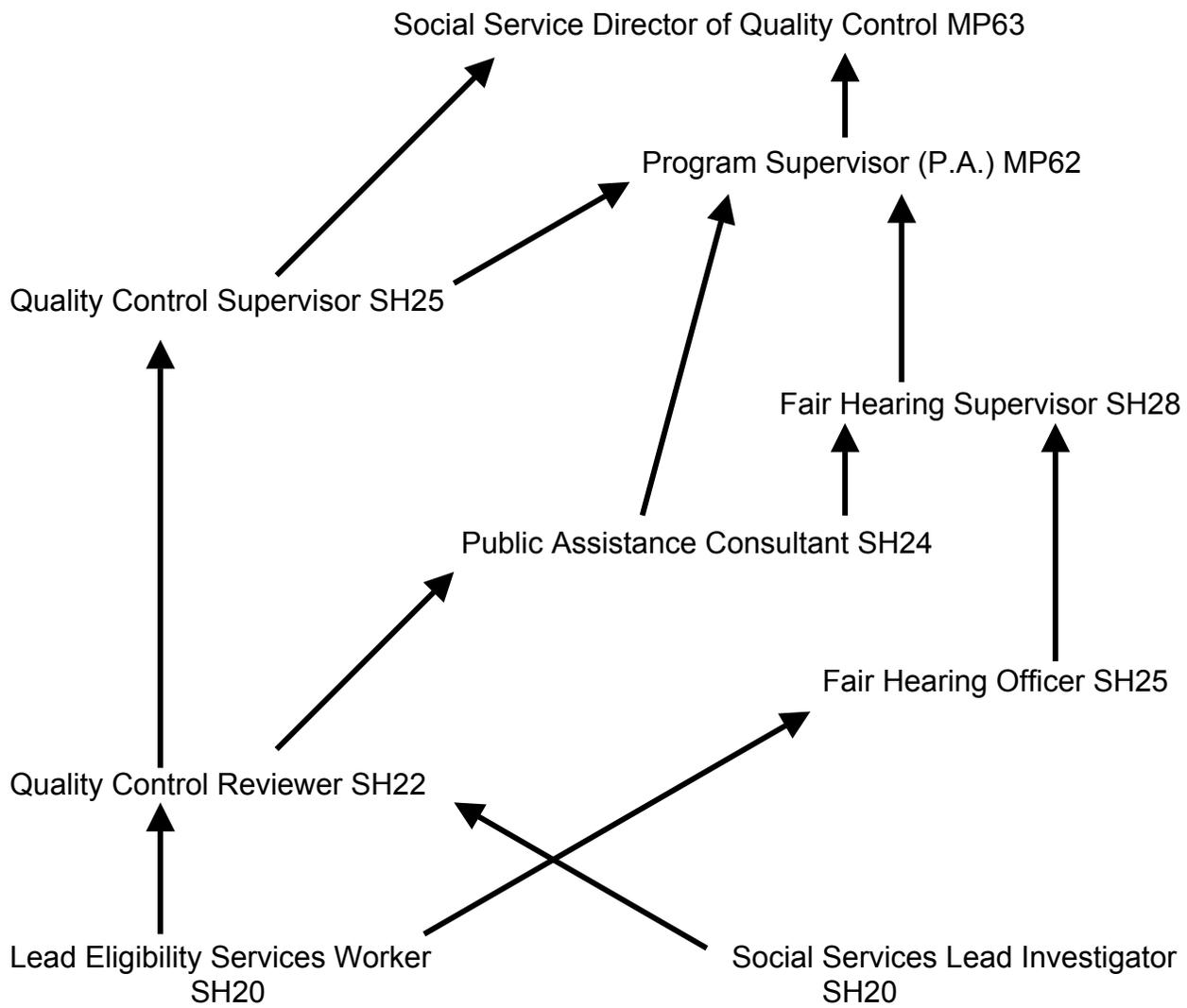


**CENTRAL OFFICE: PURCHASING/PROCUREMENT**

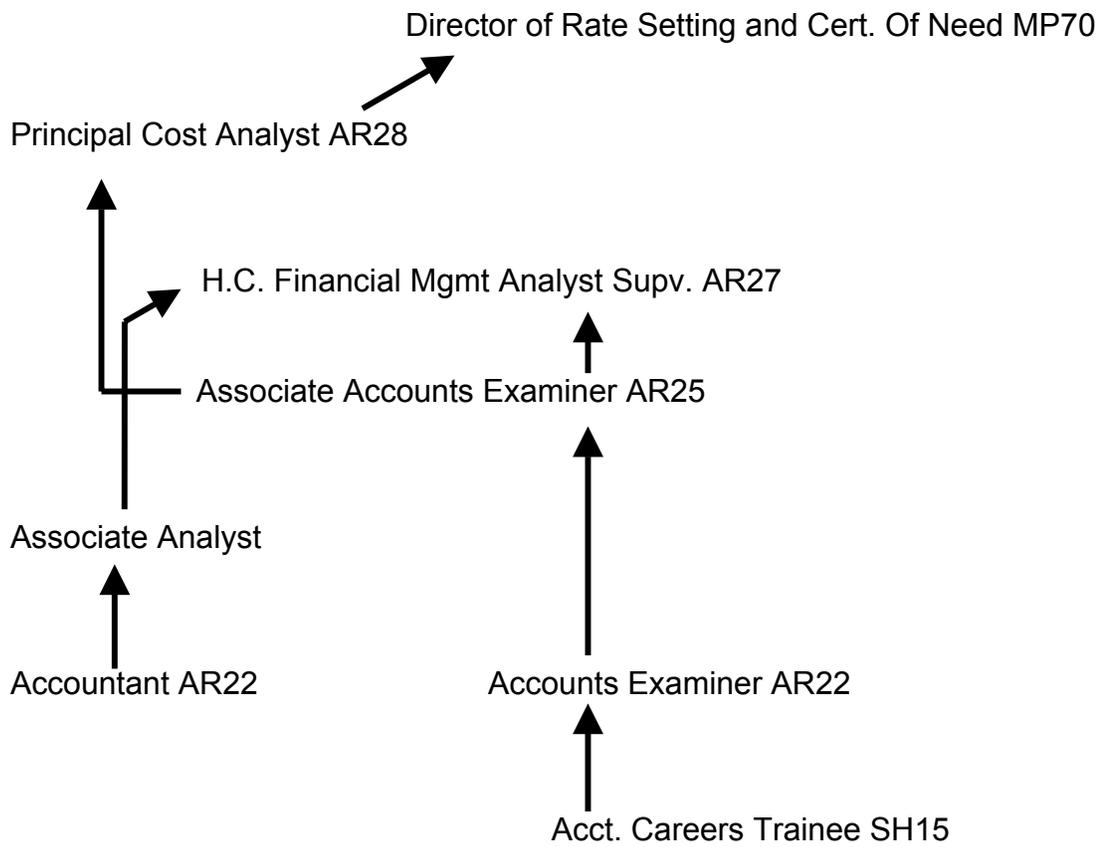


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**CENTRAL OFFICE:      QUALITY CONTROL**

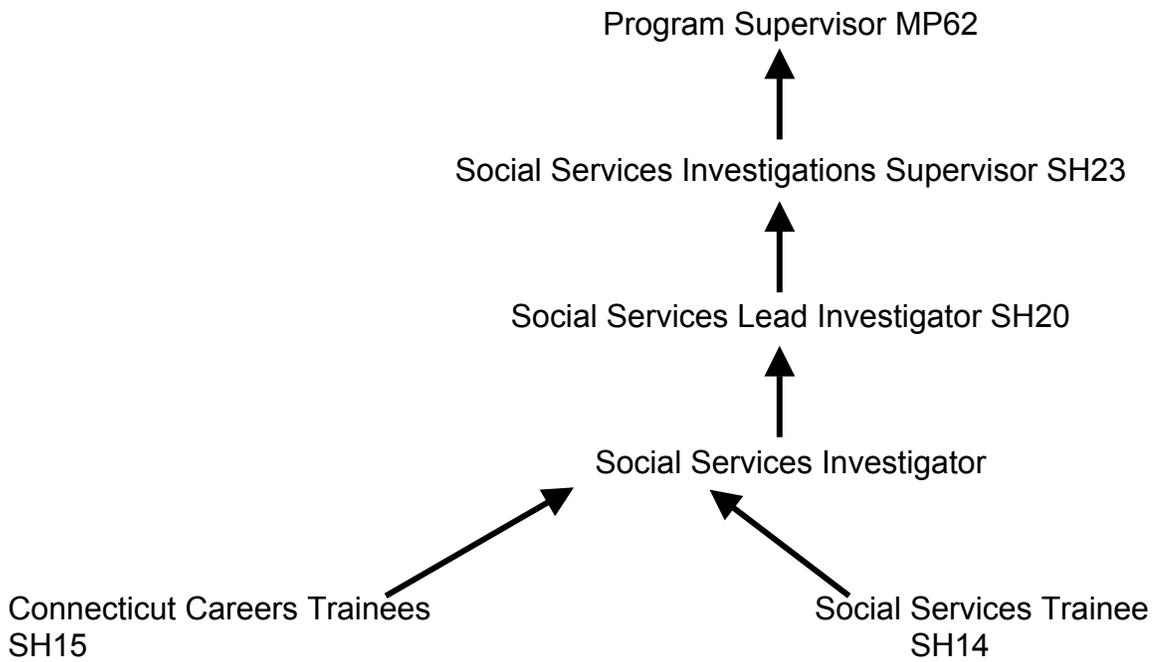


**CENTRAL OFFICE: RATE SETTING**

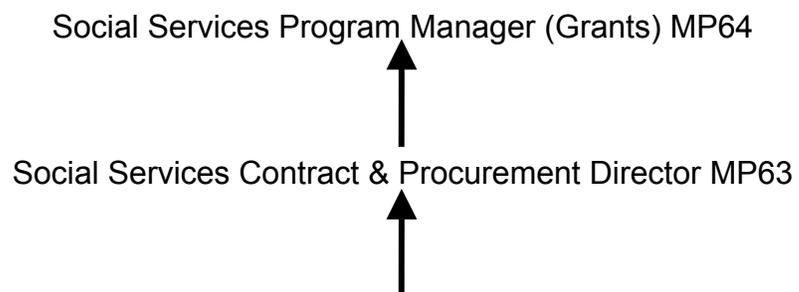


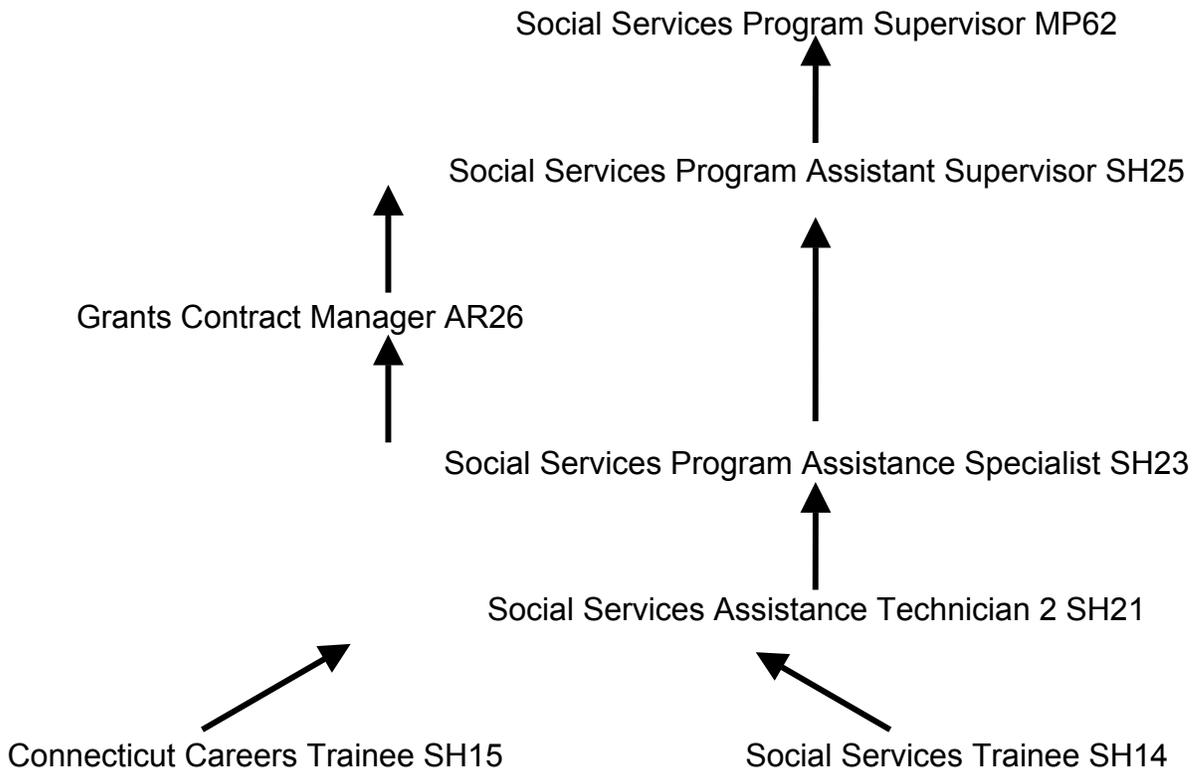
**CHILD SUPPORT**



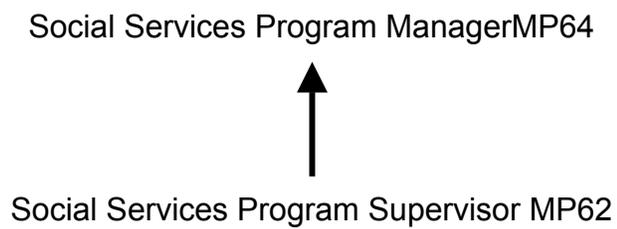


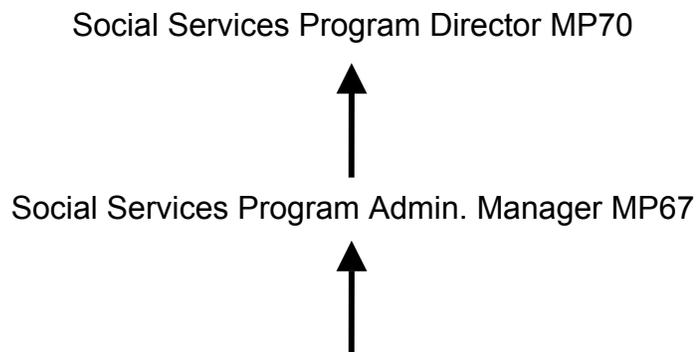
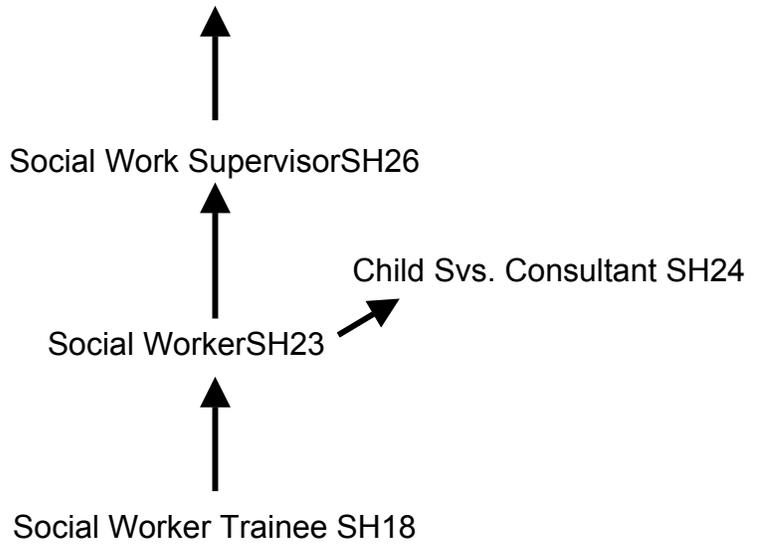
**GRANTS**

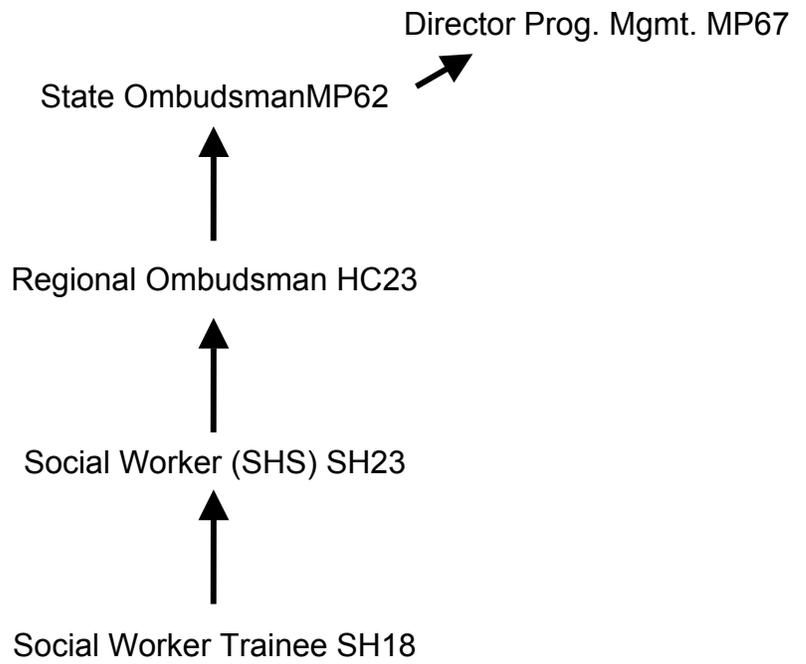




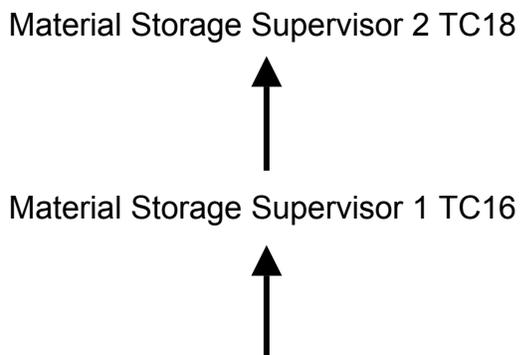
**SOCIAL SERVICES**

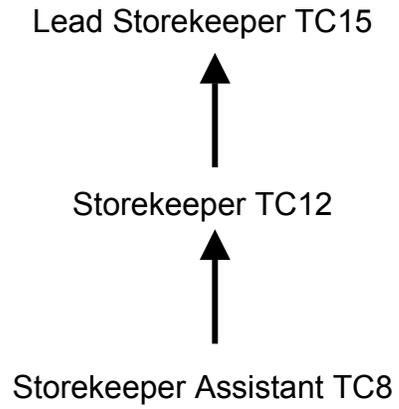






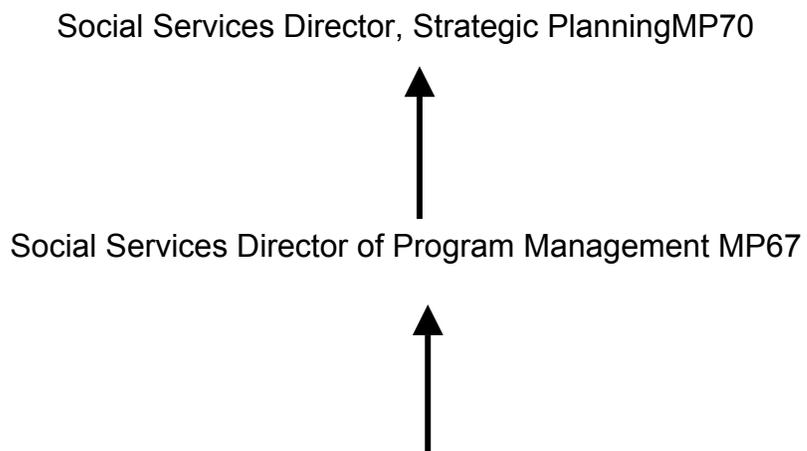
**STOREKEEPER**





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**CENTRAL OFFICE: STRATEGIC PLANNING**



Supervisor of Program Development MP63

All of the above classifications may not be available in the Department of Social Services.

**VOCATIONAL REHABILITATION**

Director, Bureau of Rehab. Services MP73



Education Bureau Chief MP70

Education Consultant EA36



Associate Ed. Consultant EA34



Education Services Specialist EA30

V.R. Dis. Director EA36

