

JOB POSTING

STATE OF CONNECTICUT DEPARTMENT OF SOCIAL SERVICES BUREAU OF REHABILITATION SERVICES

POSTING DATE: March 18, 2011

CLOSING DATE: April 1, 2011

Education Bureau Chief, Disability Determination Services Bureau of Rehabilitation Services

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

The Department of Social Services Bureau of Rehabilitation Services presently is recruiting for an Education Bureau Chief for its Disability Determination Services (DDS) Unit.

POSITION: Education Bureau Chief

BARGAINING UNIT: MP 70 - Management (Unclassified)

SALARY RANGE: \$99,559.00 - \$127,707.00 Annually

LOCATION: Disability Determination Services
309 Wawarme Avenue
Hartford, CT 06114

SUPERVISION RECEIVED: Receives administrative direction from the Director of the Bureau of Rehabilitation Services.

SUPERVISION EXERCISED: Manages the professional, technical, administrative, and clerical staff of Disability Determination Services (DDS).

RESPONSIBILITIES: Manages Disability Determination Services by planning, executing, coordinating and evaluating DDS activities related to the preparation of disability determinations in accordance with Social Security Administration laws, regulations, and guidelines. Complies with state and federal reporting requirements.

Oversees the recruiting, hiring and training of staff; assigns job duties and evaluates job performance annually. In concert with the Department's Human Resources Division, oversees and manages all personnel within the Disability Determination Services.

Oversees and administers the preparation of the DDS federal budget, allots funds, authorizes expenditures in compliance with state and federal mandates and guidelines; responds to inquiries and complaints concerning claims for benefits according to Section 221 of the Social Security Act and Connecticut General Statutes 17b-650 through 17b-665; oversees the maintenance and reporting of vital programmatic, statistical and financial records; serves on Department committees as requested; represents the Department with various professional organizations and constituent groups as requested; reviews proposed legislation and regulations as requested; assumes other assignments and duties as requested by the Bureau Director.

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KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principles and techniques of budgetary preparations and fiscal management; knowledge of the principles of professional management including the ability to plan, organize and direct the work of a large scale program; decision-making ability; ability to prepare and present clear and concise written and oral reports; thorough knowledge of Social Security laws, policies and programs concerning disability determination for individuals with disabilities; experience in the supervision and evaluation of staff; ability to coordinate programs and services; familiarity with management information systems; ability to develop and maintain cooperative working relationships.

EXPERIENCE AND TRAINING: An earned Doctorate degree and ten (10) years of professional experience in the field of education, vocational rehabilitation, public administration or in related areas of human services, or in lieu thereof 15 years of program experience and at least five years supervising or managing a major division, or an equivalent combination of education and professional experience as determined by the Department.

APPLICATION PROCEDURE: To apply you must submit an original fully completed and signed State of Connecticut Application (Form CT-HR-12) in order to be considered for an interview. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf. When you complete your CT-HR-12 application form please be sure to indicate the title of the specific position for which you are applying on the form. When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records. Do not mail a copy of your application form if you have faxed the materials. Please either mail or fax your completed original State of Connecticut Application (Form CT-HR-12) and a Resume to:

**Melvin A. Jackson, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street, Hartford, CT 06106-5033
FAX: (860) 951-2979**

APPLICATIONS AND RESUMES MUST BE RECEIVED BY APRIL 1, 2011 CLOSE OF BUSINESS

THE DEPARTMENT OF SOCIAL SERVICES IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER