



# State of Connecticut

Department of Social Services

3580 Main Street λ Hartford, Connecticut 06120

## **ELIGIBILITY SERVICES SUPERVISOR** **DEPARTMENT OF SOCIAL SERVICES EMPLOYEES ONLY** **(LATERAL OR PROMOTIONAL OPPORTUNITIES)** **ANTICIPATED VACANCY NOTICE**

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

**POSTING DATE: DECEMBER 7, 2009**

**CLOSING DATE: DECEMBER 14, 2009**

THE DEPARTMENT OF SOCIAL SERVICES IS PRESENTLY RECRUITING TO FILL **ELIGIBILITY SERVICES SUPERVISOR** POSITIONS WITHIN ITS NORTHERN REGION WHICH CONSISTS OF THE **HARTFORD, MANCHESTER, NEW BRITAIN, AND WILLIMANTIC OFFICES.**

**OPEN TO: Department of Social Services Employees Only**

**POSITIONS: Eligibility Services Supervisor**

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

**SALARY: \$56,895.00 - \$72,483.00 (SH-23)**

**LOCATIONS: 3580 Main Street  
Hartford, CT 06120**

**699 East Middle Turnpike  
Manchester, CT 06040**

**30 Christian Lane  
New Britain, CT 06053**

**676 Main Street  
Willimantic, CT 06223**

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

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.

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**Eligibility Services Supervisor**

**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.

**COLLEGE TRAINING:**

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.

**APPLICATION PROCEDURE:** Applications will be accepted from candidates who have taken and passed the examination for Eligibility Services Supervisor and are eligible for appointment, or the positions may be filled by candidates on current Reemployment/SEBAC lists to whom we are obligated to give priority consideration. State employees currently holding the above title or those who previously have attained permanent status in this class may apply for a lateral transfer.

Candidates should either mail or fax a COMPLETED ORIGINAL State of Connecticut Application (Form PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://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. Do not mail a copy of your application form if you have faxed the materials. Please forward your completed original State of Connecticut Application (Form PLD-1) to:

**CONTACT PERSON:** Delores Atwater, Human Resources Associate  
Department of Social Services  
3580 Main Street  
Hartford, CT 06120-1187  
FAX #: (860) 566-1768

**APPLICATIONS MUST BE RECEIVED BY DECEMBER 14, 2009 CLOSE OF BUSINESS**

**An Equal Opportunity/Affirmative Action Employer**