

**State of Connecticut  
The Department of Social Services  
Vacancy**

**Public Assistance Consultant**

**APPLICANTS WHO ARE NOT ON AN ACTIVE CERTIFICATION LISTING FOR THE DEPARTMENT OF ADMINISTRATIVE SERVICES' EXAMINATION FOR PUBLIC ASSISTANCE CONSULTANT OR HOLD PERMANENT STATUS SHOULD NOT RESPOND TO THIS ANNOUNCEMENT.**

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

**Posting Date: May 1, 2013**

**Closing Date: May 7, 2013**

The Department of Social Services is currently accepting applications to fill (1) one Public Assistance Consultant position within the Bureau of Child Support Enforcement located in our Hartford, Central Office.

**Open To: Department of Social Services Employees Only**

**Position: Public Assistance Consultant (SH-26)  
Position Number: 33418**

**Hours: Monday – Friday**

**Bargaining Unit: Social and Human Services (P-2)**

**Salary Range: \$67,267.00 - \$85,266.00 Annually**

**Location: 25 Sigourney Street, Hartford, CT 06106**

**EXAMPLE OF DUTIES:**

Coordinates program/policy planning, development, implementation and monitoring for a statewide program, program initiative, or project; leads project teams or participates in program development, implementation, and monitoring activities; develops budget estimates and performs cost benefit analyses; analyzes and evaluates existing and proposed programs/policies to determine feasibility and impact on quality of service; conducts trends analysis and quantitative analysis regarding program operations and fiscal issues; develops requests for proposals, selects or participates in the selection of vendors, develops contracts, monitors contracts and approves payments; develops spending plans for contracted services; negotiates with federal officials and develops waivers of federal regulations for state public assistance and health care initiatives; negotiates with outside legal representatives and responds to challenges of programs criteria; analyzes federal and state statutes, regulations, etc. for program impact; coordinates activities of project or program staff to meet program goals and project deadlines; prepares comprehensive reports on the status of planning and program development efforts; acts as liaison with state, federal and community agencies regarding assigned programs/projects to ensure service delivery and provide problem resolution; provides technical assistance to field staff; may draft legislative proposals for agency program initiatives; may prepare draft regulations and coordinate regulations review process for assigned program areas; may conduct public hearings regarding proposed policy changes; may testify before legislative committees regarding agency or legislative program initiatives; may provide support to

regional/central office operations by translating program requirements into data system specifications and testing and releasing changes in operating systems based on changes; may provide support and technical assistance to system users including training in new procedures; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of the child support program; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of the Connecticut Child Support Enforcement System (CCSES); considerable knowledge of the principles of public administration; considerable interpersonal skills; considerable oral and written communication skills; ability to plan, organize, and coordinate complex programs; ability to interpret complex written material including legal narrative, legislation and regulations, and assess the impact of these on the child support program.

**EXPERIENCE AND TRAINING:**

**General Experience:** Eight (8) years of professional experience in a social services program.

**Special Experience:** One (1) year of the General Experience must have been in a lead or consultative capacity with responsibility for case review and evaluation and/or technical policy interpretation and implementation at the level of Eligibility Services Specialist, Social Services Lead Investigator, Social Services Program Assistance Specialist, Fair Hearings Officer, Quality Control Reviewer or Social Worker.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's Degree in a closely related field may be substituted for one (1) additional year of the General Experience.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 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 application and the fax transmittal receipt for your records. Please forward your completed original State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Lisa Owens, Principal Human Resources Specialist**  
**Department of Social Services**  
**25 Sigourney Street – 12<sup>th</sup> Floor**  
**Hartford, CT 06106**  
**(860) 951-2979 Fax**

**APPLICATIONS MUST BE RECEIVED BY TUESDAY,**  
**MAY 7, 2013, CLOSE OF BUSINESS**  
**An Equal Opportunity / Affirmative Action Employer**