

DEPARTMENT OF DEVELOPMENTAL SERVICES 2015 SUMMER AND SEASONAL WORKER RECRUITMENT/HIRING PLAN

THE NUMBER, TYPE AND LOCATION OF EMPLOYEES NEEDED TO MEET AGENCY NEEDS

The Department of Developmental Services submitted a request for 102 summer employee positions to the Department of Administrative Services (DAS) on March 26, 2015. The assignments and locations for the requested positions are as follows:

Family Respite Centers: 29 positions will be utilized to provide staffing at the DDS Family Respite Centers to provide needed relief to families and to accommodate staff requests for time off. Allow centers to be filled to capacity and meet health and safety needs. 14 summer employees will be employed in full time Developmental Services Worker 1 positions, 12 summer employees will be employed in part time Developmental Services Worker 1 positions, and 1 summer employee will be employed in a part time Developmental Services Worker 2 position and 2 LPN in full time positions.

Group Homes: 10 positions will be utilized to provide replacement staff for direct care employees during the summer prime vacation period. 8 summer employees will be employed in full time Developmental Services Worker 1 positions in community living arrangements in DDS North Region and 2 summer employees will be employed in full time Developmental Services Worker 1 positions at Ella Grasso Center in Stratford.

Family Support Teams: 5 positions will be utilized to provide supports for individuals living at home with their families by assisting Developmental Services Supported Living Workers in providing enhanced family support for individuals and families in accordance with DDS Five Year Plan and Mission / Vision. Provide backup for regular staff on vacation. 5 summer employees will be employed in full time Developmental Services Worker 1 positions.

Camp Harkness: 26 positions will be utilized to provide staffing for Camp Harkness in Waterford. 1 summer employee will be employed in a full time Head Nurse position to oversee health and safety at the camp and function as camp nurse as mandated for Youth Camp licensed by the Connecticut Department of Public Health. 5 summer employees will be employed in full time Developmental Services Worker 1 positions to provide assistance to the Camp Director in camp programs and to provide care and supervision for the campers. 4 summer employees will be employed in part time Developmental Services Worker 1 positions to provide assistance to the Camp Director in camp programs and to provide care and supervision for the campers. 3 summer employees will be employed in full time Summer Worker positions to act as camp staff for residents of Southbury Training School who attend Camp Harkness. Positions assigned to Camp Harkness that are included in other assignment categories are 5 Lifeguard positions (4 full time and 1 part time) and 10 (4 full time and 6 part time) Summer Workers who perform grounds maintenance work and staff the camp entrance booth.

Camp Quinebaug: 19 positions will be utilized to provide staffing for Camp Quinebaug in Killingly. 1 summer employee will be employed in a full time Licensed Practical Nurse position and 1 summer employee will be employed in a part time Licensed Practical Nurse position to function as camp nurses as mandated for Youth Camp licensed by the Connecticut Department of Public Health. 4 summer employees will be employed in full time Developmental Services Worker 1 positions – 1 will function as Assistant Camp Director, 1 will function as Waterfront / Boating Director, and 1 will function as Aquatics Director – these 3 summer employees will organize, plan, and manager camp programs, supervise and train camp staff and volunteers, and must meet numerous requirements for youth camps as prescribed by the Connecticut Department of Public Health. 11 summer employees will be employed in full time Summer Worker positions to provide specialized recreational services, including arts & crafts as well as sports and nature activities. Positions assigned to Camp Quinebaug that are included in other assignment categories are 2 full time Lifeguard positions.

Lifeguards: 15 positions will be utilized for lifeguard duties. 5 summer employees (4 full time and 1 part time) will be employed in Lifeguard positions at Camp Harkness. 2 summer employees will be employed in full time Lifeguard positions at Camp Quinebaug. 4 summer employees will be employed in full time Lifeguard positions at Southbury Training School. 2 summer employees will be employed in full time Lifeguard positions at Lower Fairfield Center in Norwalk. 2 summer employee will be employed in a full time Lifeguard position at Ella Grasso Center in Norwalk.

Grounds Maintenance: 14 positions will be utilized to perform grounds maintenance duties. 4 summer employees (2 full time) will be employed in Summer Worker positions to perform grounds maintenance work and staff the camp entrance booth at Camp Harkness. 2 summer employees will be employed in full time Summer Worker positions to perform building and grounds maintenance at the Meriden Campus. 2 summer employee will be employed in a full time Summer Worker position to assist with grounds maintenance at Southbury Training School.

Here is a summary of DDS 2015 summer positions by assignment / function, job title, and full time /part time status:

Assignment / Function	FT / PT	Title	Number
<u>Family Respite Centers</u>	FT	DevelopmentalServicesWorker1	14
<u>Family Respite Centers</u>	PT	DevelopmentalServicesWorker1	11
<u>Family Respite Centers</u>	PT	DevelopmentalServicesWorker2	1
<u>Group Homes</u>	FT	DevelopmentalServicesWorker1	10
<u>Family Support Teams</u>	FT	DevelopmentalServicesWorker1	5
<u>Camp Harkness</u>	FT	HeadNurse	1
<u>Camp Harkness</u>	FT	DevelopmentalServicesWorker1	5
<u>Camp Harkness</u>	PT	DevelopmentalServicesWorker1	2
<u>Camp Harkness</u>	FT	SummerWorker	4
<u>Camp Harkness</u>	PT	Summer Worker	6
<u>Camp Quinebaug</u>	FT	LicensedPracticalNurse	1
<u>Camp Quinebaug</u>	PT	LicensedPracticalNurse	1
<u>Camp Quinebaug</u>	FT	DevelopmentalServicesWorker1	4
<u>Camp Quinebaug</u>	FT	SummerWorker	11

<u>Lifeguards</u>	FT	Lifeguard	14
<u>Lifeguards</u>	PT	Lifeguard	1
<u>Grounds Maintenance</u>	FT	SummerWorker	5
<u>Grounds Maintenance</u>	PT	SummerWorker	2
<u>Central Office</u>	FT	Summer Worker	1
<u>Grounds Maintenance</u>	FT	Bldgs&GrndPatrIOfcr	1
<u>Grounds Maintenance</u>	PT	Bldgs&GrndPatrIOfcr	2
			102

SPECIAL SKILLS, EXPERIENCE, CERTIFICATIONS, EDUCATION AND LICENSES, ETC., REQUIRED BY PROSPECTIVE HIRES

Nursing Assignments: The Head Nurse for Camp Harkness is required to have two years of experience as a Registered Professional Nurse or one year of experience with a Bachelor’s Degree in Nursing. The Licensed Practical Nurses at Camp Quinebaug must hold a license or temporary permit to practice nursing in Connecticut by the State Board of Examiners for Nursing.

Developmental Services Worker 2 Assignment: One (1) year of experience in the care and supervision of persons with mental retardation at the level of a Developmental Services Worker 1 (or equivalent experience in a human service field).

Lifeguard Assignments: must possess Certification in the following; Life-saving from a national accredited organization (i.e. American Red Cross, YMCA, Ellis & Associates, etc.), cardiopulmonary resuscitation (CPR) for the professional rescuer, and first aid. All certifications must be valid from the beginning to end of working period.

Camp Assignments: Because Camp Harkness and Camp Quinebaug operate as Youth Camps licensed by the Connecticut Department of Public Health, all Camp Personnel require a minimum of the following:

1. Be at least sixteen (16) years old prior to June 13, 2015 (DPH requires some positions be at least age 20 or 21) (DDS minimum age is 18 years old, not 16)
2. Provide a valid medical from physical exam conducted no more than 36 months prior to 8/8/2015
3. Valid C.P. R. Certification
4. Annual Abuse & Neglect Training for children and adults
5. DDS P.M.T. Training
6. DDS Infection Control
7. DDS Water Safety Training
8. Emergency Preparedness Training
9. Fire Safety Training

In addition, there are special requirements for the following positions:

1. Developmental Services Worker 1 acting as Camp Director / Assistant Director – must be approved to serve in this capacity by the Department of Public Health and a separate application must be completed, must be certified in CPR for the Professional Rescuer, must be age 21 or older, shall not have been convicted of any offense involving moral turpitude and be of good

character, shall be certified as mentally competent by a physician, shall not use improperly any narcotic or controlled drug, shall have had at least sixteen (16) weeks of administrative or supervisory experience in an organized camp OR already served at least one (1) summer as a Camp Director.

2. Developmental Services Worker 1 acting as Waterfront / Aquatics Director –

A. Must be age 20 or older; **and**

B. Must be certified in the American Red Cross CPR/AED for the Professional Rescuer and Healthcare Provider, American Red Cross CPR/AED for Lifeguards or American Heart Association BLS for Health Care Provider **and**

C. Must satisfy one of the following:

1. Certified in American Red Cross Lifeguard Training. ARC trained lifeguard must also have ARC “Waterfront Skills” for oversight of ponds, lakes, streams, rivers and Long Island Sound.
2. Certified in YMCA Lifeguard
3. Certified Boy Scouts of America Lifeguard
4. National Pool Lifeguarding Qualification (NPLQ) Royal Life Saving Society (UK)
5. Certified in NLS Pool Lifeguard or NLS Waterfront Lifeguard (Canada)
6. Ellis & Associates course completion or license for ILTP (for special facilities)

D. When special waterfront features exist, documentation of appropriate training is required.

1. ARC Water Park Module OR
2. ARC Lifeguard Management OR
1. YMCA Lifeguard OR
2. Directors of Water Amusement Rides, Waterslides (those into bodies of water other than swimming pools) and Wave Pools must provide documentation of training from an authoritative source in waterslide and wave pool activities. The authoritative source must have published standards, guidelines or other instructional materials from a nationally recognized organization.

3. Developmental Services Worker 1 acting as Boating Director –

A. Must be age 20 or older; **and**

B. Must be certified in one of the prescribed levels of American Red Cross (A.R.C.) or American Heart Association C.P.R.; **and**

C. Must satisfy one of the following:

1. Certified in American Red Cross (A.R.C.) Lifeguard Training and also trained in ARC “Waterfront Lifeguard Module”
2. Certified in YMCA Lifeguarding;
3. Certified Boy Scouts of America Lifeguard
4. Certified in NLS Waterfront Lifeguard (Canada)
5. Ellis and Associates course completion or license for ILTP (for special facilities); **and**

D. Must have completed one of the following courses in the type of small craft for which they are responsible:

1. American Red Cross Fundamentals of Canoeing Course; A.R.C. Basic Sailing Course (Start Sailing Right); A.R.C. Basic Rowing course; A.R.C. Basic River Canoeing (for river/white water); A.R.C. Fundamentals of Kayaking; A.R.C. Small Craft

- Safety for Canoeing, Kayaking, Sailing, Rowing and Moving Water; ARC Basic River Kayaking;
2. Boy Scouts Aquatic Instructor Certification (for rowing/river canoeing/flat water Canoeing/sailing/motor boating)
 3. American Canoe Association-Coastal Kayak Basic Strokes and Rescues (for river/white water), Essentials of River Canoeing (for river/white water), Essentials of Canoe Touring for flat water), Essentials of Kayak Touring (for flat water)
 4. Environmental Learning Centers of CT-Basic level or Instructor level- Basic Kayaking flat water), Basic River Kayaking (river/white water), (Basic River Canoeing (river/white water), Basic Canoeing (flat water)
 5. United States Sailing Small Boat Level I Instructor (for sailing)
 6. United States Sailing – “Sailing Counselor”
 7. Boat Connecticut Basic Boating Course which results in Safe Boating Certificate (for motor boating), or Personal Watercraft Operation Certificate (for jet skis)

RATES OF PAY COMMENSURATE WITH SUCH SKILLS AND CREDENTIALS

The minimum and maximum hourly rates are determined by the Department of Administrative Services’ class specification. Additionally, as specified in the Lifeguard and Summer Worker Class Specifications, minimum and maximum hourly rates will be subject to the following criteria:

1. Returning Summer Workers may receive \$.50 an hour additional compensation for each session of service up to the maximum hourly rate.
2. Experienced workers in the specific functional area with another employer may be credited with such time on an equivalent basis to seasons worked and granted the same additional, compensation up to the maximum hourly rate.
3. The minimum rate for the General Assignment will be set no lower than current State Minimum Wage.
4. College students may be granted additional compensation of up to \$.50 more per hour (up to maximum hourly rate) for each full year of completed education on the basis of 30 semester hours equaling one (1) year.

DURATION OF WORK ASSIGNMENTS

Eligible candidates must be available to begin the work assignment on or after May 1, 2015, with all work assignments ending on or before October 16, 2015 (most will end September 17, 2015.) However, the duration of the work assignments will vary depending on the availability of each hired applicant.

LIKELY NUMBER OF HIRES FROM AMONG PREVIOUSLY EMPLOYED SUMMER/SEASONAL WORKERS

The likely number of hires from among previously employed summer/seasonal employees cannot be determined until the applicants are interviewed; however, because of the specific requirements for certain Camp Assignments, it is likely that some of them will be filled by returning summer/seasonal employees. Nonetheless, to ensure a fair and equitable process, as well as a diverse applicant pool, DDS’ outreach and recruitment plan is an inclusive process that will reach a variety of applicants throughout the state of Connecticut. Outlined below is a brief summary of DDS’ outreach and recruitment plan relative to the summer positions:

Job postings will be created which will include the number of summer position vacancies, along with a description of duties. The job postings will be placed on the following websites:

- DAS
- DDS
- Department of Labor (DOL)

How to Apply: There will be a link established on the DDS website specific to the summer positions which will provide the applicant with complete instructions regarding the application process. Applicants will be directed to submit application materials directly to the Human Resources Office of the DDS Region to which the particular summer position is assigned. Application materials will include the **State of Connecticut Application Form for Examination and Employment (CT-HR-12)** and may include additional materials based upon the requirements of the specific position. Applications will be accepted via e-mail, fax, regular mail, or hand delivered. Applications that are hand-delivered must be placed in an envelope and clearly marked "**Application for the Summer Employment**". Applicants must follow the instructions outlined on the job posting which includes noting the Position Control Number(s) of the specific position(s) for which they are applying.

HIRING GOALS BASED ON STATEWIDE OR REGIONAL (LABOR MARKET) DEMOGRAPHICS OR OTHER GENERALLY ACCEPTED STATISTICAL MEASURES USED FOR THESE PURPOSES

DDS will utilize its' hiring goals for the job classification and/or EEO Categories that mirror the duties of the summer position / assignment.

A breakdown of the hiring goals for each EEO category and position title by town is attached as an addendum. These goals were determined by the DDS Equal Employment opportunity Director.

Selection criteria and questions will be developed by each unit. These questions will be reviewed by Human Resources and/or Affirmative Action. Diverse interview panels will be established, to the extent possible, to interview the selected candidates. Every effort will be made to provide opportunity for diversity in the candidates interviewed to reflect the population we serve.

Each regional Human Resources Office will compile Employee Selection Reports (ESR) for each discreet class / functional assignment for which it hires a summer employee. Each ESR will list each of the applicants for the position / positions indicate whether or not the applicant meets the qualifications for the position / assignment, race/ethnic status and sex of the applicant if known, town of residence of each applicant, whether or not the applicant was interviewed, and disposition of the application / reason selected or not selected. This data will be used to conduct the review of applications required by DAS General Letter 37.