

**PRINT AND SHARE WITH STAFF WHO DO NOT HAVE ACCESS TO STATE
EMAIL**

ANNOUNCEMENT OF VIRTUAL JOB FAIR

**FOR: Current Permanent Part-time Developmental Services Worker 1
Staff***

**RE: Part-Time 17.5 Developmental Services Worker 1 (DSW1)
Opportunities**

WHEN: Monday, August 7, 2023 and Tuesday, August 8, 2023

**ONLINE APPLICATION PERIOD: Monday, July 24, 2023 through Sunday,
July 30, 2023**

The State of Connecticut Department of Developmental Services (DDS), the Office of Labor Relations, and the New England Health Care Employees Union District 1199 finalized a Stipulated Agreement on June 28, 2022 that allows for an internal job fair for certain direct care staff*.

***The following staff are required to participate in the job fair:**

- DSW1 staff hired into permanent 17.5 hours/weekly positions with temporary schedules, who were hired between October 7, 2022 and December 30, 2022.
- Personal notices are being delivered to their work locations and/or emailed to their personal email addresses on file with Human Resources.
- *These staff are required to complete an Online Application*, as located on the [DDS Internal Job Fairs Page](#). Online Applications must be completed by staff between **July 24, 2023 and July 30, 2023**. *The Online Application will not be "active" until Monday at 12:00 a.m.*

***The following staff may opt-in to participate in the job fair:**

- All other DSW1 staff who were hired prior to October 7, 2022, have permanent 17.5 hours/weekly schedules and have completed their Working Test Period.
- A decision to opt-in to the job fair shall be **irrevocable**. Please note that your current schedule may be added to the list of opportunities made available in the Virtual Job Fair.
- DDS reserves the right to limit opt-in participants to no more than 30% of the staff from a specific work site/residential program. If more than 30% of the staff from a specific work site/residential program request to opt-in, only the most senior 30% of those requesting to do so will be granted participation in the Job Fair.
- Eligible staff who wish to opt-in to participate in the job fair shall complete an Online Application, as located on the [DDS Internal Job Fairs Page](#). Online Applications must be completed by staff between **July 24, 2023 and July 30, 2023**. *The Online Application will not be "active" until Monday at 12:00 a.m.*
- Online Applications will be reviewed once the Online Application Period closes. Staff, Management, Labor Relations, Human Resources and the Union will be notified via email concerning the status of those who submit an Online Application to opt-in to the job fair.

- Staff who opted-in to the job fair (already held permanent assignments) in October 2022 and were awarded new assignments, are **not eligible** to opt-in to this job fair, per contract. Article 15, Section Three (D). "In general, no application for an employee transfer will be acted upon within one year of the effective date of an employee initiated transfer."

A Virtual Job Fair will be held via Microsoft TEAMS, and is scheduled for Monday, August 7, 2023 and/or Tuesday, August 8, 2023 (specific times to be determined). Meeting invitations will be emailed to all participants. The preferred method is for participants to access Microsoft TEAMS via the web or download the program. A call-in number will also be provided for those who do not have access to the web or do not have the ability to download the program and/or use the microphone feature.

The Virtual Job Fair will include the participating staff, Management, Labor Relations, Human Resources and the Union. **Participating staff (in seniority order) MUST select an opportunity at the time of their scheduled virtual meeting.** All staff who are required to participate or who opt-in, must submit an Online Application.

Information concerning the Virtual Job Fair can be found by clicking on the following link to the [DDS Internal Job Fairs Page](#). The link to the DDS Internal Job Fairs Page can also be found in the "Important Links" Section of the DDS Website, and in the "Featured Links" section of the DDS Intranet. This page will be updated as additional information becomes available.