

DEPARTMENT OF HUMAN SERVICES
VACANCY ANNOUNCEMENT
July-06

Post 7/21/06 - 8/4/06

LORG	POSITION TITLE	CLASS	FUND	BCN	DIST	REQUIREMENTS	SALARY
4720 Off. Comm	Director of Transportation	Class	G	7790	STX	BA from an accredited college or university with work in Public Administration, Business Administration or closely related field, or three years supervisory experience OR Completion of high school and any other required college training on one-to-one year ratio.	\$36,738.00
4720	Occupational Health & Safety Manager	Class	G	XXXX	STX	BA Degree from an accredited college or university with a major in safety engineering, or the physical sciences, plus two years of management or technical experience in comparable or closely related field.	\$30,525.00
4724 Plann.	Help Desk Specialist	Class	G	7840 7850	STX	AA, BS, or BA Degree in Computer Science, Data Processing or Information System. OR An Equivalent combination of education and experience not below a High School Diploma and not less than five years practical experience.	\$32,488.00
4724	Computer Support Specialist	Class	G	7920	STX	Graduate from an accredited college or university with BA degree in Computer Sciences, Information Technology, Management Information Systems, or Allied field. Supplemented by a least three years progressive work experience.	\$34,898.00

4726 Fiscal	Systems Analyst II	Class	G	2603	STT	Graduate from a accredited college or university with courses in mathematics, statistics, accounting or automatic data processing supplemental by successful completion of a course in systems analyst.	\$39,680.00
4726	Administrative Secretary I	Class	G	7820	STX	High School Diploma or GED and minimum of two years clerical experience.	\$17,187.00
4727 QC	Chief Quality Control	Class	G	9930	STX	MA Degree from an accredited college or university in Social Work or Public Administration or any closely related field and two years experience in casework, preferable in government Social Welfare Agency. OR Supervisory experience in Social Work Agency, preferable Public or Medical Assistance or Food Stamp including at least two years as a supervisor of a Quality Control Unit.	\$48,143.00
4731 Senior Citizen	Assistant Departmental Nutritionist	Exempt	G	1360	STX	BA Degree in Nutrition or Registered Dietitian, and minimum of two years supervisory experience working in food related field.	\$45,000.00
4732	Certified Nursing Assistant * STX LIST CLOSED - Open only to Govt employees.	Class	G	2920 2790 3170 2000 3200	STT STX	High School Diploma or GED and completion of an established health care aide or Certified Nursing Assistant program.	\$25,186.00
4732	Cook I STX LIST CLOSED- Open only to Govt employees.	Class	G	1830 1850	STX	High School Diploma or GED and some experience in cooking a variety of foods in large quantities.	DOE
4732	Cook II	Class	G	1890	STX	High School Diploma or GED and two years experience in cooking a variety of foods in large quantities.	DOE

4732	Institutional Food Service Worker STX LIST CLOSED - Open only to Govt employees.	Class	G	2190	STX	High School Diploma or GED. Food Handler's Certificate and some experience in preparing and serving food.	\$15,000.00
4732	Licensed Practical Nurse II	Class	G	2710	STT	High School Diploma and Graduation from an accredited school of Practical Nursing and possession of a current license to practice as a Practical Nurse in the Virgin Islands. Minimum of five years experience as an LPN continuous nursing practice for at least three years in the Virgin Islands. Salary based on years experience.	TBD
4732	Licensed Practical Nurse III	Class	G	0020 3160	STX	High School Diploma. Eight years satisfactory experience as an LPN, Five years shall be at the LPN II level. Additional training and courses above the basic practical nurse education(example: IV Therapy Course). A current V.I. License as a Practical Nurse is required. Salary based on years of experience.	TBD
4732	Staff Nurse Supervisor	Class	G	3240 6250	STX STT	BS and three years nursing experience, one of which must have been as a Head Nurse. Licensed to practice in the Virgin Islands.	TBD
4732	Staff Nurse II	Class	G	3280	STX	Graduation from an accredited nursing program with a BS and eight years experience as a Staff Nurse. Licensed to practice in the Virgin Islands.	TBD
4732	Social Service Aide III	Class	G	3140	STT	High School Diploma and three years experience as a Social Service Aide II	\$16,587.00
4732	Storekeeper I	Class	G	3250	STX	High School Diploma or GED and two years clerical experience.	\$15,000.00
4733	Certified Nursing Assistant	Class	F	3690	STX	High School Diploma or GED and completion of an established health care aide or Certified Nursing Assistant program.	\$25,186.00

4733	Project Coordinator	Class	G	7620	STX	BA in Social Sciences and four years experience working in a Social Work environment or with Senior Citizens in a group setting.	\$29,142.00
4733	Project Director Scio-Recreation	Class	G	7760	STJ	Graduation from an accredited college or university with completion of a recognized curriculum in Social Work or any closely related field. OR Graduation from High School or GED and four years experience working in Social Work environment or with Senior Citizen in a group setting.	\$26,361.00
4733	Social Service Aide III	Class	F	6070	STT	High School Diploma and three years experience as a Social Service Aide II.	\$16,587.00
4733	Director SCSEP	Exempt	F	4520	STT	Graduation from a recognized college or university with major in accounting, business, or public administration including at least twelve semester hours of accounting and seven years of responsible administrative experience. OR Any combination of the required training and experience where in qualifying experience as an audit technician or related capacity.	\$40,000.00 or DOE
4734	Homemaker Aide STX LIST CLOSED - Open only to Govt employees.	Class	G	9540 9550 3930 9570 4080	STT STT STX	High School Diploma and one year experience in an institution or home with elderly or disabled persons.	\$16,197.00
4734	Housekeeper I	Class	G	2080	STT	High School Diploma and some experience in basic household cleaning.	\$15,675.00

4736	District Manager	Class	G	7830	STT	MSW or MS in Rehabilitation Counseling, plus three years Post-Masters Degree experience to include one year of previous supervisory experience. OR MA in Social Science or Public Administration and six years Post Masters Degree in Social Work experience to include two years of previous supervisory experience in a Public Service Agency.	\$44,182.00 or DOE
4736	Social Service Aide III	Class	G	9600	STT	High School Diploma and three years experience as a Social Service Aide II.	\$16,587.00
4736	Social Service IV	Class	G	9610	STX	Graduation from High School, and supplemented by at least two years of college experience as a Social Service III may be substituted for required college training on a two to one year ratio.	\$18,142.00
4736	Assistant Project Director (Family Caregiver)	Class	F	6200	STT	BA in Business Administration or related field and two years experience in Public Assistance work, Social Services Program, Rehabilitation Services or simular experience. OR AA Degree in any of the above fields.	\$31,333.00
4738	Registered Nurse	Class	G	6910	STT	BA or BS Degree in Nursing with three years of nursing experience, one of which has been as a Head Nurse or graduate from an accredited basic program with five years experience, one of which has been as a Head nurse.	TBD
4752 Voc. Rehab.	Vocational Rehabilitation Counselor II	Class	G	1790 5020 5040 5090	STT STX	BA with major work in Rehabilitation Counseling, Social Work, Sociology, or related field and at least three years experience in Rehilitation Counseling, Special Education, or Social Work or other special programs for the disabled.	\$35,140.00
4752	Administrative Officer III	Class	F	4930	STT	BA in Business Administration or closley related field and four years experience as an Administrative Officer II.	\$24,840.00

4752	Vocational Rehabilitation Counselor III	Class	F	5060	STT	Graduation from an accredited college or university with a Master's Degree in Rehabilitation Counseling or comparable related graduate degree.	\$40,549.00
4753	Rehabilitation Support Worker I	Class	G	9450	STJ	High School Diploma or GED, plus three years experience in arts and crafts and some experience dealing with mentally/physically challenged individuals.	\$20,285.00
4761 CYF	Administrative Assistant STX LIST CLOSED - Open only to Govt employees.	Class	G	XXXX	STX	Graduation from an accredited college or university with major course work in Political Science, Public or Business Administration, or related field, plus four years managerial experience dealing with Personnel, Procurement and Budgetary matters. OR Considerable experience in Public or Business Administration, Personnel, Budgeting or Procurement, at least eight years which includes at least one year experience as an Administrative Officer III or a related capacity.	\$31,100.00
4762	Education Manager	Class	G	1370	STX	BA in Childhood Education, and two years classroom or CDA credential with five years teaching in a classroom.	\$36,886 - \$39,133
4762	Family Service Coordinator	Class	F	2900	STX	Psychiatric Social Worker; Child Psychiatrist Nurse or Pyschologist. Must have current Virgin Islands professional license; V.I. Driver's License.	\$36,886 - \$39,133
4762	Nutrition Supervisor	Class	G	7780	STT	Bachelor Degree in Nutrition or Registered Dietitian and a minimum of two years supervisory experience working in food related field.	\$31,733 - \$33,901
4762	Nutrition Manager	Class	G	6090	STT	High School Diploma and two years of college and two years supervisory experience working in food related field.	\$34,940 - \$37,322

4762	Preschool Teacher	Class	F	6820 7070 5200 9810 2080	STX	AA, or BA Degree in Early Childhood Education and the ability to supervise center staff.	\$22,533 - \$25,789
4762	Preschool Teacher Assistant	Class	F	6600 6690 2780	STX	High School Diploma, Food Handler's Card. Experience with Preschoolers, and Child Development Associate Credential. (CDA)	\$16,624.00
4762	Nutrition Assistant	Class	F	5370 6440	STX	High School Diploma, valid V.I. Driver's License and must have knowledge of the computer and MS Office software programs.	\$15,563.00
4762	Preschool Custodial Worker	Class	F	7000	STT	High School or GED, and some experience in basic household cleaning.	\$15,181.00
4763	District Manager	Class	G	7410	STT	MSW or MS in Rehabilitation Counseling, plus three years Post-Masters Degree experience to include one year of previous supervisory experience. OR MA in Social Science or Public Administration and six years Post Masters Degree in Social Work experience to include two years of previous supervisory experience in a Public Service Agency.	\$44,182 .00 or DOE
4763	Social Worker I	Class	G	7550 9410	STX	BA in Social Sciences and valid V.I. Social Worker License.	\$29,159.00

4763	Social Worker II	Class	G	7670 7900 5580 7580 4520	STT STT STT STX	BSW in Social Work or BA in Social Sciences, and two years experience in Social Work. Valid V.I. Social Worker License. Will be working in a 24 hour shift facility.	\$33,176.00
4763	Residential Counselor	Class	G	7890 7860 7870 7880	STT	High School Diploma and one year successful work experience, which involved experience in care services to youth in a residential program for behavioral problems and/or delinquent youths. Will be working in a 24 hour shift facility.	\$22,364.00
4763	Cook II	Class	G	7910	STT	High School Diploma or GED and two years experience in cooking a variety of foods in large quantities. Will be working in a 24 hour shift facility.	DOE
4763	Youth Center Manager	Class	G	7690	STT	BA Degree in one of the Social Sciences or Behavioral Sciences and three years supervisory experience. Will be working in a 24 hour shift facility.	DOE
4766 CYF YRC	Director of Treatment	Class	G	4420	STX	MSW or MA in Social Science, or Rehabilitation Counseling or in similar related field, plus two years progressively responsible supervisory/administrative experience in Social Work. OR BA or BSW in Social Science, Rehabilitation Counseling or in similar related field, supplemented with four years progressively responsible experience, two of which must be supervisory/administrative experience in social work. Valid V.I. Diver's License and Current Social Worker License.	TBD

4766	Correction Officer	Class	G	3910 3400 3440 5420	STT STX	High School Diploma supplemented by a successful completion of a prescribed on the job training courses in correctional techniques.	\$24,500.00
4766	Correctional Officer Supervisor	Class	G	3750	STX	High School Diploma and four years experience as a Correction Officer including two years as a Senior Correction Officer or related capacity.	\$40,000.00
4766	Program Monitor II	Class	G	7610	STX	Graduation from an accredited college or university with major in Business Administration, Social Science, Physical or Natural Sciences, Education Research methods. OR High School Diploma plus six years experience in program management, program monitoring or related experience.	\$29,142.00
4766	Social Worker III	Class	G	7540 XXXXA XXXB	STX	MSW in Social Work, MS in Rehabilitation Counseling. OR MA in Social Sciences, plus two years social work experience. OR BSW and three years social work experience. OR BA in Social Sciences and and five years social work experience. Licensed to practice Social Work in the Virgin Islands.	\$37,571.00
4772 Fin Prg.	Eligibility Specialist II	Class	G	8350 8340 8380 8370	STT STT STX	Completion of 60 credits from an accredited college or university with emphasis in Public or Business Administration. OR Two years experience as a Certification Specialist I or related experience.	\$23,426.00
4773	Assistant Director Accountability & Issuance	Exempt	F	8390	STT	BA Degree in Social Work, Phyciology or any related field with two years supervisory or managerial experience. OR AA Degree in Social Work, Phyciology or any closely related field with four years supervisory or managerial experience. OR High School Diploma with seven years experience as a Claims Payment Reviewer or closely related field.	DOE

4773	District Chief, Food Stamp	Class	F	9070	STX	Graduation from an accredited college or university supplemented by five years experience in Social Welfare Programs and at least two years of which has been in a responsible supervisory or administrative capacity.	\$33,442.00
4773	Electronic Benefit Technician Supervisor	Class	F	8710	STX	BA in Business Administration, Accounting, Finance or closely related field, plus two years experience dealing with figures, accounts, food stamp, or any public assistance or social service programs. OR AA in Business Administration Accounting, Finance or any closely related field, plus two years experience dealing with figures, accounts, food stamp or any public assistance or social service programs.	\$26,553.00
4773	Electronic Benefit Technician	Class	L/M	9120	STX	High School Diploma or GED, plus two years experience in office skills or closely related field and must be computer knowledge.	\$21,117.00
4773	Eligibility Specialist I	Class	L/M L/M L/M L/M L/M F	8440 4720 4710 4700 8430 9230 4750 4760	STX STX	High School Diploma or GED and must be computer literate.	\$22,186.00
4773	Eligibility Specialist II	Class	L/M L/M	8590 8510	STX STT	Completion of 60 credits from an accredited college or university with emphasis in Public or Business Administration. OR Two years experience as a Certification Specialist I or related experience.	\$23,426.00

4773	Eligibility Specialist III	Class	F L/M	7730 8370	STX	Completion of 60 credits from an accredited college or university with emphasis in Public or Business Administration. OR Two years experience as a Certification Specialist II or related experience.	\$26,448.00
4773	Community Nutrition Aide III	Class	F	7550 7560	STT STX	AA Degree in food and nutrition, or 60 college credits or two years experience working as Community Nutrition Aide II or related capacity.	\$23,426.00
4773	Front End Investigator I	Class	L/M	8740	STX	AA Degree or 60 credits in Business or Accounting and three years experience in work requiring direct communication with the public in the field of Financial Application, Insurance, or related. Experience may be substituted on a one year basis.	\$27,386.00
4773	Front End Investigator II	Class	L/M	8780	STX	BA Degree in Business, Public Administration or the Social Science. OR Two years experience as a Quality Control Reviewer I.	\$29,159.00
4773	Administrative Officer I	Class	F	8860	STX	Graduation from an accredited college or university with major work in Business Administration or related field and two years of administrative experience as a Junior Management Assistant or similar. OR High School or GED including or supplemented by commercial subjects and six years related experience at least three in supervisory capacity. OR two years as a Junior Management Assistant or equivalent.	\$20,285.00
4773	Eligibility Information Clerk I	Class	F	4810	STT	High School or GED, plus one year experience involving direct public contact and some computer knowledge.	\$21,117.00
4773	Eligibility Information Clerk II	Class	F	9170 9200	STX	High School or GED, plus two years experience involving direct public contact and some computer knowledge.	\$22,186.00

4773	Training Coordinator	Class	F	7800	STT	BA Degree from an accredited college or university, majoring in Psychology, Business, Public Administration or Human Resources, or a similar field, plus two years experience in employee training and development, coordinating and conducting workshops, seminars or counseling or employee/labor relations. OR AA Degree in the areas previously outlined or 60 college credits and four years experience, two of which must be in the field of employee training and development, coordinating and conducting workshops, seminars or counseling or employee/labor relations.	\$42,031.00
4775 Fin. JOBS	Social Worker III	Class	F	2850	STX	MSW in Social Work, MS in Rehabilitation Counseling. OR MA in Social Sciences, plus two years social work experience. OR BSW and three years social work experience. OR BA in Social Sciences and and five years social work experience. Licensed to practice Social Work in the Virgin Islands.	\$37,571.00
4776	Employment & Training Officer	Class	F	7120 4900	STT STX	AA Degree in Social Services, Business or Public Administration plus three years general work experience.	\$27,386.00
4781 Child Care	Administrative Secretary II	Class	F	6960	STX	High School Diploma and four years clerical experience including one year as a Clerk Typist III.	\$15,515.00
4784	Licensing Specialist	Class	F	9520	STX	BA in Childhood Education, Social Sciences or related field with two years experience. OR Three years experience as a Licensing Assistant.	\$29,159.00
4792	Social Worker I	Class	G	4790	STX	BA in Social Sciences and valid V.I. Social Worker License.	\$29,159.00
9547	Senior Aide Chauffeur	Class	G	7970 7980	STT	High School or GED, valid Virgin Islands Driver;s License and able to drive trucks and large vehicles.	\$21,117.00

Submitted By
Asiah Clendinen
Director, Human Resources

Date