



**DIVISION OF HUMAN RESOURCES  
Human Capital Management Unit  
(401) 222-2160; Rhode Island Relay 711  
CIVIL SERVICE EXAMINATION ANNOUNCEMENT**

*This examination is being offered to establish a civil service list that will be in effect for up to four years per RI General Law § 36-4-20.*

**SOCIAL CASEWORKER** (Exam #6296)

**SALARY RANGE: \$48,063 - \$55,415\* (Pay Grade 22A)**

**EXAMINATION WEIGHT: 100% WRITTEN**

**GENERAL STATEMENT OF DUTIES:** To perform social case work providing social service in one of these fields: public assistance, or child welfare, or soldiers' welfare, or in medical or psychiatric social work programs, or health, or correctional programs and to work in collaboration with others as a member of a diagnostic or therapeutic team; and to do related work as required.

**REQUIRED FOR APPOINTMENT:**

**EDUCATION:** Such as may have been gained through: Possession of a Bachelor's Degree from an accredited institution of higher education with specialization in Sociology, or Psychology, Social Work or Child Development or Vocational Guidance.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**APPLICATION PERIOD: June 17, 2019 – July 26, 2019**

**How to Apply**

Applicants must complete and submit an examination application (CS-9), which may be obtained (1) at any Department of Labor & Training Network RI Career Center, (2) in person at the Division of Human Resources, One Capitol Hill, 3<sup>rd</sup> Floor, Providence, RI 02908, or (3) online at [www.hr.ri.gov/documents/examinations/CS-9%20Application.pdf](http://www.hr.ri.gov/documents/examinations/CS-9%20Application.pdf)

The full job description is available at <http://www.hr.ri.gov/documents/jobs/SOCIAL%20CASEWORKER.PDF>

**Online applications are not currently accepted. Applications must be printed and mailed or delivered to:  
Division of Human Resources, Human Capital Management Unit, One Capitol Hill, 3<sup>rd</sup> Floor, Providence, RI  
02908.**

**Accommodations:** Any individual with a disability who requires assistance during the exam process should notify the Human Capital Management Unit in advance to ensure that appropriate accommodations will be made (401-222-6377 or RI Relay: 711).

**Note:** The Division of Human Resources does not assume responsibility for applications sent through the mail.

*See reverse side for further information.*

***THE STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY AND DIVERSITY EMPLOYER***

**State of Rhode Island & Providence Plantations  
Department of Administration, Division of Human Resources  
One Capitol Hill 3<sup>rd</sup> Floor  
Providence, RI 02908  
General Information for Candidates: (401) 222-2160  
Rhode Island Relay: 711**

**WHEN TO APPLY**

Apply within the application period as shown on this announcement. Applications submitted or postmarked after the application period closes will not be accepted.

**MINIMUM REQUIRED RATING**

The minimum required final earned rating shall be 70. Whenever two or more competitors have equal final earned ratings, their names shall be arranged on employment or promotional lists in the order of their performance on the written tests; provided, however, that when such arrangement fails to resolve a tie, the order on the lists shall be the same as the order in which their applications were time-stamped in the Division of Human Resources or by seniority within state service. Where practical, determination by seniority shall have preference.

**DEFINITION OF VETERANS CREDIT (RIGL § 36-4-19)**

The names of all persons attaining the minimum final earned rating established by the personnel administrator shall be placed upon the employment list in the order of their ratings; provided, however, that there shall be added to the final earned ratings of examinees who are veterans in competitive tests for entrance into the classified service, but not for promotion in the service, who receive at least the minimum required final earned rating as stated in the public notice, service credits amounting to five (5) points for veterans or service credits amounting to ten (10) points for disabled veterans. On all employment lists, the letter "V" shall be placed opposite the name of each veteran as defined in chapter 3 of this title, who, by reason of his or her final earned rating, is entitled to have his or her name placed on an employment list, and the letters "DV" shall be placed opposite the name of each disabled veteran, as defined in chapter 3 of this title, who, by reason of his or her final earned rating is entitled to have his or her name placed on the list.

"War veteran" means any veteran of any conflict war, undeclared war or contingency operation who has earned a campaign ribbon or expeditionary medal for his or her service, in these operations, as noted on acceptable military documentation. The war veteran must have been honorably or generally discharged from the armed forces of this nation.

"Veteran" means a person who served on active duty for other than training for a period of more than thirty (30) days and was discharged or released there from with other than a dishonorable discharge; or was discharged or released from active duty because of a service-connected disability; or served as a member of the national guard or reserve forces and served a minimum of twenty (20) years of honorable service in the national guard or reserve forces, has received a certificate of retirement and has been honorably or generally discharged from the national guard or reserve forces.

**LOCATION OF JOB DESCRIPTIONS**

A class specification describing the duties of the position and the minimum qualifications is available online at <http://www.hr.ri.gov/documents/jobs/SOCIAL%20CASEWORKER.PDF>. To navigate to a job description, go to [www.hr.ri.gov](http://www.hr.ri.gov), then click on Classification and Compensation, then Job Descriptions.

**INVESTIGATION**

The Division of Human Resources reserves the right to investigate all statements made on your application and to require proof of such statements when deemed necessary.

**PROMOTIONAL EXAMINATIONS (RIGL § 36-4-22)**

A person is eligible for promotional examination provided the employee is currently employed in the classified, unclassified, or non-classified service as of the official closing date of the examination announcement or twenty one (21) calendar days prior to the administration of the first phase of the examination, whichever is later, and meets one or more of the following requirements; (a) any employee who holds or within three (3) years has held permanent status in the classified service; (b) any employee who is serving in a probationary period as of the official closing date of the examination announcement; (c) a minority (as currently defined in federal employment law as Blacks, Hispanics, American Indians including Alaska Natives, and Asians including Pacific Islanders) who is a qualified exam applicant seeking entry to a classification where there is a manifest imbalance in the job category; or (d) any employee who has served twelve (12) months service in the classified, unclassified, or non-classified service and, in addition, meets the minimum requirements established in the class specification. Promotion lists shall remain in effect for a period of three (3) years or until exhausted or until combined with or replaced by a more recently prepared list. This section shall not apply to the Rhode Island State Police or the Legislative Branch of state government. An employee who is not on the promotional list shall be eligible to take the promotional examination for the position the employee occupies.

**ADDITIONAL POINTS (RIGL § 36-4-31)**

Any employee who holds temporary or provisional status for at least twelve consecutive months in the class in which (s)he is serving and who takes the appropriate examination for the position shall receive in addition to his/her test score five additional points for each year of state service, which shall be added to his/her test score, provided however, that in no case shall an employee receive credit for more than four years of service. An employee who holds temporary provisional status for at least twelve consecutive months in the class in which (s)he is serving and is found to be reachable for certification to the position (s)he holds shall be appointed to the position unless the appointing authority certifies to the Personnel Administrator that said individual's service has been unsatisfactory.

