

COMMONWEALTH OF PENNSYLVANIA  
STATE CIVIL SERVICE COMMISSION

APPLICATION SUPPLEMENT NO. 2009-106-1

FOR

**DRUG AND ALCOHOL PREVENTION SPECIALIST, LOCAL GOVERNMENT (L0681)**

**Be sure to read Announcement No. 2009-106 thoroughly before you complete this supplement. The announcement includes information on the minimum requirements for the job, the examination and other information.**

Your completed *Application for Employment/Promotion* will be used to determine if you meet the minimum experience and training requirements. The information you provide in your *Application Supplement No. 2009-106-1* constitutes the examination and will be used to rate and score your qualifications.

This supplement describes the four major work behaviors a newly appointed Drug and Alcohol Prevention Specialist (LG) is expected to perform. Work behaviors are activities performed to achieve the objectives of the job. Read each work behavior carefully. Determine which "Level of Performance" most closely represents your highest level of work performance, and select the appropriate level which best describes your claim. In order to receive credit for experience, you must have worked in a job for at least **six** months in which the experience claimed was a major function.

On the page following each work behavior, you must provide detailed information that supports the level of performance you have claimed. If the information you provide does not support your claim, your level of performance will be revised. Please try to confine your responses to the blank spaces provided; however, if more space is necessary, you may attach additional pages. Each additional page must include your social security number. Also, identify the work behavior(s) for which the additional information is provided. **Do not submit a resume in lieu of the requested information.**  
**Resumes will not be scored.**

After you have finished, read the statement at the end of the supplement, then sign and date the form in the spaces provided. Submit the completed supplement along with your completed *Application for Employment/Promotion*.

**WORK BEHAVIOR 1 – PREPARE AND PRESENT DRUG AND ALCOHOL INFORMATION**

Assess risk of audience; develop, plan, organize, and provide information on drug and alcohol topics to meet the needs and objectives of individuals, students, teachers, community groups, organizations, or other interested parties attending both formal and informal training/education sessions.

**Levels of Performance**

Select the "Level of Performance" which best describes your claim.

- I have been the principal author of materials that were used in training/educational sessions and I have presented the material independently.
- I have been the principal author of materials that were used in training/educational sessions but I have never presented the information myself.
- I have been the co-author of materials that were used in training/educational sessions and presented materials with another.
- I have college coursework related to this work behavior.
- I have no experience or training related to this work behavior.

**List the employer(s) noted on your application where you gained this experience.**

Describe your experience as it relates to Work Behavior 1. Specify the types of presentations you have developed, the audience for which they were developed, whether it was formal and/or informal training/education sessions, if any, and content areas involved.

If you have formal training related to Work Behavior 1, list the information in the boxes below.

<b><u>College/University</u></b>	<b><u>Course Title</u></b>	<b><u>Credits/Clock Hours</u></b>

**WORK BEHAVIOR 2 – PROVIDE CONSULTATIVE SERVICES**

Provide technical guidance and consultation concerning successful establishment of drug and alcohol programs within the community to officials and representatives of schools, local education agencies, similar educational institutions or community organizations, individuals or other interested parties (via consultation, meetings, and conferences) to achieve a reduction of drug and alcohol abuse among individuals.

**Levels of Performance**

Select the "Level of Performance" which best describes your claim.

I have been a principal consultant providing technical guidance and consultation services to representatives of schools, local education agencies, similar educational institutions, or community organizations on establishing drug and alcohol programs.

I have served as a member of a team that provided technical guidance and consultation to schools, local education agencies, similar educational institutions, or community organizations on how to establish drug and alcohol programs.

I have no experience or training related to this work behavior.

**List the employer(s) noted on your application where you gained this experience.**

Describe your experience as it relates to Work Behavior 2. Specify the duties you performed, the types of technical and/or consultative services you have provided, and the intended audience(s). Indicate your role in the process such as worked independently, assisted others, or worked as part of a team.

**WORK BEHAVIOR 3 – DEVELOP, PROMOTE AND ESTABLISH COMMUNITY INVOLVEMENT**

Develop, promote, and establish community involvement through telephone contacts, visits, meetings, or other public outreach activities e.g. serving on committees, advisory boards, or coalitions for the purpose of increasing awareness of, and providing information on and use of drug and alcohol prevention programs.

**Levels of Performance**

Select the "Level of Performance" which best describes your claim.

- I have experience developing and promoting community involvement through participation in committees, advisory boards, or coalitions to increase public awareness of and information on drug and alcohol prevention programs.
  
- I have experience working with a team to promote and establish community involvement through, for example, hosting health fairs at various community events, to increase public awareness of and information on drug and alcohol prevention programs.
  
- I have no experience or training related to this work behavior.

**List the employer(s) noted on your application where you gained this experience.**

Describe your experience as it relates to Work Behavior 3. Specify your role or participation within the committees, advisory boards, or coalitions and methods utilized to facilitate community involvement.

**WORK BEHAVIOR 4– REVIEW AND UPDATE MATERIALS**

Review and update films, pamphlets, or other literature to be disseminated to the public by the drug and alcohol office for content accuracy that reflects current "best practices."

**Levels of Performance**

Select the "Level of Performance" which best describes your claim.

I have completed a final review of information for content accuracy and authorized its release to the public.

I have completed an initial review of information for content accuracy before passing on to others for final review and dissemination.

I have no experience or training related to this work behavior.

**List the employer(s)/institution(s) noted on your application where you gained this experience.**

Describe your experience as it relates to Work Behavior 4. Specify the types of materials you have reviewed, the content of materials involved, and how you updated the materials when necessary.

