

COMMONWEALTH OF PENNSYLVANIA  
STATE CIVIL SERVICE COMMISSION  
APPLICATION SUPPLEMENT NO. 2010-110-1

FOR

**DRUG AND ALCOHOL PREVENTION PROGRAM SPECIALIST, LOCAL GOVERNMENT (L0682)**

**Be sure to read Announcement No. 2010-110 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. 2010-110-1* constitutes the examination and will be used to rate and score your qualifications.

This supplement is designed to give you the opportunity to relate your experience and training background directly to the **three** major work behaviors a newly appointed Drug and Alcohol Prevention Program 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 – PRESENT AND FACILITATE DISCUSSION**

Present information orally, and facilitate discussions within schools, community, business and professional groups via lectures, group discussions, question-and-answer sessions, and radio and/or television appearances on drug and alcohol topics, to increase awareness of individual problems of substance use and abuse in the community.

**Levels of Performance**

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

I have been the **sole speaker/facilitator** on drug and alcohol topics at lectures, group discussions, question-and-answer sessions, etc. to increase awareness of substance abuse in the community.

I have been a speaker/facilitator **as a member of a group or panel**, on drug and alcohol topics at lectures, group discussions, question-and-answer sessions, etc. to increase awareness of substance abuse in the community.

I have no experience related to this work behavior.

**WORK BEHAVIOR 1 – PRESENT AND FACILITATE DISCUSSION (continued)**

Describe your experience as it relates to Work Behavior 1. Specify the types of presentations you have participated in and your role, the audience to which the presentations were given, type of setting for the presentation, and content areas involved.

**WORK BEHAVIOR 2 – FORECAST PREVENTION RISKS AND PROTECTIVE FACTORS**

Forecast prevention risks and protective factors by examining current drug and alcohol trends within the community through regular contact with local social service agencies, treatment facilities, and community organizations by various methods such as electronic communications, and personal visits to help establish or adapt prevention, intervention, and treatment programs.

**Levels of Performance**

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

- I have professional experience as the **sole contact** related to Work Behavior 2 providing **assistance in the forecasting of prevention risks and protective factors** to help determine and establish the aspects listed above.
  
- I have professional experience **as part of a team** related to Work Behavior 2 providing **assistance in forecasting prevention risks and protective factors** to help determine and establish the aspects listed above.
  
- I have no experience related to this work behavior.

**WORK BEHAVIOR 2 – FORECAST PREVENTION RISKS AND PROTECTIVE FACTORS (continued)**

Describe your experience as it relates to Work Behavior 2. Specify the types of forecasting you have participated in and your role, the type of setting the forecasting was completed for, and programs established.

**WORK BEHAVIOR 3– DEVELOP AND DISSEMINATE INFORMATION**

Develop brochures, resource guides, pamphlets, or other literature to be disseminated to the public by the drug and alcohol office through a variety of paper and electronic media to ensure a constant flow of information to the community on programs and services that are available within the community.

**Levels of Performance**

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

- I have professional experience **creating and disseminating** information to the public using multiple methods as listed in Work Behavior 3.
- I have professional experience **disseminating** information using multiple methods as listed in Work Behavior 3.
- I have no experience related to this work behavior.

**WORK BEHAVIOR 3 – DEVELOP AND DISSEMINATE INFORMATION (continued)**

Provide a detailed description of your experience as it relates to Work Behavior 3. Be sure to include the list of employer(s) where you gained this experience, details about standards you developed, types of multi-media used, your duties and your level of responsibilities.

