



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF AGRICULTURE
AGRICULTURE BUREAU DIRECTOR

ANNUAL \$88,505
SALARY: \$113,525

SALARY
GROUP: MP 67

APPLICATION CLOSING
DATE: JUNE 11, 2012

EXAM
NO: 121180APMC

SPECIAL EXAMINATION AND APPLICATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Agriculture this class is accountable for planning, organizing, directing and controlling bureau programs and staff.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF AGRICULTURE** WHO BY **JUNE 11, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF AGRICULTURE** AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Ten years of experience in one or more of the following: agricultural land and resource management, such as agricultural production, farmland preservation, soil and water conservation and/or the shellfish industry; regulation and inspection of agricultural programs; and/or marketing agricultural products and activities.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a managerial or supervisory capacity.

SUBSTITUTIONS ALLOWED: (1) College training in Agriculture, Animal Science, Business, Public Health, Public Policy or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's Degree. (2) A Master's Degree in an agriculture related program, Business, Public Health or Public Policy may be substituted for five years of the General Experience. (3) A Doctorate in Veterinary Medicine may be substituted for six years of the General Experience. [Note: Education may only be substituted for a total of six years.]

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of the technology and research pertaining to the Department of Agriculture; considerable knowledge of and ability to interpret and apply relevant State and Federal laws and regulations; knowledge of agricultural programs, such as farming, shellfish, livestock and/or soil and water conservation; knowledge of advertising and promotional techniques related to agricultural resources; considerable interpersonal skills; considerable oral and written communication skills; considerable organizational and planning skills.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by June 11, 2012. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by July 9, 2012.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Department of Agriculture.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities, and military veterans.