



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF AGRICULTURE

**AGRICULTURE MARKETING AND INSPECTION
SUPERVISOR**

**ANNUAL \$63,502
SALARY: \$82,022**

**SALARY
GROUP: AR 24**

**APPLICATION CLOSING
DATE: MARCH 25, 2011**

**EXAM
NO: 110160APMB**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Agriculture this class is accountable for supervising Agriculture Marketing and Inspection Representatives engaged in the development, promotion, regulation and inspection of agricultural businesses, production and processing plants and retail facilities for compliance with local, state and federal laws and regulations.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF AGRICULTURE** WHO BY **MARCH 25, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF AGRICULTURE**, AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Eight years' experience in the marketing, research, development, production or inspection of agricultural commodities or businesses.

SPECIAL EXPERIENCE: One year of the General Experience must have been at the level of Agriculture Marketing and Inspection Representative 2.

SUBSTITUTIONS ALLOWED: (1) College training in agriculture or a closely 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 agriculture or a closely related field may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of the principals, practices and methodologies of production, marketing, research development or processing of agricultural commodities; considerable knowledge of inspection and investigation methods and techniques; considerable knowledge of agricultural and/or business development practices; considerable knowledge of operations of regulated business or industry; knowledge of program planning, development and evaluation; some knowledge of lease and/or contracts preparation and monitoring; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

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 March 25, 2011. 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. 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 April 29, 2011.

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