



EXAMINATION OPEN TO THE PUBLIC

APPRENTICESHIP AND TRAINING PROGRAM MANAGER

ANNUAL \$66,604
SALARY: \$85,436

SALARY
GROUP: MP 60

APPLICATION CLOSING
DATE: MAY 21, 2012

EXAM
NO: 120900OCJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Labor this class is accountable for managing the development and administration of apprenticeship and job training programs designed to provide Connecticut business and industry with skilled workers.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MAY 21, 2012:**

GENERAL EXPERIENCE: Nine years of employment in work involving thorough knowledge of comprehensive recruitment, educational and training methods utilized by industry and labor in the development of occupational skills through on-the-job training and apprentice training programs.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equating one-half year of experience to a maximum of four years for a Bachelor's degree.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of training methods, procedures and techniques used in apprenticeship and other on-the-job training programs; considerable knowledge of relevant state and federal legislation and regulations; considerable knowledge of structure and function of labor organizations and trade associations; considerable knowledge of labor practices and labor relations; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to effectively present and promote apprenticeship and other training programs.

THE EXAMINATION WILL BE COMPOSED OF:

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

APPLICATION/EXAMINATION PROCEDURE

**APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)**

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 AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination supplemental materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Apprenticeship and Training Program Manager include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Apprenticeship and Training Program Manager cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience developing and administering apprenticeship and job training programs designed to provide businesses with skilled workers. Describe your experience developing programs to encourage apprenticeship and job training in selected skill shortage occupations. Include experience developing innovative approaches to training that meets technological trade changes and provides job training opportunities. Describe your experience planning, developing, coordinating and administering program operations; recruitment and marketing strategies; and formulating, recommending and implementing policies, procedures, goals and objectives for these programs. Include the size, scope and nature of the programs and on whom they impacted. **(2)** Lead/Supervisory experience. Describe your experience leading or supervising staff. Include the numbers and job titles of staff you that you led or supervised. Describe your supervisory duties including scheduling work assignments, training, mentoring, conducting performance evaluations, and administering disciplinary or corrective action, when necessary. **(3)** Oral and written communication skills. Please describe any public speaking experience you have had (e.g., speaking before groups presenting and promoting apprenticeship and other job training programs), the purpose of your contact and the audience(s) addressed. Also describe the nature and purpose of any written correspondence, administrative reports, or publications that you have had responsibility for preparing and for whom they were prepared. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by May 21, 2012. (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 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/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by July 12, 2012. (8) A separate application/examination package must be submitted for each exam you are applying for.**

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

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.