WEIGHT: (1).

conferences and making determinations regarding information from employers, union representatives and employees in order to set
tle
within and outside of the agency/organizati
on/business and the purpose of these contacts.

topics presented and the purpose of the present
ation. Include your experience interacting with others or serving as a liaison to others
these written materials and for whom they were prepared.  De scribe any public speaking experience you have, the audience reache
d, the
experience writing proposed settlement agreements, reports of findings and recommendations. Be specific as to the nature and pu rpose of
investigations.

numbered items that follow.

of hours worked per week.  This should be followed by a descrip
tion of your duties and responsibilities organized and formatted around the

is not be admitted into the examination and will not have the right to appeal this decision.  Resumes and/or vitas will not substi
ute 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
Assistant Labor Relations Agent, include a 1-2 page (typed or printed) description detailing your duties and responsibilities.  (Applicants
serving provisionally or temporarily in t he title of Assistant Labor Relations Agent cannot include this as one of the three jobs.)  Each job
description should state the position title, organization, company or other identifying information, your job title, compensation and location 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 investigating and seeking to resolve prohibited practices, complaints or representation
petitions under the Labor Relations Act, Municipal Employee Relations Act, State Employee Relations Act and/or School Board-Teacher
Negotiations Act.  Include the number of cases you have investigated and the number of

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