State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF LABOR

LABOR DEPARTMENT PROGRAMS AND SERVICES COORDINATOR

ANNUAL SALARY: $58,318 – $74,296	**SALARY GROUP: SH 23***	**APPLICATION CLOSING DATE: SEE BELOW**	**EXAM NO: 043080ACJR**
ANNUAL SALARY: $67,267 – $85,266	**SALARY GROUP: SH 26***	***Please refer to the job spec for salary information. (Reissued with dates for 2011 and 2012)**	

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Labor central office this class is accountable for leading and coordinating the activities of a program or sub-unit within various functional areas or programs. In a Department of Labor Job Center/Connecticut Works Center or other field location this class is accountable for supervising staff providing customer service in the areas of basic services, adjudications, employer services and/or employment planning.

MINIMUM QUALIFICATIONS REQUIRED

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

GENERAL EXPERIENCE: Eight years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions.

SPECIAL EXPERIENCE: One year of the General Experience must have been in an advanced working level capacity at the level of Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist or Labor Department Resource Associate.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to maximum of four years for a Bachelor's degree. (2) A Master's degree in public administration, business administration or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class assigned to veterans program positions will be required to meet the qualifications set forth in Title 38, i.e. must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Programs and Services Coordinator in a veterans program position must meet the eligibility requirements under Title 38. (2) Incumbents in this class may be required to speak a foreign language. (3) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of management principles and techniques; knowledge of labor market trends and conditions; knowledge of effective interviewing techniques; considerable oral and written communication skills; considerable interpersonal skills; problem solving skills; ability to analyze and interpret laws, regulations, legal precedents and court decisions; ability to assess staff training needs and conduct training; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	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 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. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 **(Secure Fax #860-622-2840)**. If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. 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. **Applications must be date stamped by DAS/Human Resources or postmarked by DECEMBER 29, 2011 for the FEBRUARY 6, 2012 grading date; and by JULY 9, 2012 for the AUGUST 20, 2012 grading date. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. A separate application form 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 Department of Labor.

***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*.

(reissued December 9, 2011)

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.