



CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF MOTOR VEHICLES
MOTOR VEHICLE ANALYST

ANNUAL \$57,849
SALARY: \$74,864

SALARY
GROUP: AR 22

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 072730CASP

(REISSUED WITH TEST DATE FOR 2012)

PURPOSE OF CLASS: In the Department of Motor Vehicles this class is accountable for independently performing a full range of tasks at the professional level in administration, research, planning, legal, management analysis and/or customer service or acting as an assistant to the manager of a medium field operation.

MINIMUM QUALIFICATIONS REQUIRED

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

GENERAL EXPERIENCE: Six years of technical experience in planning, management analysis, research, administrative and/or customer service functions.

SPECIAL EXPERIENCE: One year of the General Experience must have been at an advanced technical level in a motor vehicle environment requiring the exercise of some independent judgment in research, planning, management analysis, administration and/or customer service. [Note: Advanced technical level is interpreted to be at or above the level of Head Motor Vehicle Examiner.]

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in public administration, business administration or related field may be substituted for one additional year of the General Experience. (3) Successful completion of a Connecticut Careers Trainee (CCT) or a Pre-Professional Trainee (PPT) program with the target class of Motor Vehicle Analyst may substitute for the General and Special Experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of agency functions and activities; knowledge of and ability to interpret and apply statutes, regulations, policies and procedures pertaining to motor vehicle issues such as registration, title and driver licensing; knowledge of business and public administration principles and practices; knowledge of research and data analysis methodologies; knowledge of grants and contracts preparation and administration; knowledge of customer service strategies and techniques; interpersonal skills; oral and written communication skills; project management skills; ability to prepare data, reports and studies; ability to analyze problems and recommend effective solutions.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
(Exam questions will cover KSA's listed above.)	WRITTEN	100%

APPLICATION AND EXAMINATION PROCEDURE: 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. **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. Incomplete faxes for faxes received blank because pages were faxed upside down will not be accepted. Make certain that your application form is complete and transmitted correctly and without error. 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 APRIL 3, 2012 for the MAY 14, 2012 test 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>) at the Department of Motor Vehicles.

**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.*

March 16, 2012

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 military veterans.