



CONTINUOUS RECRUITMENT AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF LABOR
LABOR DEPARTMENT RESOURCE ASSOCIATE

ANNUAL \$53,194 SALARY: \$66,423	SALARY GROUP: SH 20*	APPLICATION CLOSING DATE: SEE BELOW	EXAM NO: 043070CAJR
ANNUAL \$60,068 SALARY: \$76,525	SALARY GROUP: SH 23*	*Please refer to the job spec for salary information. (Reissued with dates for 2014)	

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PLEASE NOTE REVISED STATEMENT REGARDING ELIGIBILITY FOR PROMOTIONAL EXAMINATIONS

PURPOSE OF CLASS: In the Department of Labor this class is accountable for such activities as program development, automation support, grants and contract development, monitoring and evaluation or training and/or technical assistance to field staff or centrally located direct service providers. The class may function in such areas as Operational Support, Appeals, Program Policy and Staff Development.

MINIMUM QUALIFICATIONS REQUIRED

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

GENERAL EXPERIENCE: Seven 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 at the level of Labor Department Associate Community Services Representative performing work in the targeted program area.

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 a maximum of four years for a Bachelor's degree. (2) A Master's degree in public administration, business management or a closely related area may be substituted for one additional year of the General Experience. (3) One year of experience at the level of Labor Department Adjudications Specialist, Labor Department Career Development Specialist or Labor Department Employer Services Specialist performing technical work in the targeted program area may be substituted for the General and Special 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 Resource Associate in a veterans program position must meet the eligibility requirements under Title 38. (2) Incumbents in this class may be required to travel. (3) Incumbents in this class may be required to speak a foreign language.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of Job Service, Unemployment Compensation or Employment and Training programs; knowledge of relevant state and federal laws, statutes and regulations; knowledge of effective interviewing techniques; interpersonal skills; oral and written communications skills; problem solving skills; ability to interpret and analyze laws, policies, regulations and legal precedents; training 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 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 **April 1, 2014 for the May 9, 2014 grading date; and by October 1, 2014 for the November 10, 2014 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://www.das.state.ct.us/exam>) and at the Department of Labor.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

(reissued January 31, 2014; revised April 15, 2014)

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.