



EXAMINATION OPEN TO THE PUBLIC

**CONSUMER PROTECTION MANAGER OF INFORMATION
TECHNOLOGY, ACCOUNTING AND GAMING AUDITING**

ANNUAL \$ 99,559 SALARY APPLICATION CLOSING EXAM
SALARY: \$127,707 GROUP: MP 70 DATE: NOVEMBER 1, 2011 NO: 110590CFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Consumer Protection this class is accountable for managing the Information Technology, Accounting and Gaming Auditing division ensuring wagering, financial reporting and internal control systems used by entities and organizations involved with legalized gambling within the state of Connecticut and the federally recognized Tribal Nations adhere to the highest principles and ideals.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY NOVEMBER 1, 2011:

GENERAL EXPERIENCE: Ten years of experience in gaming performing duties in regulation monitoring, policy enforcement, issuance of licenses, auditing or investigation.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory or consultative capacity.

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 Masters degree in business administration, public administration, human resources management or a closely related field may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of gaming regulations; considerable knowledge of evaluation and audit of revenue generated by gaming activities; considerable interpersonal skills; considerable oral and written communications skills.

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. **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 and your completed application form is date stamped by DAS/Human Resources or postmarked by November 1, 2011. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. 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. Examination scores will be mailed by December 5, 2011. 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 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, and persons with disabilities.