



EXAMINATION OPEN TO THE PUBLIC

CONSUMER PROTECTION INSPECTOR  
(PRODUCT SAFETY)

ANNUAL \$56,307  
SALARY: \$71,108

SALARY  
GROUP: AR 21

APPLICATION CLOSING  
DATE: MARCH 30, 2011

EXAM  
NO: 1101700CJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In the Department of Consumer Protection this class is accountable for independently performing a full range of tasks in conducting inspections to assess compliance with relevant state and federal laws and regulations.

**MINIMUM QUALIFICATIONS REQUIRED**

**IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY MARCH 30, 2011:**

**GENERAL EXPERIENCE:** Five years' experience in monitoring compliance with consumer product standards OR quality assurance inspection OR conducting consumer product research.

**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 a closely related field may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel.

**WORKING CONDITIONS:** Incumbents in this class may be required to lift heavy objects such as cases of food, bags of flour or cartons of manufactured goods, exposed to moderately disagreeable conditions and required to work in tiring positions.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of marketing and distribution methods; knowledge of technical and professional resources for product safety; skill in performing arithmetical calculations; ability to research product composition; knowledge of relevant state and federal laws, statutes and regulations; knowledge of inspection and investigation methods and techniques; interpersonal skills; oral and written communication skills.

**THE EXAMINATION WILL BE COMPOSED OF:**

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)
  - (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the supplemental examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute 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 Consumer Protection Inspector (Product Safety) include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title Consumer Protection Inspector (Product Safety) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates 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) Detail your experience inspecting retailers, wholesalers, and manufacturers of toys and other consumer products, renovators, supply dealers, second hand dealers, and retailers of bedding and upholstered articles to ensure compliance with state and federal laws and regulations. Describe your experience with embargoes, removing harmful products and/or monitoring recalls. (2) Oral and written communication experience. Detail your experience which you feel demonstrates your oral and written communication and interpersonal skills. Cite specific examples when describing your dealings with other persons, the nature of those dealings and with whom they were with. Describe any oral presentations you have made, the purpose of the presentations, and the audience addressed. Indicate your experience investigating consumer complaints and preparing application for arrest warrants and presenting evidence to the prosecutor. Describe your experience testifying at hearings and in court. Include your experience reviewing new applications for licensing. Describe the nature and purpose of any written correspondence, reports or summaries that you have had responsibility for preparing and for whom they were prepared. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by March 30, 2011.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials 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. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by May 11, 2011.** (8) **A separate application/examination package 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.