



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**CONTRACT SPECIALIST**

**ANNUAL \$69,891  
SALARY: \$89,888**

**SALARY  
GROUP: AR 26**

**APPLICATION CLOSING  
DATE: APRIL 5, 2013**

**EXAM  
NO: 130320APSP**

**SPECIAL EXAMINATION AND APPLICATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Administrative Services, this class is accountable for performing the most complex tasks as a contracting specialist in the procurement of commodities and/or services for statewide use with a major focus on contract preparation, negotiation and contract management as well as customer service outreach and development.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE DEPARTMENT OF ADMINISTRATIVE SERVICES WHO BY APRIL 5, 2013 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE DEPARTMENT OF ADMINISTRATIVE SERVICES AND THE FOLLOWING EXPERIENCE AND TRAINING:\*

**GENERAL EXPERIENCE:** Seven years of experience in procurement work with emphasis on contract negotiation and customer service delivery.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been at the professional level. (For State Employees, this is defined as experience at or above the level of Contract Analyst.)

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

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of procurement practices, procedures and supply chain management; considerable knowledge of business law and its applicability to procurement, contracting and sales; knowledge of and ability to utilize available technology including EDP systems for financial records, reports and analyses; knowledge of principles and techniques of customer service delivery; considerable interpersonal skills; considerable oral and written communication skills; considerable negotiation skills; problem solving skills; marketing skills; considerable ability to understand, analyze and evaluate financial records, methods and procedures including financial ratios and other mathematical formulas.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b>	<b><u>PART</u></b>	<b><u>WEIGHT</u></b>
	<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**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 examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental 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 Contract Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Contract Specialist 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) Experience in the procurement of products and services. Be specific as to the type of products and services purchased, the quantities and dollar amounts involved and for whom these purchases were made and the purpose for which they will be utilized. Detail your experience in the bidding process and the relevant bidding or negotiating tools, procedures and practices utilized to conduct the process. Detail your experience in developing product or service specifications. Be specific as to what resources were utilized to create and validate specifications. Be specific as to the vendors you dealt with and the nature of these dealings. Include any purchasing experience involving multiple product lines and commodities. Include a list of office and procurement system technology that you've used and are proficient in that will be useful for this job. (2) Experience in contract negotiation and administration. Be specific as to the type of contracts involved, and your experience negotiating contract terms and conditions, and devising negotiating strategies. Include experience in contract development, coordinating bidding, evaluation and awarding of large scale procurements and coordinating vendor performance to ensure contractual compliance. Be specific as to the number of contracts involved, with whom they were with and the dollar amounts involved. Provide experience in leading or participating in contracting evaluation teams or committees, and give specific examples of team mission, goals and outcomes. Give specific examples of problem solving and customer service skills associated with contract administration tasks and vendor performance issues detailing risk factors and the decision making process. (3) Marketing experience. Describe your experience conducting internal/external trend analysis and forecasting studies regarding new technologies and products and identifying vendors/manufacturers' product and service direction and strategies. Detail experience marketing vendor products/services to customers. Be specific as to the customer base with which you dealt. (4) Experience in customer service delivery. Detail experience evaluating customer problems and making recommendations for appropriate action. Include experience investigating, analyzing and resolving customer complaints and ensuring prompt resolutions. Describe any experience developing procedures to respond to requests from customers and developing strategies to address problems. (5) Oral and written communications experience. Detail your experiences preparing correspondence and reports, promoting the effective use of an organization's services or products, marketing and promoting an organization and its services, preparing and presenting training sessions and making other presentations. Be specific when describing duties performed including the nature of the topics of these reports, correspondence, presentations and training sessions including the audiences reached and for whom they were prepared. Include a list of any task forces or committees on which you served the purpose of the group and your role. **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 April 5, 2013. (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 15, 2013. (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>).

\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.

**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 and military veterans.