



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF CORRECTION

CORRECTIONAL INDUSTRIES SUPERVISOR 2 (GENERAL INDUSTRIES)

ANNUAL \$50,412 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$65,323 **GROUP: CO 11** **DATE: FEBRUARY 5, 2012** **NO: 120180APDM**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a correctional facility this class is accountable for organizing and directing the activities of a major manufacturing production, processing or service operation in General Industries.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE DEPARTMENT OF CORRECTION WHO BY **FEBRUARY 5, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE DEPARTMENT OF CORRECTION, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Six years' experience in a manufacturing environment involved in the areas of production, production planning and/or quality control which must have included some responsibility for the production output of other workers.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory or administrative capacity in a manufacturing environment. (Note: For State employees, the Special Experience will be interpreted as at or above the level of Correctional Industries Supervisor 1.)

SPECIAL REQUIREMENTS: (1) Incumbents in this class must have reached their 18th birthday. (2) Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment. (3) Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator license.

PHYSICAL REQUIREMENT: In addition to good general health candidates must have and retain sufficient strength, stamina, agility, visual and auditory acuity necessary to perform the duties of the class. Applicants will be required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be exposed to danger of assault or injury from inmates who have access to tools of the trade as weapons and the following discomforts depending upon their industry: loud machine noises, chemical fumes, working in tiring positions, working with dangerous (high speed and/or high temperature, etc.) machinery.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of operation, methods, materials and equipment involved in general industries; considerable knowledge of current methods of production planning and control; knowledge of current objectives, practices and policies relating to inmate work forces in correctional institutions; considerable interpersonal skills; considerable oral and written communication skills; ability to read and interpret plans, blueprints and diagrams where required; ability to keep records and make reports; ability to train, instruct and supervise inmates in methods and techniques of trade; ability to perform under stress and remain stable in pressure situations; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
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 February 5, 2012. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT 06106-1658 (Secure Fax #860-622-2910).** 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 March 9, 2012. 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.ct.gov/employment>) or at the Department of Correction.

**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.*

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.