

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
Agency Promotional
CORRECTIONAL INDUSTRIES SUPERVISOR 2 (GENERAL INDUSTRIES)**

Open To: **Candidates on a current examination list.**

Location: Statewide

Shift: 1st Monday – Friday, 7:45 a.m. – 2:45 p.m.

Hours: 36.25 Hours per week

Salary: CO-11 \$50,412.00 – 65,323.00

Closing Date: March 27, 2012

Eligibility Requirement:

Candidates must have applied for and passed the agency promotional exam for Correctional Industries Supervisor 2 and be on the current certification list promulgated by the Department of Administrative Services.

Minimum Qualifications:

Considerable knowledge of operation, methods, materials and equipment involved in occupational area; 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 pressuresituations; supervisory ability.

General Experience:

Two (2) years of the General Experience must have been in a supervisory or administrative capacity in the industry, manufacturing process, service or trade indicated in the occupational parenthetical.

Special Experience

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

Note:

The filling of this position will be in accordance with reemployment, transfer, promotion and merit employment rules. Department of Correction employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Qualified candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12 Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12%20Application.pdf). Please submit your information to:

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