

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Agency Promotional  
Correctional Services Manager (Commissary)**

**Open To:** Department of Correction Employees Only –Exam List Candidates  
**Location:** District 3 – York CI  
**Shift:** 1<sup>st</sup> Monday - Friday  
**Hours:** 40 Hour per week  
**Salary:** MP-59 \$67,300 – \$91,764  
**Closing Date:** July 29, 2014

**Eligibility Requirement:**

Candidates must have applied for and passed the agency promotional exam for Correctional Services Manager (Commissary) and be on the current certification list promulgated by the Department of Administrative Services.

**Minimum Qualifications:**

Considerable knowledge of retail purchasing principles and procedures; considerable knowledge of stock and inventory control methods; knowledge of and ability to apply management principles and techniques; knowledge of current concepts of industrial management or practices in merchandise order processing, line production and delivery management in a correctional environment; knowledge of techniques of industrial materials control, method analysis, manufacturing, engineering and simple marketing procedures; knowledge of bookkeeping controls; basic knowledge of principles of budgeting and accounting; basic knowledge of apprenticeship training methods; considerable interpersonal skills; oral and written communication skills; ability to keep records and make reports.

**Preferred Experience:**

The ideal candidate will possess superior customer service, conflict resolution skills and supervisory skills. Candidates should have a full working knowledge and ability to use Microsoft Office. Experience utilizing the CORE and SYSCON purchasing modules are also desired.

**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:

**Erica Soto, Human Resources Associate  
Department of Correction  
Human Resources Unit  
24 Wolcott Hill Road  
Wethersfield, CT 06109  
Fax: (860) 692-6866  
[Erica.Soto@po.state.ct.us](mailto:Erica.Soto@po.state.ct.us)**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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