



**EXAMINATION OPEN TO THE PUBLIC**

**CORRECTIONAL INDUSTRIES MANAGER**

<b>ANNUAL SALARY:</b> \$69,945	<b>SALARY GROUP:</b> MP 61	<b>APPLICATION CLOSING DATE:</b> NOVEMBER 21, 2011	<b>EXAM NO:</b> 110720OCMB
<b>SALARY:</b> \$89,709			

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Correction at the Cheshire Correctional Institution, MacDougall Correctional Institution, Osborn Correctional Institution and York Correctional Institution this class is accountable for planning, developing, managing and coordinating the production phase of the Correctional Industries manufacturing and services programs.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **NOVEMBER 21, 2011**:

**GENERAL EXPERIENCE:** Eight years of experience in production work.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in a managerial or supervisory capacity. [Note: For state employees the Special Experience is interpreted at the level of Correctional Industries Supervisor 2.]

**SUBSTITUTION ALLOWED:** College training may be substituted for the General Experience on the basis of fifteen semester hours equating one half year of experience to a maximum of four years for a Bachelor's degree.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to considerable danger of injury or assault by inmates.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of modern concepts of industrial management; considerable knowledge of techniques of industrial materials control, method analysis, manufacturing, engineering and marketing procedures; knowledge of and ability to apply management principles and techniques; knowledge of apprenticeship training methods; basic knowledge of principles and practices of budgeting and accounting; considerable interpersonal skills; considerable oral and written communication skills; ability to keep records and make reports.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b>	<u><b>PART</b></u>	<u><b>WEIGHT</b></u>
	<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 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 Correctional Industries Manager, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Correctional Industries Manager 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 areas of production, production planning and production control. Include any experience you have had in monitoring the flow from one process within a production operation to another; setting up and reviewing schedules and lay out of work; scheduling and coordinating work orders from inception to completion; reading and interpreting plans, blueprints and diagrams; meeting goals of manufacturing needs and production flow; inspecting raw materials and finished products for quality control. Describe the type of products manufactured, the size of the company/organization and the volume of products produced. (2) Supervisory/Management experience. Be specific in describing your experience developing policies, administering a budget, conducting and overseeing vocational training and supervising staff. Include the number and job titles of the staff you directly supervised and your specific supervisory responsibilities. **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 November 21, 2011.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. 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 December 28, 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>) or at the Office of the Connecticut State Job Center.

**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