



**AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF TRANSPORTATION
CURRICULUM MANAGER**

**ANNUAL \$66,604
SALARY: \$85,463**

**SALARY
GROUP: MP 60**

**APPLICATION CLOSING
DATE: NOVEMBER 10, 2011**

**EXAM
NO: 110540APPD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a State agency this class is accountable for performing as a manager of curriculum development and training related program administration.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF TRANSPORTATION** WHO BY **NOVEMBER 10, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT SERVICE IN THE **DEPARTMENT OF TRANSPORTATION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Seven years of professional experience in in-service training, human resource development or adult education.

SPECIAL EXPERIENCE: One year of the General Experience must have had primary responsibility for planning, developing, coordinating or implementing an in-service training or staff development program.

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

SPECIAL REQUIREMENT: Positions at the Police Officer Standards and Training Council require the Special Experience in law enforcement training programs.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and techniques of in-service training and staff development; considerable knowledge of educational methods and techniques; knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to assess training needs and determine objectives.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

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 supplemental examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Curriculum Manager, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Curriculum 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 providing consultation services to agency/organization staff regarding in-service training or staff development and experience conducting needs analyses. **(2)** Experience developing, reviewing and evaluating training curriculum. **(3)** Experience delivering formal training courses. **(4)** Experience evaluating the effectiveness of formal training programs. **(5)** Experience managing/administrating in-service and staff development programs and supervising staff. **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 10, 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 12, 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 Department of Transportation.

**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.