

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
Trainer (Durational / Part-time)
FOOD AND STANDARDS DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list and Lateral Transfers (see eligibility requirement below).
Location: 165 Capitol Avenue, Hartford, CT
Job Posting No: 104896
Hours: 20 Hours / Week
Salary: AR 22 / \$27.71 - \$35.86 hour
NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM
Closing Date: May 29, 2013

Position Description: Anticipated duties of this Trainer position within the Food and Standards Division of the Department of Consumer protection include, but are not limited to; developing a training program which will build the food safety capacity and capability of eligible agencies to take appropriate action in response to a notification under section 1008 of the FD&C Act, (including planning and otherwise preparing to take an action,) or a recall of food under the FD&C Act; assist in planning, developing, coordinating and evaluating comprehensive training program; conduct needs assessment; develop course objectives, curricula, outlines and contents; select and develop training methods and materials; research learning material and resources; monitors and evaluate training courses and participants progress; provides technical assistance and consultation; maintains records and prepares reports; organizes and maintains a library of training materials; may conduct drills and exercises; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED / KNOWLEDGE SKILL AND ABILITY: Knowledge of principles and techniques of training and staff development; knowledge of education methods and techniques; ability to assess training needs and determine objectives; ability to develop, organize and conduct training courses; considerable interpersonal skills; oral and written communication skills; ability to utilize computer software.

Eligibility Requirement: Candidates must have applied for and passed the Trainer exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Special Requirement:

1. Incumbents in this class may be required to possess specialized certifications for designated positions prior to appointment.
2. Incumbents in this class may be required to travel.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position and whether they are on a current Accounts Examiner exam list or hold the title; a resume; their last two (2) current annual performance evaluations; and an Application for Employment to:

Carolyn Kozak, Human Resources Specialist
DAS / SmART-HR
165 Capitol Avenue, 5TH Floor-East
Hartford, CT 06106
Confidential Fax: (860) 622-4924 (preferred method)
Email: carolyn.kozak@ct.gov

Applications must be received by the closing date above. Incomplete application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

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.