



**EXAMINATION OPEN TO THE PUBLIC**

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
POWER PROCUREMENT PROGRAM MANAGER**

**ANNUAL \$92,041      SALARY      APPLICATION CLOSING      EXAM**  
**SALARY: \$118,069      GROUP: MP 68      DATE: OCTOBER 31, 2011      NO: 110500CFD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Energy and Environmental Protection, Public Utility Regulatory Authority, this class is accountable for managing the activities of the State program for the procurement of electricity for standard service.

**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 **OCTOBER 31, 2011**:

**GENERAL EXPERIENCE:** Nine years experience in energy markets and procuring energy on a commercial scale.

**SUBSTITUTIONS ALLOWED:** (1) A Bachelor's degree in electrical engineering, economics, finance, business or closely related field may be substituted for four years of the General Experience. (2) A Master's degree in electrical engineering, economics, finance, business or closely related field or a law degree may be substituted for one additional year of the General Experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of wholesale power generation and wholesale electricity market rules; considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of the energy auction process, RFP's and bilateral contracts for power purchases; knowledge of large electric company general operations; knowledge of standard market design in New England; knowledge of business law as it applies to contracts; knowledge of principles and methods of centralized purchasing administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to perform computer forecasting, modeling and statistical analysis.

**THE EXAMINATION WILL BE COMPOSED OF:**

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

**APPLICATION/EXAMINATION INSTRUCTIONS:** 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. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. In your application please specify in detail your experience in energy markets and your experience purchasing energy on a commercial scale. Also provide information regarding your experience managing the operations of a program or unit including developing policies, goals and procedures. Be specific as to actual duties performed and in what capacity. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by October 31, 2011. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by November 30, 2011.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

**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.