



EXAMINATION OPEN TO THE PUBLIC

DIRECTOR OF SCHOOL AND STATE CONSTRUCTION
SUPPORT SERVICES

ANNUAL \$92,041 SALARY APPLICATION CLOSING EXAM
SALARY: \$118,069 GROUP: MP 68 DATE: MAY 4, 2012 NO: 120780CFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Construction Services, this class is accountable for directing school and state construction support services, including administering the state school construction program, managing the bond process and directing the Office of Education and Data Management.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MAY 4, 2012**:

GENERAL EXPERIENCE: Ten years of professional experience in planning and implementing public capital projects.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a management capacity with significant responsibility for administering grants or bond process management and interfacing with key policy makers, state legislative and executive administrative officials. [Note: Management capacity is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies, and personnel management including training of employees.]

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 business or public administration may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of public administration including policy development and implementation; considerable knowledge of grant preparation and administration; considerable knowledge of program evaluation and monitoring functions; considerable knowledge of capital project management concepts, bond processing and contract documentation; knowledge of legislative process; considerable interpersonal skills; considerable oral and written communication skills.

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 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 Director of School and State Construction Support Services include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Director of School and State Construction Support Services 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) Managerial/Supervisory Experience. Describe your experience directing the staff and operations of a division, unit or program. Include the number and job titles of staff under your supervision. Indicate your supervisory duties including work scheduling, assignment, conducting performance evaluations and taking necessary disciplinary action. Also, detail your managerial experience in the following areas: planning and developing administrative operation plans; development of policies, procedures and recommendations for operational improvements; formulating division, unit or program goals and objectives; interpreting and administering laws/regulations/statutes; drafting regulations; budget preparation, grants and contract administration including dollar amounts involved. (2) Experience planning and implementing public capital projects. Indicate your experience reviewing, preparing and/or negotiating architectural, engineering and construction contracts and/or services. Describe the type and scope of the contract(s) and your specific responsibilities in the evaluation and negotiation of the contract(s). Also, describe your experience as a technical advisor (briefly explain the problems you consulted on and your specific consulting responsibilities.) Describe your specific responsibilities in the planning, scheduling, directing, budgeting and coordination of large-scale building projects. Include information describing the type, size and scope of the projects you managed or supervised. Indicate your experience managing all phases of projects. Describe your specific experience regarding the resources that were used to ensure specific code compliance, obtaining of specific permits and resolving specific construction problems. Describe your specific experience inspecting building and/or building projects for code compliance. Detail the size and scope of the building project and your specific responsibilities. (3) Interpersonal/oral and written communication experience. Describe experience cultivating and managing business relationships with various groups. Be specific regarding your role in this area including the nature of your contacts, the purpose of the consultation and the outcome of your efforts. Describe your experience presenting testimony and supporting documentation to the legislative committees or other governing bodies. Detail your experience preparing presentations concerning projects and providing information concerning the technical issues of construction projects. Detail your experience resolving problems/conflicts with architects, engineers, building officials etc. and how you resolved these issues. Be specific in explaining the nature of those dealings and whom they were with. Provide information on the types and titles of technical reports/contracts, correspondence or other written materials that you have prepared. **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 May 4, 2012.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/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 June 25, 2012.** (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>) and at the Offices of the Connecticut State Job Centers.
6600

April 18, 2012

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, persons with disabilities and military veterans.