



EXAMINATION OPEN TO THE PUBLIC

DIRECTOR OF LABOR OPERATIONS

ANNUAL \$99,559 SALARY APPLICATION CLOSING EXAM
SALARY: \$127,707 GROUP: MP 70 DATE: DECEMBER 20, 2012 NO: 122030OCJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Labor this class is accountable for administering and integrating the programs and operations of the Connecticut Works Job Centers, Central Office operational support units or the Office of Workforce Competitiveness.

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 DECEMBER 20, 2012:

GENERAL EXPERIENCE: Ten years of experience in job service, unemployment compensation or employment and training functions.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in an administrative capacity. [Note: For State Employees administrative capacity is interpreted at the level of Labor Department Job Center Director (Regional) or Labor Department Operational Support Manager.]

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 administration, public administration or other closely related area may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques including total quality management; considerable knowledge of and ability to interpret and apply relevant state and federal laws, statutes and regulations including employment and unemployment compensation laws and court decisions in precedent cases; considerable knowledge of employment problems and practices, employment and training programs and labor market trends and conditions; considerable knowledge of Job Center operations and agency programs, policies and procedures regarding unemployment compensation, employment and training and job placement; knowledge of and ability to use relevant management information systems; considerable interpersonal skills; considerable oral and written communication skills; considerable problem solving skills; considerable motivational skills; considerable analytical ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION AND EXAMINATION PROCEDURE: 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. **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 December 20, 2012. 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 January 31, 2013.**

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 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, persons with disabilities and military veterans.