



**EXAMINATION OPEN TO THE PUBLIC
DIRECTOR OF STAFF DEVELOPMENT**

ANNUAL SALARY: \$83,464 \$113,809	SALARY GROUP: MP 64	APPLICATION CLOSING DATE: NOVEMBER 16, 2015	EXAM NO: 150940OCMB
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SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a large state agency with work locations throughout the state or the Office of the County Sheriffs, this class is accountable for developing and directing a program of in-service training and staff development.

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 **NOVEMBER 16, 2015**.

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

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

SUBSTITUTION 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 REQUIREMENTS: OFFICE OF THE COUNTY SHERIFFS: The Special Experience must have been a program in a federal, state or municipal law enforcement agency. This replaces the existing specification for the same class in the same Salary Group MP 64 approved effective October 1, 1987. (Revised to expand usage to County Sheriffs)

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of human resource development practices; knowledge of relevant state and federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u> EXPERIENCE AND TRAINING	<u>WEIGHT</u> 100%
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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 Staff Development 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 Staff Development 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 planning, developing, coordinating, implementing and evaluating organization/agency in-service training or staff development programs.** Describe your experience planning, developing, coordinating and implementing quality management processes, organizational development and performance improvement techniques and control tools used including organizational assessment and evaluation; developing and implementing strategies, techniques and solutions. Detail any corrective action you recommended and goals, objectives, policies, procedures and/or regulations you developed to address the problems/issues and the results of your efforts. **(2) ADMINISTRATIVE/SUPERVISORY EXPERIENCE.** Describe your responsibilities for managing staff development or educational programs. Indicate your specific management/supervisory/administrative responsibilities. Include the numbers and job titles of those persons you managed on projects, directly supervised or assisted in supervising. 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 administrative experience in the following areas: planning and developing administrative operation plans; development of policies, procedures and recommendations for operational improvements reductions; formulating division, unit or program goals and objectives; interpreting and administering laws/regulations/statutes and budget preparation. **(3) INTERPERSONAL/ORAL AND WRITTEN COMMUNICATIONS EXPERIENCE.** Describe your responsibilities acting as a spokesperson for staff development/educational programs of an organization/agency. Describe the nature and types of collaborative relationships that you had. Describe who you were required to work with and what the purpose of the contact was. Describe your involvement in facilitating organizational change, assessing training needs, and providing internal and external consulting services. Be specific in describing your experience conducting formal presentations, training sessions or workshops, including the audience reached and the topic(s) involved. Include experience producing written reports, documentation, correspondence and other written materials including the purpose and for whom they were written. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for this 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 16, 2015.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. 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 JANUARY 4, 2016.** (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 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.