



EXAMINATION OPEN TO THE PUBLIC

FIELD REPRESENTATIVE - REHABILITATIVE SERVICES

ANNUAL \$59,076
SALARY: \$75,335

SALARY
GROUP: SH 22

APPLICATION CLOSING
DATE: APRIL 10, 2015

EXAM
NO: 1503700CDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Rehabilitation Services, Board of Education and Services for the Blind this class is accountable for supervising clients in the operation of a small business or vending facility and for monitoring vending machine locations.

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 **APRIL 10, 2015**.

GENERAL EXPERIENCE: Six years of experience in retail sales and/or restaurant operations.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in the operation of all aspects of a small business.

SUBSTITUTION ALLOWED: College training in business management or other relevant area 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.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to work an unscheduled work week as necessary. (2) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of small business operation including purchasing, bidding, contract preparation/review and bookkeeping; knowledge of principles and practices of retail sales; knowledge of relevant State and Federal laws, statutes and regulations; some knowledge of restaurant management including food preparation, portion control, menu planning and recordkeeping; some knowledge of and ability to apply counseling and training techniques; interpersonal skills; oral and written communications skills.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	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 Field Representative-Rehabilitation Services include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Field Representative-Rehabilitation 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) Experience in the operation of a small business. Detail experience you have in the areas of purchasing, bidding, contract preparation/review and bookkeeping. Be specific as to the type of business you have experience in (i.e. retail sales, restaurant operations or vending machine monitoring). Describe the nature of goods and services, the size of the operation, budget amount, area served, and population served. Detail your knowledge of food safety standards and health department requirements. Describe your experience and knowledge of current food trends, healthier food offerings, quality control, pricing, menu planning, food preparation, cooking of and final presentation of high quality food selections. Describe your experience preparing and reviewing budget reports. Detail your experience monitoring others to ensure compliance with terms of employment, contracts and adherence to state and federal regulations. (2) Experience planning, designing, developing and promoting business opportunities for individuals, particularly those with disabilities. Describe your experience in developing a business opportunity for yourself or others, including the type of business. Describe the marketing strategies you utilized to develop and expand a business. Detail your experience planning, designing, and coordinating renovations, construction and placement of facilities. Detail all work experiences you have with individuals with disabilities. (3) Training experience. Describe your experience training others in a business operation. Detail your experience developing training programs and providing training. Be specific as to the nature and type of training provided, to whom it was provided and the purpose. Describe the techniques you have utilized to confirm that the training you provided was successfully learned and implemented. If you have provided training to individuals with disabilities, describe any accommodations and adaptations you utilized to ensure access to classroom training materials and hands-on training. **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 April 10, 2015.** (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, 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 May 26, 2015.** (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.