



State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC
FLEET OPERATIONS SAFETY COORDINATOR

ANNUAL \$61,530
SALARY: \$77,704

SALARY
GROUP: AR 21

APPLICATION CLOSING
DATE: **DECEMBER 7, 2015**

EXAM
NO: 151040OCAM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Administrative Services, State Fleet Operations, this class is accountable for independently performing a full range of tasks in developing programs and procedures to promote the safe and lawful operation of state vehicles.

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 7, 2015**.

GENERAL EXPERIENCE: Five years of technical employment in motor vehicle accident or safety investigations or in development, conduct or coordination of driver improvement or driver education programs.

SUBSTITUTION ALLOWED: 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.

SPECIAL REQUIREMENTS: 1) Incumbents in this class may be required to travel. 2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of safe driving practices and motor vehicle laws and regulations; knowledge of modern driver improvement programs, principles and practices; knowledge of accident prevention procedures and accident reporting procedures; interpersonal skills; oral and written communication skills; ability to conduct investigations, analyze information and statistics and prepare reports on findings; ability to analyze motor vehicle accidents and their causes and recommend effective control measures; ability to utilize computer software.

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 Fleet Operations Safety Coordinator include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Fleet Operations Safety Coordinator 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 coordinating training programs to promote the safe and lawful operation of motor vehicles and workplace safety.** Detail your experience coordinating training programs. Provide information on actual duties performed including targeted audience, tracking mechanisms, maintenance of training calendar, reviewing of training plans, and training evaluation. Include information indicating any responsibilities for determining training needs. Describe experience recommending or implementing corrective measures for safe driving and workplace safety, including staff training, facility inspection and OSHA related activities. **(2) Experience in motor vehicle accident resolution.** Detail your experience coordinating between involved parties to capture necessary data and reports, process claims, negotiate settlements and making recommendations on disciplinary actions based on findings. **(3) Liaison/consultant experience.** Describe your experience serving as liaison with or consultant to insurance carriers, or national, state and local organizations for information on safety procedures and programs. Be specific as to the liaison activities you performed, the nature and for what purpose. Include any experience you have providing technical assistance or consultation, troubleshooting, and problem solving regarding safe driving measures including the nature of the problems, as well as how resolutions were reached. You should also include any experience you have with safety programs aimed at reducing accidents. **(4) Oral/Written communication and supervisory experience.** Detail your experience with others, which you feel demonstrates your oral and interpersonal skills. Be specific in explaining the nature of those dealings and whom they were with. Detail your experience counseling individuals who have had preventable accidents. Also detail your experience preparing statistical and narrative reports, correspondence, documents or other written materials. Be specific as to the nature and purpose of these reports or written materials and for whom they were prepared. Include experience maintaining records/files on accidents driver histories, and/or workplace safety. Also include experience supervising and/or leading staff. **Section 2. Education & Training.** 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 DECEMBER 7, 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 11, 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.