



DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
CORRECTIONAL INDUSTRIES SUPERVISOR 1 (GENERAL INDUSTRIES)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Statewide Vacancy
Job Posting No: 0115931
Hours: First Shift, 36.25 Hours per Week
Salary: \$49,988 annually NP-4 CO-09
Closing Date: May 4, 2017

This is a non-competitive classification that **DOES NOT** require candidates to have applied for and passed the Correctional Industries Supervisor 1 examination. **EXAMINATION IS NOT REQUIRED.**
Candidate MUST POSSESS the GENERAL EXPERIENCE to qualify.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Considerable knowledge of methods, materials and equipment involved in occupational area; knowledge of methods and techniques of production planning and control; considerable interpersonal skills; considerable oral communication skills; ability to interpret plans, blueprints and diagrams where required; ability to keep records and make reports; ability to perform under stress and remain stable in pressure situations; ability to train, instruct and supervise inmates in methods and techniques of the trade; ability to utilize computer software; some supervisory ability.

General Experience: (General Industries): Four (4) years of experience in a manufacturing environment involved in the areas of production, production planning and/or quality control which must have included some responsibility for the production output of other workers.

Special Experience: One (1) year of the General Experience must have been in a supervisory capacity.

Substitution Allowed: Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General and Special Experience on a year for year basis.

Special Requirement: 1. Incumbents in this class must have reached their 18th birthday. 2. Incumbents in this class are required to possess a high school diploma or General Educational Development (GED certification at the time of appointment. 3. Incumbents in this class may be required to successfully complete a formal training course in correctional work to develop the knowledge, skills and abilities to successfully perform the duties of the class. 4. Incumbents in this class may be required to possess and retain either a valid Motor Vehicle Operator's License, a Commercial Driver's License or both. 5. Incumbents may be required to travel.

Preferred Skills and Experience: The preferred candidate will have experience supervising the manufacturing work of others and will be proficient in the use of computers with experience with Microsoft products to include Excel and Word. Also, experience in inventory management and control is preferred.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, last two performance evaluations, an Application for Employment [CT-HR-12](#) and [CT-HR-12A](#) to:

DEPARTMENT OF CORRECTION
ATTN: Erica Soto, HR Specialist
24 WOLCOTT HILL ROAD
WETHERSFIELD, CT 06109

(PREFERRED METHOD IS BY US MAIL)

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, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Erica Soto at 860-692-7608