



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF LABOR**

**LABOR DEPARTMENT JOB CENTER DIRECTOR (REGIONAL)**

**ANNUAL \$85,099 SALARY APPLICATION CLOSING EXAM**  
**SALARY: \$109,159 GROUP: MP 66 DATE: MARCH 16, 2012 NO: 120390APJR**

**SPECIAL EXAMINATION AND APPLICATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In a Labor Department Connecticut Works/Job Center with regional business services responsibilities or one of the two regional Unemployment Insurance Call Centers this class is accountable for managing and directing all operations.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT EMPLOYEE** OF THE **DEPARTMENT OF LABOR** WHO BY **MARCH 16, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF LABOR** AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Nine years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been in a supervisory or consultative capacity at the level of Labor Department Programs and Services Coordinator.

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

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of relevant agency policies and procedures; considerable knowledge of employment problems, labor market trends, conditions and their causes; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION INSTRUCTIONS:** 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 March 16, 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 #860-622-2910). 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 April 26, 2012.**

**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 Department of Labor.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

**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.