



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF LABOR

LABOR DEPARTMENT CAREER DEVELOPMENT SPECIALIST

ANNUAL SALARY: \$51,644	SALARY GROUP: SH 20	APPLICATION CLOSING DATE: NOVEMBER 9, 2012	EXAM NO: 121820APJR
SALARY: \$64,488			

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Labor this class is accountable for performing the most complex tasks relating to providing career development counseling services to individuals in need of special assistance.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF LABOR** WHO BY **NOVEMBER 9, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF LABOR** AND THE FOLLOWING EXPERIENCE AND TRAINING*:

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

SPECIAL EXPERIENCE: (1) One year as a Labor Department Associate Community Services Representative performing basic career development counseling services. (2) Completion of fifteen semester hours in vocational guidance, counseling, psychology, sociology or other courses related to counseling is required. [Note: In order to receive credit for education you must submit a copy of your college transcript with your completed application form.]

SUBSTITUTIONS ALLOWED: (1) College training in counseling, psychology or a closely related field may be substituted for the General and Special Experience on the basis of 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 counseling, psychology or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to speak a foreign language.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of counseling and interviewing principles and techniques; knowledge of available supportive services within community; knowledge of Job Service, Unemployment Insurance and Employment and Training functions, policies and procedures; knowledge of occupational testing, interpretation and analysis; knowledge of employment problems among special groups and behavioral problems hindering employment; knowledge of labor market conditions and occupations; interpersonal skills; oral and written communication skills; ability to create and maintain records and reports.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION AND EXAMINATION PROCEDURE: 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 November 9, 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 December 21, 2012.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Labor.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous 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.