



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF LABOR

LABOR DEPARTMENT OPERATIONS COORDINATOR

**ANNUAL \$64,113
SALARY: \$81,426**

**SALARY
GROUP: SH 25***

**APPLICATION CLOSING
DATE: JULY 17, 2013**

**EXAM
NO: 130800APJR**

**ANNUAL \$74,222
SALARY: \$93,536**

**SALARY
GROUP: SH 28***

***Please refer to the job spec for salary information.**

REANNOUNCED WITH REVISED SALARIES

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Labor, this class is accountable for performing as a specialist in the coordination of complex programs, agency operations and providing expertise in problem resolution.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF LABOR** WHO BY **JULY 17, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF LABOR** AND THE FOLLOWING EXPERIENCE AND TRAINING*

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

SPECIAL EXPERIENCE: Two years of the General Experience must have been in coordinating complex programs, agency operations and/or acting in a consultative capacity in problem resolution. [Note: For State Employees this is interpreted at the level of a Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist, Labor Department Resource Associate or 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 administration or public administration or a closely related area may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of modern office methods and procedures; knowledge of techniques of statistical analysis; knowledge of data processing systems and their capabilities; considerable interpersonal skills; considerable oral and written communication skills; problem solving skills; ability to analyze and interpret laws, policies and regulations; ability to analyze organizational problems, conduct studies and determine effective solutions.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

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 July 17, 2013.** 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. 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 August 29, 2013.**

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 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.