

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
LICENSE AND APPLICATIONS ANALYST

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

Open To: Department of Consumer Protection Agency Employees who are on the current examination list.

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 100180

Hours: 40 (full time)

Salary: \$53,663 - \$67,984 annually

Closing Date: March 27, 2012

Eligibility Requirement:

Candidates must have applied for and passed the License and Applications Analyst exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities:

Knowledge of relevant licensure, certification or permit functions of regulated entities; knowledge of relevant regulated industry operations, practices and procedures; basic knowledge of statistics; interpersonal skills; oral and written communication skills; ability to understand, interpret and apply laws, regulations and other written materials pertaining to entities regulated by department; ability to research, analyze and evaluate data and prepare comprehensive written reports.

General Experience:

Five (5) years' experience performing technical or complex clerical duties involving the review or processing of licenses, certifications or permits for a governmental regulatory agency or in a regulated industry.

Note:

For state employees this is interpreted at the level of Office Assistant.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

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, and an Application for Employment to:

DEPARTMENT OF CONSUMER PROTECTION
Attn: Carolyn Kozak, Human Resources
165 CAPITOL AVENUE, 5th FLOOR
HARTFORD, CT 06106
carolyn.kozak@ct.gov
Fax (860) 622-4924

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.