



STATEWIDE PROMOTIONAL EXAMINATION

LICENSE AND APPLICATIONS ANALYST

ANNUAL \$53,663 SALARY APPLICATION CLOSING EXAM
SALARY: \$67,984 GROUP: AR 20 DATE: DECEMBER 9, 2011 NO: 110830SPPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In a state agency this class is accountable for independently performing a full range of tasks involving the processing of license and registration applications in an agency with regulatory responsibility for specific industries or businesses.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT STATE EMPLOYEE WHO BY DECEMBER 9, 2011 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Five 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 semester hours equating one-half year of experience to a maximum of four years for a Bachelor's degree.

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.

THE EXAMINATION WILL BE COMPOSED OF: PART WEIGHT
EXPERIENCE AND TRAINING 100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Material (see instructions below)

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 AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of License and Application Analyst, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of License and Applications Analyst cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in the licensure, certification and/or permitting functions of a regulatory agency. Indicate the type and purpose of the licenses, certifications or permits that you have processed. Be specific as to the type of regulated agency, industry or business with which you have worked. Include any experience authorizing issuance of licenses, permits and/or certifications. Be specific in describing what you actually did and your level of responsibility in this area. (2) Experience conducting research, collecting data and analyzing information relating to application review process. Indicate the purpose and use of the data you collected/analyzed and for whom it was collected. Be specific in describing what you actually did and your level of responsibility in this area. (3) Experience explaining and/or interpreting regulatory laws and regulations to applicants, licensees or consumers. Indicate the nature of these laws, regulations and policies and on whom they had impact. Be specific as to whom you provided these explanations and interpretations and the reasons for doing so. (4) Oral and written communications experience. Detail your experience responding to mail, telephone and personal inquiries from consumers, governmental agencies, etc. requesting information concerning entities regulated by the department. Also detail your experience participating in public hearings concerning issuance, revocation or amendment of certificates, licenses or permits. Describe your experience providing technical assistance to others and the nature and purpose of this assistance. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. Important Notes: (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by December 9, 2011. (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 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/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) Examination scores will be mailed by January 20, 2012. (8) A separate application/examination package must be submitted for each exam you are applying for.

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

*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, and persons with disabilities.