



EXAMINATION OPEN TO THE PUBLIC

MANAGER OF RESEARCH AND PLANNING

ANNUAL \$88,505 SALARY APPLICATION CLOSING EXAM
SALARY: \$113,525 GROUP: MP 67 DATE: APRIL 23, 2013 NO: 130420OCFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Commission on Hospitals and Health Care and Department of Motor Vehicles: This class is accountable for directing the staff and operations of the Research and/or Planning Division. In the Department of Emergency Services and Public Protection: This class is accountable for directing the staff and operations of the Bureau of Research and Information Services.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY APRIL 23, 2013:

GENERAL EXPERIENCE: Nine years of professional experience in management analysis, systems analysis, planning, research or a related field.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity.

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 research, statistics, economics or a closely related field may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations applicable to agency; considerable knowledge of policies, procedures and/or operations applicable to agency; considerable knowledge of methods of research design, statistical analysis and database management; considerable knowledge of principles and practices of business and public administration including organization and administration, planning and budgeting, management systems research and development, information systems and policy development; considerable ability to interpret legislation and determine its impact on agency operations and/or the state; considerable ability to analyze organizational problems, design and conduct studies and determine effective solutions; considerable interpersonal skills; considerable oral and written communications skills.

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 Materials (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 examination supplemental materials as detailed below. Applicants who do not submit the required application and examination supplemental 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 Manager of Research and Planning, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Manager of Research and Planning 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) Research and information Experience. Describe your experience planning, designing and managing formal research projects related to public safety and/or information management. Include your experience collecting and developing research data and designing, developing, and managing databases. Indicate your experience forecasting and/or making recommendations based on research data. Describe experience using statistical techniques and methods. (2) Supervisory/Administrative experience. Describe your experience directing the staff and operations of a division, unit or program. Include the number and job titles of staff under your supervision. Indicate your supervisory duties including work scheduling, assignment, conducting performance evaluations and taking necessary disciplinary action. Include experience formulating program goals and objectives, developing policies and procedures, interpreting/drafting legislation and regulations; and preparing or assisting in the preparation of a budget. Describe your experience directing and evaluating department wide performance measures and standards. (3) Interpersonal/oral and written communications experience. Describe your experience cultivating and managing business relationships with key contacts related to research, planning and information systems. Indicate experience acting as a consultant to other organizations, contracted services or internal units/departments, the purpose and nature of the contacts/consultations and the level of the individuals contacted/consulted. Be specific in describing your experience conducting formal presentations or workshops, including the intended audience and the topics involved. Describe your experience analyzing and evaluating data, programs and projects and formulating recommendations based on this analysis, and on whom it impacts. Include information on your experience producing written reports, correspondence and other materials, the purpose of these materials and for whom they were prepared. **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 April 23, 2013.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **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 June 7, 2013.** (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>) and at the Offices of the Connecticut State Job Centers.

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.