



AGENCY PROMOTIONAL EXAMINATION
UNIVERSITY OF CONNECTICUT
MATERIAL STORAGE SUPERVISOR 2

ANNUAL \$46,054
SALARY: \$59,384

SALARY
GROUP: TC 18

APPLICATION CLOSING
DATE: APRIL 22, 2013

EXAM
NO: 130370APDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: At the University of Connecticut, acts as the chief assistant to the manager of the central warehouse.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **UNIVERSITY OF CONNECTICUT** WHO BY **APRIL 22, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT OR FORMER SERVICE AT THE **UNIVERSITY OF CONNECTICUT** AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Four years' experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skills and abilities listed below.

SPECIAL EXPERIENCE: Two years of the General Experience must have involved the full range of stores duties, including receiving, storing, issuing, inventorying, inspecting, etc. [Note: For State employees, the Special Experience will be interpreted at or above the level of Storekeeper.]

SUBSTITUTION ALLOWED: College training in business administration or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years for a Associate's degree.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel within the State in the course of their daily work. (2) The appointing authority may require the possession of appropriate current licenses or permits during employment in this class.

PHYSICAL REQUIREMENTS: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. A physical examination may be required.

WORKING CONDITIONS: Incumbents may be required to lift moderate to heavy weights; may be exposed to weather conditions and may be required to handle hazardous materials/chemicals.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of modern principles and practices of efficient warehousing; considerable knowledge of modern techniques of stock record and inventory control; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; interpersonal skills; oral and written communication skills; ability to analyze and forecast requirements and plan maximum turnover rates; supervisory ability.

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 April 22, 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. 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 June 3, 2013.**

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 University of Connecticut.

**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.