



**AGENCY PROMOTIONAL EXAMINATION**  
**UNIVERSITY OF CONNECTICUT**  
**MATERIAL STORAGE SUPERVISOR 3**

**ANNUAL \$52,182**  
**SALARY: \$66,822**

**SALARY**  
**GROUP: TC 20**

**APPLICATION CLOSING**  
**DATE: JANUARY 13, 2014**

**EXAM**  
**NO: 131580APJR**

**[SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.](#)**

**PURPOSE OF CLASS:** In a state agency this class is accountable for supervising the operation of a large warehouse in a large state institution (considering numbers supervised, inventory and complexity).

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **UNIVERSITY OF CONNECTICUT** WHO BY **JANUARY 13, 2014** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **UNIVERSITY OF CONNECTICUT** AND THE FOLLOWING EXPERIENCE AND TRAINING:\*

**GENERAL EXPERIENCE:** Five years' experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skill and ability listed above

**SPECIAL EXPERIENCE:** One year of the General Experience must have been in stock or warehouse work in a supervisory capacity. **Note:** For state employees the Special Experience will be interpreted at the level of Material Storage Supervisor 1.

**SUBSTITUTION ALLOWED:** College training in business administration may be substituted for the General Experience on the basis of fifteen semester hours equalling one-half year of experience to a maximum of four years for a Bachelor's degree.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required by the appointing authority to possess appropriate current licenses or permits; (2) Incumbents in this class may be required to travel.

**PHYSICAL REQUIREMENT:** Candidates 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 and/or chemicals.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of modern principles and practices of efficient warehousing; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of modern techniques of stock records and inventory control; knowledge of modern receiving and distributing of materials and supplies; where duties require, must be familiar with either practices and methods of storing perishable and frozen foods or management of mail including familiarity with United States Postal regulations concerning mail, rates and classes of mail; interpersonal skills; oral and written communication skills; ability to analyze and forecast requirements and plan maximum turnover rates; supervisory ability.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b>	<b><u>PART</u></b>	<b><u>WEIGHT</u></b>
	<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**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 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 January 13, 2014.** Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. 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 February 24, 2014. A separate application form 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 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.