



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF MOTOR VEHICLES
MOTOR VEHICLE DIVISION CHIEF 1

ANNUAL \$94,803
SALARY: \$121,612

SALARY**
GROUP: MP 68

APPLICATION CLOSING
DATE: JULY 17, 2013

EXAM
NO: 130810APDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Motor Vehicles this class is accountable for the administration of the programs and operations of a large division.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF MOTOR VEHICLES** WHO BY **JULY 17, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF MOTOR VEHICLES** AND THE FOLLOWING EXPERIENCE AND TRAINING*

GENERAL EXPERIENCE: Ten years of professional experience in business, public or law enforcement administration

SPECIAL EXPERIENCE: One year of the General Experience must have been in a managerial capacity. Managerial capacity is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies and developing and monitoring the budget

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling six months of experience to a maximum of four years. (2) A Master's degree in business administration, public administration or other closely related field may be substituted for one additional year of the General Experience. (3) A law degree may be substituted for two additional years of the General Experience. (4) For state employees two years at the level of Motor Vehicle Branch Manager 3 may be substituted for the General and Special Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of statutes, regulations, policies and procedures pertaining to division functions; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

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, 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 July 17, 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. 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 August 23, 2013.**

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

**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.*

***Salary effective July 1, 2013.*

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.