



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF MOTOR VEHICLES

MOTOR VEHICLE HUB BRANCH MANAGER

ANNUAL \$80,261
SALARY: \$109,428

SALARY
GROUP: MP 63

APPLICATION CLOSING
DATE: OCTOBER 2, 2014

EXAM
NO: 1413700CMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Motor Vehicles, this class is accountable for managing the operations of an assigned Hub Branch.

MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF MOTOR VEHICLES** WHO BY **OCTOBER 2, 2014** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF MOTOR VEHICLES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Eight years of experience in business administration or public administration, human resources, production or quality assurance management.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity in a motor vehicle hub branch at the level of a Motor Vehicle Branch Operations Supervisor 1.

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) For State Employees, one year as a Motor Vehicle Branch Operations Supervisor 2 or two years as a Motor Vehicle Branch Operations Supervisor 1 may be substituted for the General Experience and the Special Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the functions and activities of the Department of Motor Vehicles; considerable knowledge of and ability to apply Motor Vehicle laws and regulations; considerable knowledge of the principles of office systems and procedures; knowledge of and ability to apply management principals and techniques; knowledge of and ability to apply departmental policies and procedures; knowledge of supervisory and training principles; considerable interpersonal skills; oral and written communication skills; ability to study, analyze and recommend improvements to current office activities in order to increase efficiency of service, productivity and employee job satisfaction; ability to utilize computer software.

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 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 October 2, 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 exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are 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 November 14, 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 Department of Motor Vehicles.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

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.