



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF LABOR

OCCUPATIONAL SAFETY AND HEALTH MANAGER

**ANNUAL \$75,653
SALARY: \$97,032**

**SALARY
GROUP: MP 63**

**APPLICATION CLOSING
DATE: APRIL 19, 2012**

**EXAM
NO: 120700APMC**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Labor, Division of Occupational Safety and Health this class is accountable for coordinating and managing the safety and/or health related technical activities of the division.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT EMPLOYEE** OF THE **DEPARTMENT OF LABOR** WHO BY **APRIL 19, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF LABOR**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Eight years of experience in the enforcement of occupational safety and/or health laws and regulations.

SUBSTITUTIONS ALLOWED: (1) College training in chemistry, occupational safety or health, physics, mechanical engineering or a closely 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 four years for a Bachelor's degree. (2) A Masters' degree in safety, engineering, industrial hygiene, public health or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of Connecticut and Federal Occupational Safety and Health Acts; considerable knowledge of principles and practices of occupational safety and health; considerable knowledge of industrial processes, materials, properties, operations and procedures pertaining to occupational health; considerable knowledge of safety practices and safety devices in places of employment; knowledge of and ability to apply management principles and techniques; knowledge of toxicology; knowledge of medical aspects of occupational safety and health; knowledge of symptoms of occupational disease; 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 April 19, 2012.** 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 May 31, 2012. 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 Labor.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous 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.