



**AGENCY PROMOTIONAL EXAMINATION**  
**CONNECTICUT BOARD OF PARDONS AND PAROLES**  
**PROGRAM DEVELOPMENT DIRECTOR**

**ANNUAL \$88,505 SALARY APPLICATION CLOSING EXAM**  
**SALARY: \$113,525 GROUP: MP 67 DATE: MAY 22, 2013 NO: 130580APMC**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Board of Pardons and Paroles, this class is accountable for developing, reviewing, monitoring and evaluating the operations of a major programmatic area.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **CONNECTICUT BOARD OF PARDONS AND PAROLES** WHO BY **MAY 22, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS SERVICE AT THE **CONNECTICUT BOARD OF PARDONS AND PAROLES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Ten years of experience in corrections or parole.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in a supervisory or managerial capacity responsible for directing correctional treatment, parole or community service programs. [Note: For State Employees, the Special Experience is interpreted at the level of Correctional Counselor Supervisor or Parole and Community Services Manager.]

**SUBSTITUTIONS ALLOWED:** (1) College training 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 Master's degree in counseling, criminal justice, human services, law enforcement, psychology, sociology or social work may be substituted for one additional year of the General Experience.

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

**WORKING CONDITIONS:** Incumbents in this class may be exposed to some danger of assault by inmates.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of relevant agency policies and procedures; considerable knowledge of casework methods and techniques of current correctional and parole practices including offender classification, assessment and treatment systems; considerable knowledge of methods of research design, statistical analysis and database management; considerable knowledge of public planning and policy analysis; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze organizational problems, design and conduct studies and determine effective solutions; ability to utilize computer software.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</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, 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 May 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 28, 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 Connecticut Board of Pardons and Paroles.

*\*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.