



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
PUBLIC UTILITIES SUPERVISOR OF TECHNICAL ANALYSIS**

ANNUAL SALARY: \$77,916 **SALARY GROUP: ES 32** **APPLICATION CLOSING DATE: JANUARY 10, 2012** **EXAM NO: 111110APJR**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Energy and Environmental Protection this class is accountable for supervising the professional, technical and clerical staff and activities of the Cable Television (CATV), Electric, Gas, Gas Pipeline Safety, Telecommunications or Water Section.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION** WHO BY **JANUARY 10, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION** AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Nine years of professional experience in cable television (CATV), electric, gas, gas pipeline safety, telecommunications or water utilities.

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 a discipline closely related to the section activities may be substituted for one year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply and utilize computerized analytical techniques; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of cable television (CATV), electric, gas, gas pipeline safety, telecommunications or water utilities; considerable knowledge of methodologies useful in analysis of cable television (CATV), electric, gas, gas pipeline safety, telecommunications or water utilities; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to prepare and edit complex technical documents; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

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

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) Supplemental Examination Materials (see instructions below)**

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 AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Public Utilities Supervisor of Technical Analysis include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Public Utilities Supervisor of Technical Analysis cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in the analysis of CATV, electric, energy efficiency and renewables, gas, gas pipeline safety, telecommunications and/or water utilities. Detail the nature of this experience in terms of accountability, type of methodologies applied, type of computer models and other analytical techniques used to study utility proposals and their impacts. Describe any experience you have in the development of analytical models. Also, detail any experience participating in the review of new financing, examinations of the condition of utility plants or quality of utility service. Be specific as to your role in these activities. **(2)** Lead/Supervisory experience. Describe your experience training, assigning, overseeing, reviewing and evaluating the work of staff. Include the numbers and job titles of staff you managed on projects, directly supervised or assisted in supervising. Detail any experience developing or making recommendations on the development of policies and standards. Describe the nature of these policies and standards, your role in the development and implementation stages and on whom these policies/standards impact. Also, detail your experience chairing/facilitating/serving on various committees or taskforces. Include the purpose. **(3)** Oral and written communication experience. Describe the nature and purpose of any correspondence, reports, narratives or publications that you have had the responsibility for preparing and for whom they were prepared. Detail any experience you have had preparing and delivering testimony and performing cross examination of witnesses in hearings. Also, describe any experience you have giving oral presentations, the nature and frequency of these presentations and the audience addressed. Detail your experience providing technical assistance to others including the type of assistance provided and to whom it was provided. Also, describe any experience you have dealing/interacting with others, which you feel demonstrates your interpersonal skills. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by January 10, 2012.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 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/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** **Examination scores will be mailed by February 17, 2012.** **(8)** A separate application/examination package 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>) or at the Department of Energy and Environmental Protection.

**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, and persons with disabilities.