



EXAMINATION OPEN TO THE PUBLIC

PUBLIC SAFETY MANAGER OF FLEET OPERATIONS

ANNUAL \$ 81,033
SALARY: \$110,494

SALARY
GROUP: MP 64

APPLICATION CLOSING
DATE: DECEMBER 4, 2013

EXAM
NO: 131360OCFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Emergency Services and Public Protection this class is accountable for directing the Public Safety Fleet Administration Unit.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **DECEMBER 4, 2013**.

GENERAL EXPERIENCE: Eight years of professional/technical experience in a Fleet Management program.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity in an automotive or fleet operation environment.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the general experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) for a Bachelors degree; (2) A Master's Degree in business or related area may be substituted for one (1) additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the required uses of fleet vehicles; considerable knowledge of the principles utilized in the use and management of a large motor vehicle fleet; considerable knowledge of the method of vehicle maintenance; knowledge of repair and modification of electronic, electromechanical equipment and devices; knowledge of and ability to apply management principles and techniques; knowledge of relevant state and federal laws, statutes, and regulations; considerable interpersonal skills; oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
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 examination materials as detailed below. Applicants who do not submit the required application and supplemental 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 Safety Manager of Fleet Operations include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Public Safety Manager of Fleet Operations 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 with Fleet Operations Programs. Describe your experience developing, coordinating and directing a fleet operations program, include experience with vehicle acquisition, inspection, repair and disposal, investigation of complaints, cost control programs, and development of rates and billing for vehicle use. Describe your experience dealing with the maintenance and protection of state/company owned vehicles and personally owned vehicles used for state/company business. You should also include any experience you have directing a safety program aimed at reducing accidents involving state/company owned vehicles and developing long range plans and making recommendations. Be specific in detailing your responsibilities in each of the above areas, including the size of the program and the nature of the tasks you performed.

(2) Management/Supervisory Experience. Describe your experience directing the staff and operations of a division, unit or program. Include the number and job titles of staff under your supervision. Indicate your supervisory duties including work scheduling, assignment, conducting performance evaluations and taking necessary disciplinary action. Also, detail your managerial experience in the following areas: planning and developing administrative operations plans; development of policies, procedures and recommendations for operational improvements; formulating division, unit or program goals and objectives; interpreting and administering laws.

(3) Interpersonal/Oral and Written Communication Experience.. Detail your experience writing and preparing plans and reports, documents and other correspondence relative to fleet operations. Be specific as to the purpose of these reports or written materials, for whom they were prepared and the intended outcome. Indicate any experience you have participating in meetings with consultants, agencies or project staff to establish and maintain work schedules and resolving any related problems. Detail your experience preparing presentations concerning projects and providing information concerning the technical issues related to fleet operations. Detail your experience resolving problems/conflicts and how you resolved these issues. Be specific in explaining the nature of those dealings and whom they were with. Also be specific when describing your dealings with individuals both inside and outside the agency and the nature and purpose of those dealings.

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 December 4, 2013.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. **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.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by January 10, 2014.** (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 Offices of the Connecticut State Job Centers.

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.