



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

STATE POLICE MAJOR

ANNUAL SALARY: \$118,813
SALARY: \$162,003

SALARY GROUP: MP 73

APPLICATION CLOSING DATE: AUGUST 8, 2014

EXAM NO: 141190APDJ

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Emergency Services and Public Protection, Division of State Police, this class is accountable for administrating major field, staff or support bureau operations.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION** WHO BY **AUGUST 8, 2014** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Three years of experience as a State Police Lieutenant or above.

SPECIAL REQUIREMENT: Incumbents in this class must possess and retain a valid Connecticut Motor Vehicle Operator license.

PHYSICAL REQUIREMENT: Incumbents in this class must possess sufficient strength, stamina, agility and endurance to perform all the duties of the class.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes, regulations and court decisions; considerable knowledge of principles of modern police administration, organization and management; considerable knowledge of modern police investigative techniques, procedures and aids; 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 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.

EXAMINATION INSTRUCTIONS: **Part 1:** Provide a resume of all of the separate supervisory/management assignments within the Department of Emergency Services and Public Protection that you have had while holding the official rank of State Police Lieutenant or higher. This resume should be in outline form, beginning with your current assignment and going back in time. For each assignment, provide: (1) The title of the assignment and unit (e.g., Commanding Officer of a District, Chief of Staff, Commanding Officer of a Specialized Unit, Deputy Commanding Officer of a District, Commanding Officer of a Troop, Deputy Commanding Officer of a Specialized Unit, etc.); (2) The beginning and ending dates (provide the month, day and year) for the assignment; (3) The official rank you held; and (4) A brief description (in a few sentences) of the major responsibilities of the assignment and the approximate number of subordinates under your command/supervision. **Part 2:** Following your assignments, include a list of the college or graduate degrees that you have earned or the number of college credit hours that you have completed if you have not earned a degree. Photocopies of your official college transcript(s) or diploma(s) must be attached. You will receive credit for a college degree or for credit hours only if a copy of the corresponding transcript/diploma from an accredited college or university which gives the dates when degrees or credit hours were awarded is included with your examination materials. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number, your name and your social security number. (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 August 8, 2014.** (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 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) **Examination scores will be mailed by September 26, 2014.**

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 Emergency Services and Public Protection.

**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).*

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.