

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Industries Manager

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE.

Open To: Open to the Public
Location: Statewide (all Districts)
Shift: 1st Monday - Friday
Hours: 40 Hour per week
Pcn#: 099941
Salary: MP-61 \$69,945.00 - \$89,709.00
Closing Date: February 6, 2012

Eligibility Requirement:

Candidates must have applied for and passed the open competitive examination for Correctional Industries Manager and be on the current certification list promulgated by the Department of Administrative Services.

Minimum Qualifications:

Considerable knowledge of modern concepts of industrial management; considerable knowledge of techniques of industrial materials control; method analysis, manufacturing, engineering and marketing procedures; Knowledge of and ability to apply management principles and techniques; knowledge of apprenticeship training methods; basic knowledge of principles and practices of budgeting and accounting; considerable interpersonal skills; considerable oral and written communication skills; ability to keep records and make reports.

General Experience:

Eight (8) years of experience in production work.

Special Experience:

Two (2) years of the General Experience must have been in a managerial or supervisory capacity. Note: For state employees the Special Experience is interpreted at the level of Correctional Industries Supervisor 2.

Note:

The filling of this position will be in accordance with reemployment, transfer, promotion and merit employment rules. Department of Correction employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Qualified candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf. Please submit your information to:

**Cathy Downey, Human Resources Specialist
Department of Correction
Human Resources Unit
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Wethersfield, CT 06109
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Catherine.Downey@po.state.ct.us**