



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
TOURISM PROGRAM ASSOCIATE**

**ANNUAL \$57,849
SALARY: \$74,864**

**SALARY
GROUP: AR 22**

**APPLICATION CLOSING
DATE: OCTOBER 5, 2012**

**EXAM
NO: 121610APFD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Economic and Community Development, this class is accountable for independently performing a full range of tasks in the promotion and marketing of Connecticut as a tourism destination.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT** WHO BY **OCTOBER 5, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Six years of experience in tourism, marketing, public relations, business management or a closely related field.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in tourism or marketing.

SUBSTITUTIONS ALLOWED: (1) College training in business management, marketing, public relations, communications or a closely related field 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 closely related field may be substituted for one additional year of the General Experience. (3) Two years of experience as a Tourism Program Assistant may be substituted for the General Experience.

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

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of methods used in development, implementation, promotion and evaluation of tourism or marketing programs and services; knowledge of tourism program resources; knowledge of industry practices, markets and location issues; knowledge of research methods and techniques; some knowledge of planning principles and practices; considerable oral and written communication skills; interpersonal skills; ability to coordinate programs; ability to evaluate and report on programs in progress; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

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. Make certain you detail your experience in tourism and/or marketing including any experience developing, implementing, promoting and evaluating tourism and/or marketing program and/or services. **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 October 5, 2012. 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. 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 November 13, 2012.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and the Department of Economic and Community Development.

**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.