



**EXAMINATION OPEN TO THE PUBLIC
TRAINING PROGRAM COORDINATOR**

**ANNUAL \$62,411
SALARY: \$80,682**

**SALARY
GROUP: AR 23**

**APPLICATION CLOSING
DATE: NOVEMBER 12, 2013**

**EXAM
NO: 131260OCFD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency this class is accountable for planning, developing and implementing an entire training program.

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 **NOVEMBER 12, 2013**.

GENERAL EXPERIENCE: Six years of professional experience in training, staff development or adult education.

SPECIAL EXPERIENCE: One year of the General Experience must have primarily consisted of planning, developing, coordinating or implementing an in-service training or staff development program.

SUBSTITUTIONS ALLOWED: 1) College training may be substituted for the General Experience on the basis of fifteen semester hours equalling 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.

SPECIAL REQUIREMENTS: 1) Incumbents in this class may be required to possess specialized certifications for designated positions prior to appointment; 2) Incumbents in this class may be required to travel; 3) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and techniques of in-service training and staff development; considerable knowledge of educational methods and techniques; knowledge of relevant state and federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to assess training needs and determine objectives; ability to utilize computer software; some supervisory ability.

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 Training Program Coordinator include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Training Program Coordinator 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 identifying training needs and planning training courses. Describe experience participating in the development of in-service training and staff development courses. Include information indicating any responsibilities for assessing the need for training including the assessment methods used. Describe your experience coordinating training including preparing formal training plans; the development of calendars, catalogs, instructor training schedules, training space and equipment; experience using learning management systems to obtain and report data and developing continuous quality improvement evaluation criteria to assess the effectiveness of training courses and the method used. Clearly indicate whether responsibility was for individual courses or for organization-wide development staff with multiple training sites in a large geographic area and identify the audience of these courses. **(2)** Experience preparing/developing training courses. Detail your experience in regards to the variety and complexity of training courses you have prepared. Detail your experience in regards to the various audience types e.g. professional, paraprofessional and support services employees; types of learning materials developed types of instructional methods used e.g. live instructional and web-based training and obtaining professional continuing education certification for courses developed. Detail your experience providing train-the-trainer services and providing direction to subject matter experts. Identify whether curriculum and course development was a high percentage of your job duties or whether most participation activity was revising and updating existing materials. Be specific as to the type and number of courses you have prepared/developed. **(3)** Experience conducting training courses. Be specific as to the variety and complexity of training courses you have conducted. Include a list of the training courses you have conducted, type of audience, number of participants; length of course, instructional format and approximate number of times you have given the course during a given period of time (specify the time period). **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 November 12, 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 December 23, 2013.** **(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.

