



EXAMINATION OPEN TO THE PUBLIC

**ELECTRONIC INTEGRATED CONTROL SYSTEMS
TECHNICIAN (INDUSTRIAL CONTROLS)**

ANNUAL \$54,530 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$71,314 **GROUP: TC 20** **DATE: AUGUST 8, 2012** **NO: 121300CSP**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: At the University of Connecticut and the University of Connecticut Health Center this class is accountable for independently performing a full range of tasks involved in monitoring, maintaining, diagnosing, repairing and programming automated control systems for industrial production process controls which are, but not limited to, electronic, electromechanical and/or pneumatic transmitter and metering instrumentation devices used to control various production process outputs in a power or wastewater facility and to regulate process outputs associated with water, natural gas or other utilities and medical support systems.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **AUGUST 8, 2012**:

GENERAL EXPERIENCE: Five years of experience in installation assistance, monitoring, instrumentation calibration, maintenance, repair and programming of electronic industrial controls which are integrated to a distributed control system (DCS) within an industrial, commercial, military, government, large healthcare complex or a production oriented environment.

SUBSTITUTIONS ALLOWED: A maximum of two years may be substituted for the following: (1) Graduation from a two year vocational or technical school designating completion of electronic integrated systems/maintenance technology or related field designating completion of subject requirements may be substituted for two years of the General Experience. (2) College training in electronics or electrical/mechanical engineering or a 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 two years.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to possess appropriate valid licenses or permits. (2) Incumbents in this class may be required to attend technical seminars or courses and retain original equipment manufacturer certification. (3) Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be exposed to risk of injury from equipment, heights, confined spaces, extreme weather and/or environmental conditions, significant levels of extreme heat, noise and particulates and may be required to use protective equipment.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of electrical schematics; considerable knowledge of network troubleshooting; considerable knowledge of electronic instrumentation calibration; considerable knowledge of electronic theories and practices to one or more complex systems which integrate into a total system; considerable knowledge of applicable industrial plant equipment and process; knowledge of functions and processes of assigned facility of employment; knowledge of Building Automation and Control network (BACnet); knowledge of Boolean logic; interpersonal skills; oral and written communication skills; considerable ability to diagnose, repair and maintain electronic instrumentation and related parts; ability to utilize computer software.

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 Electronic Integrated Control Systems Technician (Industrial Controls), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. [Applicants serving provisionally or temporarily in the title of Electronic Integrated Control Systems Technician (Industrial Controls) 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) Describe your experience programming industrial controls. For each Industrial Controls system you worked with, specify the type of system [brand name(s) and model(s)], including programming languages and software used. Give examples of the types of problems you were faced with and the steps you took to solve them. (2) Describe in detail the application(s) you have experience with, (e.g., generator control, pump control, and specific processes, specific hardware, etc.). In your description specify the type of application, processes or systems (electronic or electromechanical transmitter types and metering instrumentation to control a plant production output, utility metering, water management and medical support systems). Describe the specific duties you performed with each application. (3) Describe your experience with calibration methods or techniques. Be specific when describing what instrumentation for you have used for calibration. (4) Describe your experience with troubleshooting network problems. Give three examples of the most complex problems you faced and the steps you took to solve them. **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 August 8, 2012.** (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) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by September 22, 2012.** (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>) and at the Offices of the Connecticut State Job Center.

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.