State of Connecticut
EXAM ANNOUNCEMENT

## EXAMINATION OPEN TO THE PUBLIC

# TRANSPORTATION PUBLIC CONCESSIONS INSPECTOR

| ANNUAL SALARY: $48,666 – $62,123 | SALARY GROUP: AR 18 | APPLICATION CLOSING DATE: MAY 1, 2013 | EXAM NO: 130450OCDM |
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**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS**: In the Department of Transportation, Public Concessions Unit, this class is accountable for inspecting leased public concessions facilities to ensure compliance with contractual provisions as well as state and federal laws and regulations.

## 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 MAY 1, 2013.

**GENERAL EXPERIENCE:** Five years' experience in the management of a food service facility. Management is defined as being the owner, manager or assistant manager of a restaurant, food service operation, minimart or other area where food is served.

**SUBSTITUTIONS ALLOWED:** (1) College training in hotel and restaurant management, food service management, business administration 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. (2) Two years' experience in the inspection of food service operations may be substituted for the General Experience.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class are required to work a rotating shift, which includes nights, holidays and weekends. (2) Incumbents in this class are required to travel within the state in the course of their daily work.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles and practices of food service and vending facility operations; knowledge of food sanitation and personal hygiene practices as related to food production; knowledge of and ability to interpret and apply relevant state and federal laws and regulations; interpersonal skills; oral and written communication skills.

| 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 supplemental 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 Transportation Public Concessions Inspector include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title Transportation Public Concessions Inspector 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 in the management of a food service operation or facility, such as a restaurant, minimart or other area where food is served. Be specific in describing the size and type of facility that you have managed/operated and your actual responsibilities. **(2)** Experience performing inspections of food service operations/facilities, such as public concession facilities, restaurants, service station facilities, minimarts, vending facilities, etc. Be specific as to the kind of facility/operation you have inspected and the type of inspection performed. Include your experience with verification of service station fuel inventories, pricing, environmental, and operation. Also describe the nature of any corrective actions taken. Detail your experience interpreting and applying state and federal laws and regulations in order to ensure facility compliance with standards for food preparation and storage, health codes sanitation and fire safety standards. Also include your experience investigating complaints. Be specific in detailing the nature of the complaint(s) and the intended outcome. **(3)** Oral/written communication experience. Detail your experience writing inspection/investigative narrative reports, documents and other correspondence relative to findings of inspections and/or investigations and the outcome. Detail your experience with others which you feel demonstrates your oral communication and interpersonal skills. Be specific in explaining the nature of those dealings and whom they were with. **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 May 1, 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 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 June 17, 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) and at the Offices of the Connecticut State Job Centers.

6791 April 15, 2013

## 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.