



State of Connecticut Human Resources
Request to Waive Exam in Accordance With CGS Section 5-227b

Form #: **CT-HR-27**
 Effective: 7/1/2013

I am requesting to waive an examination for a classified competitive position in accordance with CGS Section 5-227b. (Refer to General Letter 222 for exam waivers for positions where the possession of a professional license, degree or satisfactory completion of an accreditation, certificate, or licensure program is a mandatory requirement for appointment.)

Agency Name: _____

Class Title: _____ Class Code: _____

Position Number(s): _____

Is the position(s) listed above approved by DAS and OPM? Yes No

Request date: _____

Have you cleared reemployment, SEBAC or other mandatory lists? Yes No

In accordance with CGS Section 5-227b (as amended by Public Act 13-247) the Department of Administrative Services (DAS) may waive an examination and delegate to a state agency department head the authority to conduct the recruitment for such position under certain specified conditions. The conditions are listed below.

Check either (1) if the job class is used by only one agency or check (2) if the job class is used by more than one agency and provide the requested information.

_____ (1) The position(s) is in a professional or managerial job classification that is utilized by a single state agency, the number of positions in the class is limited in number, and the class has few vacancies.

Is this a managerial class? If so, indicate MP salary grade. _____

Is this a professional class? If so, indicate EEO code _____ and salary level _____.

Is this job classification only used in your agency? _____ (This is a requirement.)

How many filled positions does your agency have in this job classification? _____

How many vacancies has your agency filled in this job class in the past 3 years? _____

How many vacancies do you anticipate filling in this job class in the next year? _____

_____(2) The position is in a managerial class used in more than one agency and the qualifications for the specific position are so specialized or unique that an examination for a general job classification would not result in a list of candidates possessing such qualifications and would not be cost effective.

MP salary grade: _____

Please detail the specialized or unique qualifications for the specific position and how they are different from those minimum qualifications outlined on the class specification.

Please provide an explanation as to why you believe that an examination for a general job classification would not result in a list of candidates possessing such qualifications and would not be cost effective. If you have data from prior examinations for this class it would be important to reference here.

Agency Head or Human Resources Designee

I understand that this request must be reviewed and approved before a recruitment effort can be initiated.

Name: _____ Signature: _____

Job Title: _____

Phone Number: _____ Email Address: _____

Please submit this form to: DAS, Statewide Human Resources Management, Delegation Program, at fax 860-622-2618 or email Delegation.Program@ct.gov.