



State of Connecticut
EXAM ANNOUNCEMENT

**EXAMINATION OPEN TO THE PUBLIC
MOTOR VEHICLE DIVISION CHIEF**

ANNUAL SALARY: \$97,648 \$133,153	SALARY GROUP: MP 68	APPLICATION CLOSING DATE: JANUARY 27, 2016	EXAM NO: 160010OCAM
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SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Motor Vehicles, this class is accountable for the administration of the programs and operations of a division.

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 **JANUARY 27, 2016**.

GENERAL EXPERIENCE: Ten years of professional experience in business, public or law enforcement administration.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a managerial capacity. Managerial capacity is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies and developing and monitoring the budget.

SUBSTITUTION ALLOWED: 1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling six months of experience to a maximum of four years. 2) A Master's degree in business administration, public administration or other closely related field may be substituted for one additional year of the General Experience. 3) A law degree may be substituted for two additional years of the General Experience. 4) For State employees two years at the level of Motor Vehicle Branch Manager 3 may be substituted for the General and Special Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of statutes, regulations, policies and procedures pertaining to division functions; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u> EXPERIENCE AND TRAINING	<u>WEIGHT</u> 100%
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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 Motor Vehicle Division Chief include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Motor Vehicle Division Chief 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 program management, including staff and operations management.** Describe your experience directing/coordinating staff and determining appropriate staffing levels. Be specific as to the number of people you supervised, your involvement with scheduling, delegation and follow-up, staff evaluation, training, interviewing/hiring of new staff and discipline processes. Discuss your experience with program planning. Detail your experience in establishing, implementing and evaluating policies, goals and objectives. Detail the measurable outcomes of these programs, specify what you actually did and your level of responsibility. **(2) Experience drafting, implementing and interpreting statues, regulations, policies and procedures.** List any automotive programs you have had involvement with. Include the length of time with the program as well as your title and role. Be specific as to your experience interpreting or implementing policies, procedures, etc. for a specific business, program, project or unit. Describe your experience interpreting statutes, regulations and policies and for whom you interpreted them. Discuss your problem-solving/trouble-shooting experience, the resources you utilized to resolve issues and the outcomes of your corrective actions. **(3) Experience developing and monitoring a budget.** Describe your involvement with the preparation and oversight of organizational/departmental budgets, including developing funding sources, creating operating plans and determining priorities for expenditure of financial and related resources. Describe the subdivisions involved, specifying numbers and titles of staff, dollar amounts of operation/program budgets, the purpose of each subdivision and a description of the populations served. Provide examples of major, medium and small sized projects. **(4) Experience conducting formal presentations and testifying at hearings.** Describe any experiences making presentations to groups regarding automotive programs. Be specific as to the content and audience reached. Describe any experience you have had presenting or providing supportive data for agency testimony at hearings. Detail the nature, content and purpose of any written materials you have prepared such as reports, correspondence, program materials and for whom they were prepared. Discuss public presentations on program issues, testimonies given at administrative, public or legislative hearings. **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 JANUARY 27, 2016.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 **(Secure Fax #860-622-2875).** **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are 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 MARCH 17, 2016.** **(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.