

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY

CONNECTICUT CAREERS TRAINEE
(Emergency Management Program Specialist is the Target Class)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 25 Sigourney Street, Hartford
Job Posting No: 8651
Salary: *\$42,090- \$54,328 (New hires to state employment start at the minimum salary range).
Closing Date: **Friday, April 19, 2013**

The Department of Emergency Services and Public Protection is recruiting to fill one (1) Connecticut Careers Trainee position with the Emergency Management Program Specialist as the target class.

Special Requirement:

May be required to staff the Emergency Operations Center (EOC) during a partial or full activation due to significant statewide natural disasters or other events.

EXAMPLES OF DUTIES:

Receives training in the following job functions: revision and development of the Radiological Emergency Response Plan; related planning projects, including review and revision of existing and drafting of new plans; exercises and drills of the Radiological Emergency Response Plan; property control of radiological survey instrumentation and Dosimetry; training of users of radiological survey instrumentation and Dosimetry; develop, distribution and publication of educational materials and other public information on the Radiological Emergency Response Plan.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

EXPERIENCE AND TRAINING:

Possession of a Bachelor's or Master's degree.

LENGTH OF TARGET CLASS

EXPERIENCE AND TRAINING

Six (6) Years

LENGTH OF TRAINING PERIOD

Two (2) Years

If a candidate has a Master's Degree that is an Allowed Substitution for the target classification the training program may be reduced by one (1) year.

Appointment to positions in this class will be for a period not to exceed a maximum of three years unless there is change in the employing agency or designated target class.

All appointments to this class shall be under terms of a training program and in accordance with a time schedule approved by the Commissioner of Administrative Services. All training plans must be approved by the Department of Administrative Services prior to appointment to this class.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer and promotion employment rules, if applicable.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Friday, April 19, 2013, close of business to:**

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 - 8356

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer

