

**STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
EMPLOYMENT OPPORTUNITY**

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

OPEN TO: The Public
NUMBER OF POSITIONS: 1
LOCATION: Middletown
JOB POSTING NO: 5556
CLOSING DATE: Thursday, September 27, 2012

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.

CONNECTICUT CAREERS TRAINEE: (\$42,194.00- \$48,279.00)

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Performs specialized related duties in the area of grants management; performs research including needs analysis, literature review and regulations critique to identify problems and determine priorities; develops alternatives; gathers information related to program area; develops goals and objectives, evaluation standards, timetables, other program components and department policy for program area and individual projects; facilitates direct grant process; provides technical assistance and acts as resource person to grantees; evaluates program proposals and applications for conformance with regulations and state goals; recommends funding; monitors and assesses ongoing programs for conformance to reporting requirements, general budget and timetable guidelines and program effectiveness; prepares quarterly and annual reports and statewide annual plan or section of plan related to program area; attends meetings of appropriate state, local and regional organizations and performs other liaison functions to coordinate efforts in program area.

EXPERIENCE AND TRAINING:

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

NOTE:

1. Candidates cannot be appointed until all degree requirements are complete.

**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.

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.

1. Incumbents in this class will be eligible for promotion without further competitive examination upon successful completion of the training program
2. Incumbents in this class who meet the qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to the target class.

State of Connecticut
JOB POSTING

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 ***Thursday, September 27, 2012** to:

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

*Incomplete or late application packages will not be considered.

Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the original via mail, duplicates not necessary.

Interested candidates for employment at the Department of Emergency Services and 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.

This position will be filled in accordance with reemployment, SEBAC, transfer, and promotional rules.

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