State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

PRINCIPAL CHEMIST

ANNUAL SALARY: $55,696 – $75,416	SALARY GROUP: HC 24	APPLICATION CLOSING DATE: SEE BELOW	EXAM NO: 070710CRMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

(REISSUED WITH TEST DATES FOR 2011)

PURPOSE OF CLASS: In the Departments of Environmental Protection, Public Health, Public Safety and the Office of the Chief Medical Examiner this class is accountable for acting as a working supervisor responsible for a large and/or complex grouping of work in a laboratory.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Eight years of experience in an industrial, public health, toxicology, medical or materials laboratory involving scientific work in the field of chemistry.

SPECIAL EXPERIENCE: Two years of the General Experience must have been at the full working level in the field of chemistry. For state employees this is interpreted at the level of Chemist 2.

SUBSTITUTIONS ALLOWED: (1) College training in chemistry or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of employment to a maximum of four years for a Bachelor's degree. (2) A Master's degree in chemistry or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must be willing to periodically undergo tests and immunizations for communicable diseases. (2) Incumbents in this class may be required to have specific education and/or experience to meet the various certification and/or licensing requirements. (3) Incumbents in this class may be required to undergo and successfully complete security background checks.

WORKING CONDITIONS: Incumbents in this class may be exposed to communicable diseases and hazardous substances.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of current theories, principles and practices of chemistry; considerable knowledge of current laboratory methods, applications, examinations, equipment, instrumentation and material; considerable knowledge of laboratory quality assurance and quality control policies and procedures; knowledge of universal laboratory precautions; interpersonal skills; considerable oral and written communication skills; considerable ability to conduct analytical, consultative and research activities; ability to interpret complex examination results; ability to utilize computer software; some supervisory ability.

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 examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and 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 two), which you feel has best prepared you for the job of Principal Chemist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Principal Chemist cannot include this as one of the two 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 performing qualitative and quantitative chemical and toxicological analyses of organic and inorganic substances. Describe your experience using analytical chemistry techniques and/or calibrating and using instrumentation to identify and determine the concentration of substances. Detail your use of a variety of (simple and complex) analytical chemistry techniques, and indicate whether you worked independently or with guidance. Detail your use of a variety of (simple and complex) instrumentation, and indicate whether you worked independently or with guidance. Include a description of your use of computers to operate laboratory instrumentation. Detail your experience performing chemical, biochemical and physical analyses of substances (i.e. drinking water, water samples from swimming pools and beaches, milk, dairy products, sewage, manufacturing/trade wastes, paint, fuel oils, materials used in building or highway construction or maintenance projects, body tissues and fluids, etc.). Be specific about the types of analyses performed, instrumentation used, and substances involved. **(2)** Written and Oral communication experience. Describe your experience communicating in writing with external clients and laboratory staff. Detail your experience maintaining records of chemical and toxicological analyses and investigations, compiling data for summary and statistical reports, and preparing reports and correspondence. Be specific as to the types, nature and purpose of the correspondence and reports prepared. Describe your experience that you feel demonstrates your oral communication skills. Detail your experience providing training and/or technical assistance to laboratory staff members and/or external clients. Include your experience speaking to groups, or serving on committees or boards, delivering testimony, etc. **(3)** Experience leading or supervising laboratory staff and implementing laboratory quality assurance procedures. Describe your experience leading or supervising laboratory staff, including such duties as scheduling, assigning, overseeing and reviewing work of subordinates. Include your experience establishing and maintaining laboratory procedures, providing staff training and assistance, conducting performance evaluations, determining priorities and planning unit work, monitoring safety procedures and the control of hazardous waste. Indicate the number and job titles of employees for whom you were responsible, whether the experience was lead or full supervision. Also describe your experience implementing laboratory quality assurance and quality control procedures and methodologies. Outline the procedures and methodologies employed and detail how you implemented them. Detail your experience recommending actions to correct deficiencies in quality control, including the type of deficiency and the solutions you offered. **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 supplemental examination materials are complete and separate documents not referencing the other, as your application form and 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 examination materials are completed correctly and submitted together as a package. **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2840)**. If faxing materials, keep a copy of your completed application/examination and the fax transmittal receipt for your records. Make certain that your application form and examination 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)** A separate application/examination package must be submitted for each examination you are applying for. **(8)** Application/examination package must be date stamped by DAS/Human Resources or postmarked **by October 31, 2011 for the December 6, 2011 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they 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.

(revised October 13, 2011)

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, and persons with disabilities.