State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

ENVIRONMENTAL ANALYST 3

ANNUAL SALARY:	$61,060* $87,884	SALARY GROUP:	ES 25a	APPLICATION CLOSING DATE:	SEE BELOW	EXAM NO:	062610CRMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

(REISSUED WITH ADDITIONAL DATES FOR 2013 - 2014)

PURPOSE OF CLASS: At the Department of Energy and Environmental Protection, this class is accountable for acting as a working lead and/or performing the most complex tasks in the review and analysis of environmental program data and issues within the environmental field, developing recommended actions and programs and implementing policy and program decisions. At other State agencies this class is accountable for acting as a working lead and/or performing the most complex tasks in the review and analysis of environmental program data and issues, developing recommended actions and programs and implementing policy.

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: Seven years of experience involving technical analysis and interpretation of environmental program data or planning and implementing environmental programs.

SUBSTITUTIONS ALLOWED: (1) College training in a scientific or technical discipline related to the environmental field including but not limited to the biological, earth, or physical sciences; environmental planning; environmental law; economics; leisure services; geographic information systems; geography with a concentration in geographic information systems; natural sciences; natural resources may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in a scientific or technical discipline related to the environmental field as listed above, including but not limited to the biological, earth, or physical sciences; environmental planning; environmental law; economics; leisure services; geographic information systems; geography with a concentration in geographic information systems; natural sciences; natural resources may be substituted for five years of the General Experience. [Note: Education may only be substituted for a total of five years.] (3) For state employees one year of experience as an Environmental Analyst 2 or two years of experience as an Environmental Analyst 1 may be substituted for the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be exposed to some danger of injury or physical harm from on site environments and a moderate degree of discomfort from exposure to year round weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and practices in fields relative to environmental protection; considerable knowledge of principles and practices of environmental and policy analysis; considerable knowledge of environmental program planning principles and practices; knowledge of local, state and federal laws, statutes, regulations and policies pertaining to environmental protection; knowledge of statistics and computer usage; considerable oral and written communication skills; interpersonal skills; research and organizational skills; ability to understand and interpret legislation and technical data; 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 three) which you feel has best prepared you for the job of Environmental Analyst 3, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Environmental Analyst 3 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 involving technical analysis and interpretation of environmental program data. Be specific as to the nature of the program/activities for which you were responsible and the size, scope, dollar amounts involved. Describe your role (i.e., leader of a group of professionals, independent project worker, project assistant, etc.) and what your specific duties and responsibilities were. Discuss what data gathering and analysis methods were used. Also describe what the outcome(s) of your efforts were. **(2)** Experience planning and implementing environmental programs. Be specific as to the nature of the program/activities for which you were responsible and the size, scope and dollar amounts involved. Describe your role (i.e., leader of a group of professionals, independent project worker, project assistant, etc.) and what your specific duties and responsibilities were. Discuss what research methods and data sources were used. Also describe what the outcome(s) of your efforts were. **(3)** Leading/supervising/managing the staff and operations of a unit, program or department. For each job, include the number and job titles of the staff you led/supervised/managed and your specific lead/supervisory/managerial responsibilities. Describe your responsibilities for developing, implementing and evaluating policies, goals and procedures as well as your responsibilities for budget, determining appropriate staffing levels, planning, prioritizing and coordinating work activities. Describe your experience supervising and evaluating the work of staff, conducting staff training, taking corrective action when need and any experience you have had in initiating progressive discipline. Describe your experience interviewing and participating in the selection of new employees. **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 examination materials are completed correctly and submitted together as a package. (5) Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2840).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is 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 AUGUST 30, 2013 for the OCTOBER 11, 2013 grading date; by FEBRUARY 27, 2014 for the APRIL 11, 2014 grading date; and by AUGUST 30, 2014 for the OCTOBER 14, 2014 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) or at any one of the Offices of the Connecticut State Job Centers.

*Salary Effective 8/29/13.

(revised August 1, 2013)

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.