



DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
CONNECTICUT CAREER TRAINEE- TARGET CLASS: SAFETY PROGRAM OFFICER

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

Open To: Public

Location: Bureau of Central Services, Human Resources, Health and Safety unit, Hartford, CT

Job Posting No: 112323

Type of Position: Permanent full-time

Annual Salary: \$45,994.00 - Bachelor's Degree (AR-15, Step 1, first year of training).
\$47,657.00 - Master's Degree (AR-15, step 2, first year of training).
\$52,629 - Bachelor's and Master's Degree (AR-15, step 5, second year of training).

Closing Date: October 22, 2015

Eligibility Requirement: Possession of a Bachelor's degree (any field of study) and/or a Master's degree in occupational safety, risk management or a closely related.

Description of Duties:

Receives on the job training to assist in performing the following duties:

- Coordinate accident prevention activities;
- Conduct routine periodic inspections of agency to ensure compliance with the Standards enforced by Connecticut OSHA;
- Make recommendations regarding corrective action for any deficiencies;
- Identify agency needs in safety and loss control and evaluates effectiveness of implemented safety policies, procedures and guidelines;
- Use statistics and inspection reports to make recommendations for injury reduction;
- Investigate accidents and maintains appropriate records;
- Prepare DEEP's fire evacuation plans and other OSHA required written plans;
- Create web-based training on safety and health topics, as well as, schedule and conduct safety training for staff;
- Participate in agency Safety Committee and, maintain contacts with individuals inside and outside the agency;
- May serve as an agency Emergency Evacuation Coordinator; may coordinate building security access activities;
- Performs related duties as required;

Preferred Criteria:

- Training in the of principles of occupational safety and health standards and practices;
- Training in research, analysis, data management, and creating written reports;
- Training in the principles and practices of accident prevention;

Knowledge, Skills and Abilities: 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 other employees of the agency; ability to utilize computer software.

Experience and Training:

Possession of a Bachelor's (any field of study) and/or Master's degree in occupational safety, risk management or a closely related.

Term of appointment:

For candidates with a Bachelor's Degree the length of the training period will be two years.

For candidates with a Master's degree the training program may be reduced by one (1) year.

PROMOTION:

Incumbents in this class will be eligible for promotion without further competitive examination upon successful completion of the training program.

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.

Special Requirement:

Incumbents in this class may be required to travel.

Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license

Working Conditions:

Incumbents in this class may be exposed to safety and health hazards in the workplace.

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

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a resume, a ([CT-HR-12 form](#)) Application for Employment and current state employees must provide a copy of his/her last two performance appraisals to: **(Incomplete packages will not be considered)**

Department of Energy and Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Ana Natal
Telephone: (860) 424-3006
Fax: (860) 424-3896

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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