



EXAMINATION OPEN TO THE PUBLIC

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
MANAGER OF PLANNING**

ANNUAL \$81,829 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$104,954 **GROUP: MP 65** **DATE: OCTOBER 22, 2012** **NO: 121630OCFD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, this class is accountable for operational, strategic, and radiological planning in the preparation of, response to, and recovery from, emergency situations.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **OCTOBER 22, 2012:**

GENERAL EXPERIENCE: Eight years professional experience in emergency operations, planning and grants.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity.

SUBSTITUTIONS ALLOWED: (1) College training 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 emergency preparedness/homeland security, planning, public administration, business administration or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must possess and retain a valid Motor Vehicle Operator's License. (2) On-Call status is required. (3) Incumbents must obtain a Department of Homeland Security Secret Security clearance. (4) Incumbents in this class may be required to travel. (5) Emergency management drills and actual emergencies may required work outside of normal hours.

CHARACTER REQUIREMENT: In addition to the checking of references and facts stated in the application, a thorough background investigation of each candidate will be made by the United States Department of Homeland Security and/or the Connecticut Department of Emergency Services and Public Protection before candidate is certified for appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of and ability to develop, implement and evaluate disaster, terrorist and nuclear policies and procedures; knowledge of emergency management methods and practices; knowledge of effects of contacts with chemical, biological or nuclear substances; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	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 examination materials as detailed below. Applicants who do not submit the required application and supplemental 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 Department of Emergency Services and Public Protection Manager of Planning, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Department of Emergency Services and Public Protection Manager of Planning 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)** Considerable experience in planning, developing, implementing, monitoring and evaluating comprehensive emergency preparedness, homeland security or statewide public health emergency preparedness plans, procedures and programs. Be specific in describing the size and nature of the plan (statewide, regional, or local) and on whom it impacted. Detail your experience developing written long term emergency management plans, i.e., statement of goals and objectives, recommended alternatives for action to achieve goals and objectives. Be specific as to your role in the planning process and whether you worked independently or as part of a team. Describe your experience coordinating civil preparedness and natural disaster plans for cities and towns. Experience evaluating resources, determining need for funding; obtaining federal funds. **(2)** Experience in grant and contract administration. Be specific about the nature, size and scope of the grant program(s) for which you were responsible. Detail your experience developing program components including goals and objectives, evaluation standards, timetables and departmental policies. Include your experience developing budget proposals, preparing grant applications, contracts, and requests for proposals. Also include your experience in establishing and maintaining a comprehensive financial management information system; monitoring expenditures against program budget, and managing grant programs to their successful conclusion. **(3)** Administrative/supervisory experience. Describe your experience directing the staff and operations of a division, unit or program. Include the number and job titles of staff under your supervision. Indicate your supervisory duties including work scheduling, assignment, conducting performance evaluations and taking necessary disciplinary action. Also, detail your administrative experience in the following areas: development of policies, procedures and recommendations for operational improvements to achieve cost reductions; formulating division, unit or program goals and objectives; interpreting and administering laws/regulations/statutes; budget preparation. **(4)** Interpersonal/oral and written communications experience. Describe your experience cultivating and managing business relationships with key contacts in municipal, state and federal agencies, private industry, and other organizations, especially those involving emergency services programs. Indicate experience acting as a consultant to other organizations, contracted services or others regarding program issues, the purpose and nature of the contacts/consultations and the job level of the individual(s) contacted/consulted. Be specific in describing your experience conducting formal presentations, training sessions or workshops, including the audience reached and the topic(s) involved; representing the agency/organization on various board and commissions including how often you served in this capacity and the role you played. Include experience producing written reports, documentation, correspondence and other written materials including the purpose and for whom they were written. **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 supplemental examination materials are date stamped by DAS/Human Resources or postmarked by October 22, 2012.** **(5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. 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) Examination scores will be mailed by December 5, 2012.** **(8) A separate application/examination package must be submitted for each exam you 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 Center.

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, persons with disabilities and military veterans.