



EXAMINATION OPEN TO THE PUBLIC

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

ANNUAL \$81,829 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$104,954 **GROUP: MP 65** **DATE: OCTOBER 31, 2012** **NO: 121760CSP**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, this class is accountable for managing various programs and projects which support the purpose and mission of this department.

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 OCTOBER 31, 2012:

GENERAL EXPERIENCE: Eight years professional experience in emergency management, including planning, training and operations.

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 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 in this class 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 require work outside of normal hours.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made by the Federal Emergency Management Agency (FEMA) 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 and ability to apply relevant state and federal laws, statutes and regulations; knowledge of methods and techniques of project planning and management; knowledge of emergency management methods and practices; 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) 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 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 Project Manager, 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 Project Manager 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)** Program planning experience particularly in the area of emergency management operations. Describe your experience planning, developing, evaluating and/or implementing program/plans and operations. Include the size and nature of these plans and operations (national, statewide, regional or local) and on whom they impacted. Indicate any experience developing and implementing a coordinated system of services, developing long term plans (especially in emergency management and response areas) including statement of goals and objectives, recommended alternatives for action budgetary considerations and the outcome. Be specific as to your role in the process and whether you worked independently or as a team. **(2)** Lead/supervisory/project management experience. Detail your experience scheduling, assigning work, evaluating employee performance and administering disciplinary action when necessary. Include the number and job titles of staff you supervised, led or oversaw. Describe your team leadership responsibilities including the size and purpose of the team, what the team accomplished and your role in the coordination, supervision and monitoring of team/project activities. Also, include any experience preparing policies and procedures, including their nature and purpose and on whom they impacted. **(3)** Oral/written/interpersonal communications experience. Detail your experience providing training/technical assistance and/or consultative services, for whom it was provided, the purpose and the topic(s) involved. Describe experience serving as spokesperson for program/project/plan issues, speaking to groups, chairing or serving on committees or boards. Detail your experience writing and preparing plans and reports, documents and other correspondence relative to programs and services. Be specific as to the purpose of these reports or written materials, for whom they were prepared and the intended outcome. **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 31, 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. 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 18, 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>) or at any one of the Offices of the Connecticut State Job Centers.

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.