



**STATEWIDE PROMOTIONAL EXAMINATION  
ENVIRONMENTAL PROTECTION PROGRAM SPECIALIST 1  
(SAFETY AND HEALTH MANAGEMENT)**

**ANNUAL \$77,796 SALARY APPLICATION CLOSING EXAM**  
**SALARY: \$101,121 GROUP: AR 29 DATE: NOVEMBER 24, 2010 NO: 101310SPSP**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Environmental Protection, or the Department of Public Works, this class is accountable for managing major, complex and/or specialized environmental and occupational safety and health programs and/or projects as well as acting as a technical advisor to field/district staff.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY NOVEMBER 24, 2010 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Eight years of experience in occupational safety and health with specialized experience in hazardous materials safety and health program development, implementation, regulatory analysis and training.

**SUBSTITUTIONS ALLOWED:** (1) College training in occupational safety and health, chemistry, physics or related area 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 occupational safety and health, chemistry, physics or a related area may be substituted for one additional year of the General Experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of principles and practices of occupational safety and health; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of state and federal occupational safety and health acts; considerable knowledge of principles and practices of safety and health program development; knowledge of occupational safety and health inspection methods and techniques including codes, regulations, instrument usage and calibration; considerable oral and written communication skills; interpersonal skills; some supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b><u>PART</u></b>	<b><u>WEIGHT</u></b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**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 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 Environmental Protection Specialist 1 (Safety and Health Management), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Environmental Protection Specialist 1 (Safety and Health Management) 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 in developing, planning and/or coordinating environmental and/or occupational safety and health programs. Include any experience you have had providing safety measure recommendations to eliminate or ensure compliance with standards and regulations. For each program listed, be specific as to the purpose of the program, who the programs was for, the size of the program budget, and number of people served by the program. Be specific as to the nature of your duties in these programs, the purpose for which they were performed and the outcome of your activities. If you had any supervisory or lead experience in these programs, please include in your description the titles and numbers of staff you supervised and the specific lead/supervisory duties you performed. **(2)** Experience in developing, implementing, updating and interpreting environmental and occupational safety and health policies and procedures, laws, rules and regulations. In your description, please include which laws, regulations and/or procedures you have interpreted and/or implemented. Be specific as to how you used and for whom you interpreted these laws, regulations and/or procedures. **(3)** Experience designing, organizing, conducting, implementing and evaluating safety and health compliance training programs, including state and federal Occupational Safety and Health Acts, hazardous materials and chemicals policies and regulations. Include in your description any experience you have had in preparing training budgets, conducting training needs assessments, developing curriculum, motivating students and instructor, lesson planning and formulating learning objectives. Be specific in describing the list of courses taught, the content of the courses, the dates of the courses, the length of the courses (in days/hours), who the courses were for, numbers of students and teaching staff involved, motivational techniques used, the complexity of the lesson plans and the measurement of the learning objectives. **(4)** Experience with oral/written communications relating to customer service. Describe the types of written reports and correspondence that you have prepared, the purpose of these materials and for whom they were prepared. Be specific regarding your experience facilitating committees, interacting with the public, answering questions, resolving problems and dealing with confidential or sensitive information. Describe experiences creating or editing public outreach materials, experiences interacting with the public. Detail any experience acting as a liaison or providing technical assistance to other units, agencies or outside officials and the nature of these contacts. **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 November 24, 2010. **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). 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 30, 2010. **(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/cr1.aspx?page=13>) or at any state agency.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

**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.