

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
EMERGENCY MANAGEMENT PROGRAM SPECIALIST
DURATIONAL

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

Open To: **Candidates on a Current Exam Certification List & Transfers**
Location: Division of Emergency Services & Homeland Security (Recovery Unit), Hartford
Job Posting No(s): 104344 & 104345
Salary: *\$65,408 - \$84,483 (New hires to state employment start at the minimum salary range)
Closing Date: **Monday, December 30, 2013**
Position End Date: **March 29, 2015** (Position may be extended beyond the end date if needed in conjunction with availability of funds).

Both Emergency Management Program Specialist durational positions will assist the DEMHS Recovery Staff with the review and oversight of all critical FEMA disaster Public Assistance (PA) funding received by the Division of Emergency Management and Homeland Security. This critical funding assists the local towns, state agencies and eligible non-profit entities with recovery from the major disasters that have hit the State of Connecticut.

Some of the duties includes: Assisting in the review of applicable federal guidelines to determine applicant eligibility; review applications, project worksheets, and back-up documentation from municipalities, state agencies, special districts and private non-profit entities; Maintain and update electronic and hard files with necessary program documentation; maintain audit quality documentation for program expenditures; assist with development of appeals, extension requests and other correspondence necessary to administer the program; may be required to staff the Emergency Operations Center (EOC) during a partial or full activation due to significant state events.

Eligibility Requirement: **Candidates must have applied for and passed the EMERGENCY MANAGEMENT AND PROGRAM SPECIALIST exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Special Requirement:

1. Incumbents in this class must possess and retain a valid Motor Vehicle Operator's License.
2. Incumbents in this class may be required to travel.
3. Emergency management drills and actual emergencies may require work outside of normal hours.
4. On-call status may be required.

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

Application Instructions Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Monday, December 30, 2013, close of business to:**

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer