

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 (School Safety Public Act), Hartford

**Job Posting No(s):** 105772 & 105773

**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:** **January 15, 2015**

Both Emergency Management Program Specialist durational positions have been specifically designated to assist an assigned Emergency Management Area Coordinator to perform critical time sensitive work that will focus on School Safety & Security, which are the required responsibilities of DEMHS by certain sections of Public Act (PA) 13-3. Duties: Assist Emergency Management Area Coordinator with safety and security audits of every campus of the constituent units identified in subdivisions (1) to (4), inclusive of Connecticut General Statutes Section 10a-1; assist with the preparation of reports to the General Assembly; assist to establish a system for the coordination of the annual submission to DESPP of a school safety and security plan for every school in the state from the Boards of Education; maintain database with list of consultants; assist to development and establish a system for the annual submission to DESPP of security protocol plans from each constituent unit of the State of Connecticut System of Higher Education and each independent university or college. In addition, assist with annual submission to DESPP of emergency response plans from each institute of higher education and each private occupational school under state statute; and performs related duties; 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 PROGRAM SPECIALIST exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the EMERGENCY MANAGEMENT PROGRAM SPECIALIST 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.

**Character Requirement:**

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made by the Federal Emergency Management Agency (FEMA) and/or the Connecticut Department of Emergency Services and Public Protection before persons are certified for appointment.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

**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**