



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
ENVIRONMENTAL PROTECTION PARK AND RECREATION SUPERVISOR 2**

**ANNUAL \$62,759
SALARY: \$83,829**

**SALARY
GROUP: PS 16**

**APPLICATION CLOSING
DATE: DECEMBER 11, 2013**

**EXAM
NO: 131450APPD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Energy and Environmental Protection, Bureau of Outdoor Recreation, State Parks Division, this class is accountable for the operations and supervision of a medium sized recreational unit that may contain park, forests, wildlife management areas, historic sites, beaches, campsites, boating access areas, flood control structures and other facilities.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE **DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION** WHO BY **DECEMBER 11, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE **DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION** AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Six years of experience in the operation and maintenance of a public park or outdoor recreational facility.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a supervisory capacity responsible for the supervision of support staff.
Notes: (1) Supervisory capacity is interpreted as scheduling, assigning and overseeing work, establishing performance standards for employees and taking corrective measures to implement those standards. (2) For State employees the Special Experience is interpreted at the level of Environmental Protection Park and Recreation Supervisor 1, Maintenance Supervisor 1 (all parentheticals except for Adaptive Medical Equipment), Maintenance Supervisor 2, Environmental Protection Program Specialist 1 (Operations Management) or Environmental Protection Maintainer 3.

SUBSTITUTION ALLOWED: College training in park management, outdoor recreation, leisure studies, forest recreation, natural resources management, public administration or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equalling one half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must be willing and able to accept assignment or transfer to any unit of the state and may be required to reside in designated department housing under administrative control of the Department of Energy and Environmental Protection; (2) Incumbents in this class will be required to obtain and retain a Standard First Aid Certificate and CPR certificate; (3) Incumbents in this class may be required to possess and retain a current State Boating Safety certificate; (4) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

WORKING CONDITION: Incumbents in this class may be exposed to the discomforts of working outdoors.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant agency principles and practices involved in operation, programs and maintenance of a wide variety of departmental controlled lands and facilities; knowledge of and ability to apply relevant agency laws, statutes and regulations; knowledge of approved methods of water safety, first aid and CPR; knowledge of business mathematics; knowledge of basic principles of park interpretation and recreational planning and development; some knowledge of construction and maintenance trades; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; supervisory ability.

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 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 Park and Recreation Supervisor 2 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 Park and Recreation Supervisor 2 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 the operation and maintenance of a public park or recreational facility.** Detail your experience in any of the following areas: forests, wildlife management areas, historic sites, beaches, campsites, boating access areas, flood control structures etc. Indicate the size, type of location and the actual duties you performed. Also, indicate any experience you have in the areas of water safety, first aid and CPR. Detail your experience administering and enforcing environmental laws and regulations concerning use of parks and recreational facilities. Describe your actual duties in this area. Detail your experience in the supervision of construction or maintenance trades and fire suppression and the actual duties you performed. **(2) Lead/Supervisory Experience.** Detail your experience leading or supervising others including the number and job titles of those you lead/supervised. Include any experience conducting performance evaluations, scheduling and assigning work and hiring and training staff. Include any experience you have developing or making recommendations on development of policies and procedures. Indicate any experience you have supervising the operation, programs, safety and maintenance activities within a designated recreational unit. **(3) Interpersonal/Oral and Written Communication Experience.** Describe the types, content, format and/or make-up of the records, summaries, correspondence and/or reports you have written (e.g. payroll, public attendance records, accident and vandalism reports, store requisitions etc.) Describe any experience you have dealing/interacting with others which you feel demonstrates your oral and interpersonal communication skills. Be specific in explaining the nature of those dealings and the level/title of the individuals whom they were with. Be specific regarding your experience acting as a liaison with others including the parties involved, purpose of the contact and your exact role. **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 December 11, 2013.** **(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, keep a copy of your completed application form and the fax transmittal receipt for your records. 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 January 23, 2014.** **(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 Department of Energy and Environmental Protection.

**Employees in the unclassified service may be eligible to participate in the promotional exams if they have previous continuous 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, persons with disabilities and military veterans.