



**EXAMINATION OPEN TO THE PUBLIC**

**ECONOMIC DEVELOPMENT MANAGER OF BROWNFIELD  
REMEDICATION AND REDEVELOPMENT**

**ANNUAL \$88,505 SALARY**      **SALARY**      **APPLICATION CLOSING**      **EXAM**  
**SALARY: \$113,525**      **GROUP: MP 67**      **DATE: APRIL 4, 2012**      **NO: 120590OCFD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Economic and Community Development, this class is accountable for managing complex economic development programs within the Office of Brownfield Remediation and Redevelopment.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY APRIL 4, 2012:

**GENERAL EXPERIENCE:** Nine years of professional experience in business and industrial development with a specialization and concentration in brownfield remediation and redevelopment to include the financial feasibility review, formulation of development transactions to include financing and capital structuring, negotiations of business transactions, and the implementation of and management of public funds or private business development initiatives.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in a managerial capacity. [Note: Managerial capacity is defined as formulation of program goals and objectives, developing and implementing program procedures, initiating program policies, and development and controlling the budget.]

**SUBSTITUTIONS ALLOWED:** (1) College training in environmental engineering, environmental science, geology, or a brownfield remediation related field, 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 environmental engineering, environmental science, geology, or a brownfield remediation related field may be substituted for five years of the General Experience. (3) An environmental law degree or a doctorate degree in environmental engineering, environmental science, or geology may be substituted for six years of the General Experience. [Note: Education may only be substituted for a total of six years.]

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of brownfield remediation practices; considerable knowledge of environmental agency programs and services; considerable knowledge of brownfield remediation as it relates to economic development; considerable knowledge of principles and practices of economic development at federal, state, regional, and local level; knowledge of state and federal financing programs for business and industrial growth; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze financial statements and business plans.

**THE EXAMINATION WILL BE COMPOSED OF:**

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

**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 Economic Development Manager of Brownfield Remediation and Redevelopment, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Economic Development Manager of Brownfield Remediation and Redevelopment 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 with brownfield remediation and redevelopment.** Describe your knowledge of brownfield remediation as it relates to economic development. Describe your experience identifying and evaluating brownfield remediation needs and your experience developing plans for addressing those needs. (i.e. statements of goals and objectives, and developing policies and procedures to achieve these goals and objectives). Be specific as to the size, scope and dollar amounts involved and your role in the process and whether you worked independently, as part of a team or lead/supervised others in the process. Detail any involvement with the process, including but not limited to, conducting complex financial review of brownfield projects, identifying and developing federal, state, and private funding sources, working with various environmental agency programs and services. Describe your experience preparing, reviewing, and analyzing economic development financial statements and business plans and making recommendations based on this analysis. **(2) Managerial /administrative experience.** Detail your experience directing staff and operations, coordinating, planning and managing business activities. Include specifics as to the number of employees you directly supervised and in what settings and your responsibility for employee counseling/discipline, performance evaluations, scheduling, work assignment, and training. Describe your experience developing, implementing, and evaluating programs, policies, procedures, goals, and objectives; projecting, preparing and administering office/program budgets; interpreting and administering laws and regulations pertaining to brownfield remediation and redevelopment; developing or assisting in the development of legislative proposals and regulations. **(3) Interpersonal/oral and written communication skills.** Detail any experience acting as a consultant/liason to organizations, departments, government entities or the public regarding brownfield remediation and redevelopment. Be specific as to the purpose and nature of such contacts/consultations and the level of the individuals contacted/consulted. Detail any experience developing and delivering presentations on brownfield remediation. Also include information experience providing testimony on brownfield remediation or developing and implementing outreach programs to educate property owners or potential owners on brownfield remediation and redevelopment policies and procedures. Describe any written analyses and reports you have prepared which required the interpretation of complex financial and/or statistical data and include the audience for whom the reports were prepared and the purpose. **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 April 4, 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. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. 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 May 25, 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>) and at 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.