



EXAMINATION OPEN TO THE PUBLIC

EMERGENCY MANAGEMENT AREA COORDINATOR

**ANNUAL \$66,608
SALARY: \$85,851**

**SALARY
GROUP: AR 25**

**APPLICATION CLOSING
DATE: JANUARY 17, 2012**

**EXAM
NO: 1112100CDM**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Emergency Services and Public Protection, this class is accountable for independently performing a full range of tasks in directing emergency management and natural disaster plans and operations for an assigned area and coordinating the operations with State and Federal Emergency Management programs.

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 JANUARY 17, 2012:

GENERAL EXPERIENCE: Six years' professional experience in community planning, public communications or public information.

SUBSTITUTIONS ALLOWED: (1) College training 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 a closely related field may be substituted for one additional year of the General Experience.

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

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of public information and/or communication methods and techniques; knowledge of planning principles and techniques; ability to interpret and apply relevant state and federal statutes, laws, and regulations; considerable oral and written communication skills; considerable interpersonal skills.

WORKING CONDITIONS: Incumbents in this class may be exposed to moderately disagreeable conditions, particularly in times of disasters.

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) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the supplemental 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 Emergency Management Area Coordinator, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title Emergency Management Area Coordinator 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 planning, developing and/or implementing emergency management and natural disaster plans and operations. Be specific in describing the size and nature of the plan (statewide, regional, or local) and on whom it impacted. Detail your experience developing written long term plans, i.e., statement of goals and objectives. Be specific as to your role in the planning process and whether you worked independently or as part of a team. **(2)** Experience coordinating emergency management and natural disaster plans for cities and towns. Experience evaluating resources, determining need for funding; obtaining federal funds. Detail your experience providing training/technical assistance and/or consultative services. Be specific as to the type of training and services provided and the intended outcome. **(3)** Oral and written communication experience. Detail your experience serving as spokesperson for an issue or group. Include examples of experience you have had speaking to groups, chairing or serving on committees or boards. Detail your experience writing and preparing emergency plans, reports, documents and other correspondence relative to emergency plans. Be specific as to the purpose of these reports or written materials and for whom they were prepared and the intended outcome. Also detail your experience with others which you feel demonstrates your communication and interpersonal skills. Be specific in explaining the nature of those dealings and whom they were with. **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 January 17, 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 February 29, 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, and persons with disabilities.