

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

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** **Candidates on a Current Exam Certification List**

**Location:** Emergency Services, Hartford/Middletown

**Job Posting No:** 8653

**Salary:** \*\$63,502.00 - \$82,022.00

**Closing Date:** **Thursday, April 12, 2012**

\*New hires to state employment start at the minimum of the above salary range.

**NOTE:** This position will relocate to Middletown in the near future.

**EXAMPLES OF DUTIES:**

**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.**

**ALL AREAS**

May serve as assistant to an Incident Commander or as an Emergency Operations Center (EOC) Assistant Operations Officer (functional titles) in simulated or actual events; may serve as EOC communications duty officer, including Emergency Alert System Coordinator; may serve as agency public information officer; attends meetings, workshops, conferences, and training sessions; prepares periodic reports; uses personal computers to develop and maintain databases; performs related duties as assigned.

**Knowledge, Skills and Abilities:**

Knowledge of information dissemination practices and techniques; knowledge of the principles of nuclear power generation and the principles of radiological hazards; knowledge of federal and state regulations applicable to emergency management and associated programs; knowledge of personal computers, desktop publishing, and database management; knowledge of the incident command system; knowledge of equipment and systems used in a radiological emergency; knowledge of current state and local RERP plans and procedures; knowledge of the background and objectives of emergency management programs; knowledge of the nature and effects of various types of natural and man-made disasters; knowledge of the principles of nuclear power generation and the principles of radiological hazards; considerable oral and written communication skills; considerable interpersonal skills; ability to analyze problems, interpret data, determine alternatives, and propose solutions; ability to prepare and present oral reports of considerable complexity with clarity and persuasiveness; ability to establish and maintain effective working relationships; ability to prepare comprehensive hazard response plans; ability to use EDP systems.

Knowledge of information dissemination practices and techniques; knowledge of the principles and phases of emergency management/preparedness; knowledge of federal and state regulations applicable to emergency preparedness/homeland security and associated programs; knowledge of personal computers, desktop publishing, and database management; knowledge of the incident command system; knowledge of equipment and systems used in a radiological emergency; knowledge of current state and local CEMP plans and procedures; knowledge of the background and objectives of emergency management programs; knowledge of the nature and effects of various types of natural and man-made disasters; knowledge of the principles of nuclear power generation and the principles of radiological hazards; considerable oral and written communication skills; considerable interpersonal skills; ability to analyze problems, interpret data, determine alternatives, and propose solutions; ability to prepare and present oral reports of considerable complexity with clarity and persuasiveness; ability to establish and maintain effective working relationships; ability to prepare comprehensive hazard response plans; ability to use EDP systems.

Considerable knowledge of grant preparation and administration; considerable knowledge of program evaluation and monitoring functions; knowledge of research methods and techniques; considerable interpersonal skills; considerable oral and written communication skills; some supervisory ability; ability to use EDP systems.

**General Experience:**

Six (6) years of experience in planning, technical writing, program management, grants administration, training, or public information. It is desirable that at least three (3) years of the general experience be in planning including developing written long term plans broad in scope and having impact on a number of operations.

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### Note:

Planning is defined as collecting and analyzing technical data (social, environmental, economic, governmental), determining problems and concerns and developing long term plans accordingly. These are formal, written plans, i.e. statements of goals and objectives, recommended alternatives for action, and policies and programs to achieve the goals and objectives. Generally, these plans will impact statewide activities or a large-scale corporation, which has branch or satellite facilities. Candidates must perform these types of duties the majority of time and the planning function must be the major thrust of the job.

### Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in emergency preparedness/homeland security, planning, public administration, public information, or a closely related field may be substituted for one (1) additional year of the General Experience.

### 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 this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit 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 **\*Thursday, April 12, 2012, 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.

Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the original via mail.

Interested candidates for employment at the Department of Emergency Services and 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 Opportunity Employer**