



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



**THE 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:** The Public

**Location:** Hazard Mitigation and Field Support, Middletown

**Job Posting No:** 8632

**Hours:** 40 hours (full-time)

**Salary:** \$69,393 - \$89,629 (New hires to state employment start at the minimum salary range)

**Closing Date:** **Wednesday, May 3, 2017 (Incomplete or late application packages will not be considered)**

This class is accountable for independently performing a full range of tasks in planning, monitoring, evaluating and implementing the State's Comprehensive Emergency Preparedness Plans, Homeland Security Plans or statewide public health emergency preparedness plans and drills.

**Eligibility Requirement:** This is a competitive classification that **DOES NOT** require candidates to have applied for and passed the Emergency Management Program Specialist examination. **EXAMINATION IS NOT REQUIRED. Candidates MUST POSSESS the GENERAL EXPERIENCE to qualify.**

**General Experience:** Six (6) years of experience in planning, technical writing, program management, grants administration, training or public information.

**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 equalling 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.

**Preferred Qualifications and skills:** Performs critical functions insuring both the administration of the Hazard Mitigation Program and the operational planning and preparedness of the Governor's State Emergency Operations Center and emergency response and management assets. The incumbent's Hazard Mitigation Unit role, representing 50% of duties, would involve administration of the federal mitigation grant programs, including the FEMA Hazard Mitigation Program. In this role, the incumbent would coordinate with local municipalities, FEMA and other federal agencies on mitigation planning and implementation of mitigation funds under the Stafford Act. Duties would include completing reviews of local and regional Hazard Mitigation Plans and participating in State Plan reviews. These plans are a prerequisite to state and local eligibility for federal disaster grant programs. The current Hazard Mitigation Unit of one staff member is currently administering 6 open disasters and two non-disaster grant programs totaling approximately \$58 million. The incumbent would assist in preparing the federally required Administrative Plan and other grant submittals. Duties would also include awarding, tracking and monitoring of sub-grant awards.

Operational readiness includes the coordination of long and short-term planning, procurement, inventory and general preparedness of the Division's operating infrastructure (fixed and mobile), including recurring services; assisting with Division planning, including Operations and Logistics planning, and performing critical functions by ensuring that the Division's emergency response and management assets and the Governor's State Emergency Operations Center (SEOC) are maintained in a high state of readiness. This incumbent would coordinate procurement, maintenance and repair of Division equipment, including Mobile Communications Vehicle, generator; coordinate and update Division emergency notification lists and system (currently Everbridge); assist Division managers, supervisors and other staff in various projects as needed.

**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 and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, [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 **Wednesday, May 3, 2017, close of business** to:

**The Department of Emergency Services and Public Protection**  
**1111 Country Club Road, Middletown, CT 06457**  
**Attn: Denise Shelton, Human Resources Associate**  
**or**  
**Fax: (860) 685 – 8356**

**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 fingerprint supported state and federal criminal history records check along with reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Daphne Lewis, Equal Employment Opportunity Specialist 1 at (860) 685 - 8010 or [Daphne.Lewis@ct.gov](mailto:Daphne.Lewis@ct.gov).