

State of Connecticut  
**JOB POSTING**

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
**EMERGENCY MANAGEMENT PROGRAM SPECIALIST**  
(Radiological Emergency Preparedness Unit)

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

**Open To:** **Lateral transfers and candidates on a current examination list**

**Location:** Department of Emergency Management & Homeland Security, (Radiological Emergency Preparedness Unit), Hartford

**Job Posting No:** 8651

**Salary:** \$67,371 - \$87,018 (New hires to state employment start at the minimum salary range)

**Closing Date:** **Tuesday, April 28, 2015** (Incomplete or late application packages will not be considered)

**Eligibility Requirement:** **Candidates must have applied for and passed the EMERGENCY MANAGEMENT PROGRAM SPECIALIST exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the EMERGENCY MANAGEMENT PROGRAM SPECIALIST 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.**

The responsibility of this position is to fulfill the requirements of the Radiological Emergency Program set forth in federal guidance NUREG 06-54/FEMA Rep -1.

This position may require your assistance at the Division of Emergency Management and Homeland Security, Emergency Operations Center (EOC) on an "as need basis" due to the nature of the emergency services provided in this Division.

**Duties include but are not limited to:** Performs detailed plan reviews and revisions; Update letters of agreement and maintain a document control system over the plans; Update and disseminate a large number of annual public education and information products; Coordinate with Millstone Station and state printing services; Maintain accounts with USPS and Yellow Book; Provide radiological emergency planning and response training to local and state agency emergency workers and other program partners (American Red Cross and United Way 211 Infoline); Organize, participate, control, or evaluate drills and exercises; Assist with maintenance/distribution of radiological instruments or equipment; Organize/attend meetings with local, state and federal partners; and assist in other projects as assigned.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should 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 by **Tuesday, April 28, 2015, close of business** to:

**The Department of Emergency Services and Public Protection**  
**1111 Country Club Road, Middletown, CT 06457-9294**  
**Attn: Denise Shelton, Human Resources Associate**  
**Fax: (860) 685 – 8356**

If faxing your packet; original to be mailed. Please note that 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 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 Employment Opportunity Employer**