



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
EMERGENCY MANAGEMENT PROGRAM SUPERVISOR**

**ANNUAL SALARY: \$77,796**      **SALARY GROUP: AR 29**      **APPLICATION CLOSING DATE: NOVEMBER 2, 2012**      **EXAM NO: 121810APSP**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Emergency Services and Public Protection, this class is accountable for supervising staff engaged in planning, monitoring, evaluating and implementing the States Comprehensive Emergency Preparedness, Homeland Security and Radiological Emergency Response (RERP) plans, programs and procedures as required in Section 28-31 of the Connecticut General Statutes and other emergency preparedness guidelines.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION** WHO BY **NOVEMBER 2, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS SERVICE AT THE **DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Eight years of experience in planning, program development or grants management including developing written long term plans broad in scope and having impact on a number of operations.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in planning at or above the level of Emergency Management Program Specialist. [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.]

**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 emergency preparedness/homeland security, planning, public administration, public information or a closely related field may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENTS:** (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.

**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 permanent appointment.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of current state and local Radiological Emergency Response Plan (RERP)/all-hazards plans and procedures, including homeland security plans; considerable knowledge of the principles of nuclear, biological, chemical and weather hazards; considerable knowledge of federal and state regulations applicable to emergency preparedness/management and associated programs; considerable knowledge of the incident command system; considerable knowledge of equipment and systems used in a nuclear, biological, chemical and weather emergencies; considerable knowledge of public information and media procedures; considerable knowledge of the national and state communications and alert systems; considerable knowledge of procedures and criteria to establish disaster preparedness programs; considerable knowledge of principles and practices of state and regional planning; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability; ability to use EDP systems and software.

**THE EXAMINATION WILL BE COMPOSED OF:**

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

**APPLICATION/EXAMINATION INSTRUCTIONS:** 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. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by November 2, 2012. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by December 19, 2012.**

**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 Department of Emergency Services and Public Protection.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

**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.