THE DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

JOB OPPORTUNITY

EMERGENCY MANAGEMENT PROGRAM SUPERVISOR

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public and State Employees

Location: Radiological Emergency Prep Unit, Middletown

Job Posting No: 8595

Hours: 40 hours (full-time)

Salary: $85,011 - $110,499 (New hires to state employment start at the minimum salary range)

Closing Date: Monday, June 5, 2017 (Incomplete or late application packages will not be considered)

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.

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

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.

General Experience: Eight (8) 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 (2) 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.

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:** Schedules, assigns, oversees the work of staff in a complex and highly regulated field; Performs, and reviews staff work related to, detailed plan reviews and revisions. Plans include state and local procedures, traffic management plans, public information/education plan, letters of agreement; Provides staff training and assistance; conducts performance evaluations; determines priorities and plan unit work; develops and manages internal and external training programs; develops annual letter of certification statement that assures that all federal requirements for planning, meeting and required projects are completed; act as liaison with other operating units, agencies, and outside officials regarding unit policies, planning, and procedures, including with Millstone and Department of Energy and Environmental Protection representatives; Prepare reports and correspondence; assist in preparation of annual unit and NSEP budget and annual Advisory Bulletin; Reviews and recommends approval of NSEP expenditures, both internal and external; prepares period reports, both required and as requested; Convenes and leads meetings, including, including those held with local Emergency Planning Zone or Host Community municipalities and state and local officials; May serve in command staff position at the State Emergency Operations Center on a 24 hour basis as directed in simulated or actual events; May provide briefings, presentations, conduct workshops; May draft grant proposals or other emergency management-related plans, policies and procedures, including all or part of the State Response Framework; Serves as Duty Officer as directed; Oversees maintenance and distribution of radiological instruments or equipment, including Survey Instruments for Radiological Monitoring, electronic dosimetry, Direct-Reading Dosimetry and Potassium Iodine (KI) and performs related duties.

**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.

**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 by **Monday, June 5th 2017, close of business** to:

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

Due to the large volume of applications received, we are unable to 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.