



EXAMINATION OPEN TO THE PUBLIC

ENERGY AND ENVIRONMENTAL PROTECTION DIVISION
DIRECTOR

ANNUAL \$99,559
SALARY: \$127,707

SALARY
GROUP: MP 70

APPLICATION CLOSING
DATE: DECEMBER 9, 2011

EXAM
NO: 110890OCSP

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Energy and Environmental Protection this class is accountable for directing the staff and programs of a scientific, regulatory or technical division.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **DECEMBER 9, 2011:**

GENERAL EXPERIENCE: Ten years of professional experience in natural resource management, public outdoor recreation, pollution prevention, reduction and management, environmental or energy conservation, environmental or energy regulatory programs, integration of energy and environmental policies and programs, energy research or policy development, strategic operational environmental or energy planning or other related environmental protection or energy field.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity responsible for the supervision of professional and technical support staff performing energy or environmental protection work OR one year of the General Experience must have been in a managerial capacity responsible for the management of professional and technical support staff performing energy or environmental protection work or accountable for establishing and monitoring energy and environmental financial and/or business policies and/or procedures. [Notes: (1) Supervisory capacity is defined as scheduling, assigning, overseeing work, establishing performance standards for employees and taking corrective measures to implement those standards. (2) For State Employees, the supervisory Special Experience is interpreted at the level of Supervising Sanitary Engineer (Environmental Protection), Environmental Protection Supervising Air Pollution Control Engineer, Environmental Protection Supervising Civil Engineer, Environmental Protection Supervising Environmental Analyst, Environmental Protection Supervising Forester, Environmental Protection Supervising Fisheries Biologist, Environmental Protection Supervising Wildlife Biologist, Public Utilities Supervisor of Technical Analysis or other comparable supervisory title responsible for the supervision of professional and technical support staff performing energy or environmental protection work. (3) Managerial capacity is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies and developing and monitoring the budget. (4) For State Employees, the managerial Special Experience is interpreted at the level of Energy and Environmental Protection Assistant Division Director, Energy and Environmental Protection Office Director or other comparable managerial title responsible for the management of professional and technical support staff performing energy or environmental protection work.]

SUBSTITUTIONS ALLOWED: (1) College training in a scientific or technical discipline related to the energy or environmental field, including but not limited to the biological, earth, or physical sciences; environmental planning; environmental law; economics; leisure services; geographic information systems; geography with a concentration in geographic information systems; natural sciences; natural resources, renewable energy, energy conservation or related field 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 a scientific or technical discipline related to the energy or environmental field as listed above including but not limited to the biological, earth, or physical sciences; environmental planning; environmental law; economics; leisure services; geographic information systems; geography with a concentration in geographic information systems; natural sciences; natural resources, renewable energy, energy conservation or related area may be substituted for five years of the General Experience. (3) A law degree with a concentration in energy, natural resources or environmental protection law or a doctorate degree in a field related to renewable energy, energy conservation or environmental protection may be substituted for six years of the General Experience. [Note: Education may only be substituted for a total of six years.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of energy or environmental protection principles, techniques, practices and issues; considerable ability to apply relevant agency policies and procedures; considerable interpersonal skills; considerable oral and written communication skills; analytical, organizational and negotiating skills.

THE EXAMINATION WILL BE COMPOSED OF:

| <u>PART</u> | <u>WEIGHT</u> |
|-------------------------|---------------|
| EXPERIENCE AND TRAINING | 100% |

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
 - (2) **Supplemental Examination Material (see instructions below)**

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 AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Energy and Environmental Protection Division Director, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Energy Environmental Protection Division Director cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience planning, developing, coordinating, implementing and evaluating large scale energy/environmental programs. Be specific in describing the size and nature of the programs for which you were responsible, the scope and the intended outcomes of the programs, and your specific responsibilities. (2) Supervisory/Managerial experience. Describe your experience formulating program goals and objectives, balancing competing priorities, and developing and implementing innovative approaches and programs to address environmental and organizational problems and issues. Detail your experience in the preparation of division or program budgets and financial management, including specific information regarding dollar amounts involved. Be specific regarding your responsibility for determining appropriate staffing levels and overseeing the management and coordination of staff (include the number and job titles of staff members). Describe your supervisory duties including work assignment, scheduling, training, mentoring, performance evaluation, and administering disciplinary or corrective action. (3) Oral/Written Communication Experience. Detail your experience writing legislation, regulations, policies, correspondence, reports and other documents. Be specific as to the purpose of these written materials, for whom they were prepared and the intended outcome. Also, detail your experience with others that you feel demonstrates your oral and interpersonal skills. Include experience conducting formal training, public speaking, and testifying at formal hearings. Describe your liaison/consultative experience within the agency/company and with other private and governmental organizations. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by December 9, 2011.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by January 20, 2012.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

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 Offices of the Connecticut State Job Centers.

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.