



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION ENERGY AND ENVIRONMENTAL PROTECTION BUREAU CHIEF

ANNUAL \$107,679 SALARY APPLICATION CLOSING EXAM
SALARY: \$138,123 GROUP: MP 72 DATE: SEPTEMBER 10, 2012 NO: 121460APSP

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Energy and Environmental Protection this class is accountable for planning, organizing, directing and controlling bureau programs and staff.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION** WHO BY **SEPTEMBER 10, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT SERVICE IN THE **DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Twelve 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: Three years of the General Experience must have been in a managerial capacity. [Notes: (1) Managerial capacity is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies and developing and monitoring the budget. (2) For State employees, the Special Experience is interpreted at the level of Energy and Environmental Protection Division Director, Energy and Environmental Protection Assistant Division Director, Energy and Environmental Protection Office Director or other comparable managerial title responsible for the management of staff performing energy and/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: 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 integration and/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; considerable analytical skills; considerable ability to organize and direct complex operating units and associated functions; considerable administrative ability; considerable ability to formulate and interpret agency policy, legislation and regulations.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION PROCEDURE: 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 September 10, 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 October 25, 2012.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Department of Energy and Environmental 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.