



EXAMINATION OPEN TO THE PUBLIC ENVIRONMENTAL SANITARIAN 1

ANNUAL SALARY: \$47,762 **SALARY GROUP: ES 20** **APPLICATION CLOSING DATE: FEBRUARY 10, 2012** **EXAM NO: 120171OCMC**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Agriculture this class is accountable for investigating and reporting on public health and sanitary conditions relative to the Shellfish Program to insure compliance with state statutes, regulations and the Public Health Code. In the Department of Public Health this class is accountable for independently performing a full range of tasks in investigating and reporting on public health and sanitary conditions to ensure compliance with state statutes, regulations and the Public Health Code.

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 **FEBRUARY 10, 2012:**

GENERAL EXPERIENCE: Five years' experience in technical environmental health work. (NOTE: Environmental Health is a broad discipline that is concerned with assessing and controlling the impact of the environment on human health.)

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 environmental health or public health including twelve hours of environmental health courses may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be exposed to some risk of personal injury or physical harm due to on site environmental conditions and some discomfort from year round weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of causes, impacts and prevention of environmental health problems in communities; knowledge of mathematical concepts including statistical analysis; knowledge of biological concepts and principles relating to environmental health; knowledge of laws, statutes and regulations pertaining to environmental health; knowledge of inspection and investigatory techniques related to public health hazards; interpersonal skills; oral and written communication skills; ability to analyze health conditions and recommend effective solutions.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
 - (2) **Supplemental Examination Materials (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 examination materials as detailed below. Applicants who do not submit the required application and supplemental 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 Environmental Sanitarian 1 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Environmental Sanitarian 1 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 inspecting and investigating public health and sanitary conditions. Be specific as to the nature of the inspections/investigations for which you were responsible for. Describe the inspection/investigative techniques used and what your specific duties and responsibilities were. Discuss what analysis methods were used and describe what the outcome(s) of your efforts were. (2) Describe the types of reports and correspondence for which you are responsible. Describe examples of written inspection reports, written policies and procedures that you were involved in and recommending solutions as it pertains to environmental health work. Also include experience giving oral presentations/consultations and resolving problems regarding environmental health work. **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 February 10, 2012.** (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 March 23, 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.