State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC

ENVIRONMENTAL COMPLIANCE SPECIALIST 1

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$38,588 $55,517	ES 15	DECEMBER 30, 2013	131520OCMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Energy and Environmental Protection and the Department of Transportation, this class is accountable for assisting in the performance of tasks in the inspection, monitoring, data collection and evaluation of various types of industrial, commercial, residential, institutional or municipal operations and/or facilities. The activities are conducted to determine compliance with or sanctioning under federal and state environmental laws and regulations and, when applicable, environmental permits.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **DECEMBER 30, 2013.**

GENERAL EXPERIENCE: Two years of experience in environmental compliance programs relevant to assigned bureau including inspections, investigations and/or enforcement activities.

SUBSTITUTION ALLOWED: An Associate Degree in natural, chemical, biological or environmental sciences or engineering technology may be substituted for the entire General Experience.

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

WORKING CONDITIONS: Incumbents in this class may be exposed to difficult and dangerous conditions including temperature extremes, heights and fumes.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of proper practices and systems in relation to assigned bureau; knowledge of methods used to collect and process samples; knowledge of appropriate regulations and policies relevant to assigned area; basic knowledge of techniques used to conduct environmental investigations and inspections; interpersonal skills; oral and written communication skills; ability to read and interpret statutes, regulations and policies; investigative ability; ability to recognize effects of various types of pollution.

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

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 Compliance Specialist 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 Compliance Specialist 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 conducting environmental inspections and investigations to ensure compliance with federal and state regulations. Be specific as to the type of inspections and investigations you have performed. Detail your experience in the inspection of specific facilities, operations and equipment to identify or evaluate malfunctions or noncompliance with environmental laws, regulations and permits. Also detail your experience participating in enforcement activities to obtain compliance with environmental permits and regulations. **(2)** Oral and written communications experience. Describe your experience writing and reviewing investigative reports. Be specific as to the nature and purpose of these reports and for whom they were prepared. Also, describe any experience reviewing environmental compliance reports for compliance with applicable state and /or federal environmental regulations. Detail your experience in the preparing enforcement documents and participating in hearings. **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 30, 2013** **(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, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. 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 February 11, 2014.** **(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) or at the Offices of the Connecticut State Job Centers.

6913 December 10, 2013

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.