THE DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY

FIRE SERVICE ANALYST

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

Open To: The Public

Location: Windsor Locks

Job Posting No: 100594

Hours: 40 hours (full-time)

Salary: $69,393 - $89,629 (New hires to state employment start at the minimum salary range)

Closing Date: **Tuesday, March 28, 2017** (**Incomplete or late application packages will not be considered)**

Eligibility Requirement: This is a competitive classification that **DOES NOT** require candidates to have applied for and passed the Fire Service Analyst examination. **EXAMINATION IS NOT REQUIRED. Candidates MUST POSSESS the GENERAL EXPERIENCE to qualify**.

This class is accountable for performing as a specialist in developing and administering statewide fire certification examinations.

Knowledge, Skills and Abilities: Considerable knowledge of modern firefighting procedures and techniques including state fire regulations; considerable knowledge of firefighter qualifications and certifications and National Fire Protection Association (NFPA) Professional Qualification Standards; considerable knowledge of principles and techniques of test item development and administration; interpersonal skills; oral and written communication skills; ability to evaluate practical skills in firefighting techniques; ability to utilize computer software.

General Experience: Seven (7) years of experience in education and testing.

Special Experience: One (1) year of the General Experience must have been in test development of firefighting procedures and techniques at the level of Trainer.

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 a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirement: Incumbents in this class may be required to travel.

Preferred Qualifications and skills: Duties include but not limited to the following: Plans, develops and monitors a statewide testing and certification system for fire service personnel; Monitor the NFPA standards development process for all National Fire Service Professional Qualification Standards that our state certification is based upon. Each of these standards are on a 5 year revision cycle necessitating comprehensive updates for each of the 33 levels we administer; Manages the division's national accreditation by both the National Board on Fire Service Professional Qualifications and the International Fire Service Accreditation Congress. Serve as the first step review of any challenge posed by certification candidates; In cooperation with DESPP Legal, manage the review and update of Certification Regulations; Maintain valid and reliable test components for all 33 levels of competency testing. Test components include Psycho-Motor, Cognitive and Live Fire Audits. Test banks and individual test items are continually reviewed and updated based up psychometrics and analysis for each test administration. Write new test items and test banks as needed. Test items/banks are locally validated by committee's empanelled and overseen by the Fire Service Analyst; Review and process challenge requests and requests for reciprocal credit for fire service personnel entering the state, perform training and education portfolio reviews as part of alternative or embedded testing scenarios; Responsible to oversee the scheduling of all test proctors/examiners for an average of 100 test locations per year.

Address ADA Test Accommodation requests in cooperation with the state ADA Coordinator when received; Provide technical assistance to fire service organizations to insure compliance with ConnOSHA requirements, federal and state training and certification regulations; Provide training to certified fire service instructors and agency proctors/evaluators on unit policy and procedures; Attend on a regular basis meetings of the Statewide Fire Service Organizations in order to promote the system and respond to issues/questions as they arise; Liaison to Charter Oak State College for articulated credit reviews of CT Fire Academy Programs; Liaison to the federal Department of Veteran's Affairs for students enrolled under the GI Bill; Direct the Units transition to the Division's Learning Management System; Validate Official Transcript

Requests; Supervises one full-time Processing Technician I and approximately 60 adjunct Fire Service Instructors who serve as Proctors and Examiners.

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 in lieu of references by **Tuesday, March 28, 2017, close of business** to:

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

DUE TO THE LARGE VOLUME OF APPLICATIONS RECEIVED, WE ARE UNABLE 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.