



# EXAMINATION OPEN TO THE PUBLIC SAFETY PROGRAM OFFICER

ANNUAL \$57,849  
SALARY: \$74,864

SALARY  
GROUP: AR 22

APPLICATION CLOSING  
DATE: MARCH 27, 2013

EXAM  
NO: 130230OCPD

## SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In a state agency this class is accountable for independently performing a full range of tasks in safety inspections, training and coordinating workers' compensation issues involving the evaluation and analysis of occupational safety and health problems and living conditions.

### 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 **MARCH 27, 2013**:

**GENERAL EXPERIENCE:** Six years of experience in occupational safety and health inspections, risk management or loss control.

**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 occupational safety, risk management or a closely related field may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of principles of occupational safety and health practices; knowledge of principles and practices of accident prevention; knowledge of NFPA Fire and Life Safety Codes, TJC, OSHA and other health, sanitary and environmental codes; considerable interpersonal skills; considerable ability in oral and written communication; ability to analyze and evaluate accidents, their causes and recommend effective control measures; ability to plan, develop, implement and evaluate agency safety and health programs; ability to utilize computer software.

### 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 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 Safety Program Officer, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Safety Program Officer 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 life safety and occupational safety and health inspections/investigations. Be specific as to the types of inspections/investigations you have conducted, the nature and purpose of these investigations (i.e., safety, health and sanitation, accident or any other non-compliance regulations), and the intended outcome. Describe the nature of any corrective actions you have taken. Detail your experience in data collection, analysis and interpretation. Be specific in detailing the kinds of data you collected, analyzed and interpreted, the purpose and the use of your findings. Also describe your experience in utilizing computer skills to analyze data. (2) Experience developing and implementing life safety and occupational safety and health programs, including accident prevention activities. Be specific in describing the size and nature of the programs for which you were responsible. Also in your description include your responsibilities for monitoring and evaluating these programs to ensure operational efficiency and effectiveness. Describe your experience preparing, directing, coordinating and evaluating fire prevention, evacuation and emergency preparedness plans. Be specific in describing the types of plans you have prepared, directed, coordinated or evaluated, the nature and purpose of these plans, for whom they were prepared and the intended outcome. Also include your experience utilizing fire and life safety, health, sanitation and environmental codes. Be specific in providing details on what codes or general sections of codes you have applied and for what purpose (i.e., NFPA, OSHA, VA, NIOSH, etc.). (3) Oral and written communication experience. Detail your experience writing health and safety program policies, procedures, guidelines and other correspondence relative to health and safety programs, including statistical, inspection/investigative narrative reports. 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 which you feel demonstrates your oral and interpersonal communication skills. Be specific in explaining the nature of those dealings and whom they were with. Include any experience providing training. Describe your experience in designing and implementing workshops and training sessions relative to occupational safety and health. Be specific as to the nature of the training you have provided, to whom it was provided and the intended outcome. Also detail your experience serving on a safety committee(s). Be specific as to the nature and purpose of this committee and your actual role. **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 March 27, 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 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 May 13, 2013.** (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, persons with disabilities and military veterans.