



THE DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
EMERGENCY MANAGEMENT PROGRAM SPECIALIST

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** The Public  
**Location:** Middletown  
**Job Posting No:** 8619  
**Hours:** 40 hours (full-time)  
**Salary:** \$69,393 - \$89,629 (New hires to state employment start at the minimum salary range)  
**Closing Date:** Thursday, April 6, 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 Emergency Management Program Specialist examination. **EXAMINATION IS NOT REQUIRED.** Candidates **MUST POSSESS** the **GENERAL EXPERIENCE** to qualify.

This class is accountable for independently performing a full range of tasks in planning, monitoring, evaluating and implementing the State's Comprehensive Emergency Preparedness Plans, Homeland Security Plans or statewide public health emergency preparedness plans and drills.

**Knowledge, Skills and Abilities:** Knowledge of information dissemination practices and techniques; knowledge of the principles of nuclear power generation and the principles of radiological hazards; knowledge of federal and state regulations applicable to emergency management and associated programs; knowledge of personal computers, desktop publishing and database management; knowledge of the incident command system; knowledge of equipment and systems used in a radiological emergency; knowledge of current state and local RERP plans and procedures; knowledge of the background and objectives of emergency management programs; knowledge of the nature and effects of various types of natural and man-made disasters; considerable oral and written communication skills; considerable interpersonal skills; ability to analyze problems, interpret data, determine alternatives and propose solutions; ability to prepare and present oral reports of considerable complexity with clarity and persuasiveness; ability to establish and maintain effective working relationships; ability to prepare comprehensive hazard response plans; ability to utilize computer software.

**General Experience:** Six (6) years of experience in planning, technical writing, program management, grants administration, training or public information.

**Note:** Planning is defined as collecting and analyzing technical data (social, environmental, economic, governmental), determining problems and concerns and developing long term plans accordingly. These are formal, written plans, i.e. statements of goals and objectives, recommended alternatives for action and policies and programs to achieve the goals and objectives. Generally, these plans will impact statewide activities or a large-scale corporation, which has branch or satellite facilities. Candidates must perform these types of duties the majority of time and the planning function must be the major thrust of the job.

**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 emergency preparedness/homeland security, planning, public administration, public information or a closely related field may be substituted for one (1) additional year of the General Experience.

**Special Requirement:**

1. Incumbents in this class must possess and retain a valid Motor Vehicle Operator's License.
2. Incumbents in this class may be required to travel.
3. Emergency management drills and actual emergencies may require work outside of normal hours.
4. On-call status may be required.

The preferred candidate will review applications, project worksheets, and back-up documentation from municipalities, other state agencies and/or private entities; scan and distribute federal disaster assistance program

documents to and from FEMA; Update database and files with necessary program documentation; Assist in the review of applicable federal guidelines to determine applicant eligibility; Assist with appeals, extension requests and other correspondence necessary to administer the program; Conduct Project Site Inspections, compiling Project Progress reports and conducting project closeouts and The candidate may be required to staff the Emergency Operations Center (EOC) during a partial or full activation due to significant state events.

**Character Requirement:** In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made by the Federal Emergency Management Agency (FEMA) and/or the Connecticut Department of Emergency Services and Public Protection before persons are certified for appointment.

**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 **Thursday, April 6, 2017, close of business to:**

**The Department of Emergency Services and Public Protection**  
**1111 Country Club Road, Middletown, CT 06457**  
**Attn: Denise Shelton, 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](mailto:Daphne.Lewis@ct.gov).