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EMERGENCY MANAGEMENT PROGRAM SPECIALIST
State of Connecticut

EXAMINATION OPEN TO THE PUBLIC

ANNUAL SALARY \$61,503 - \$77,126
APPLICATION CLOSING DATE: APRIL 7, 2010
EXAM NO: 100300OCFD

SALARY: GROUP: AR 24

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Departments of Emergency Management and Homeland Security and Public Health, 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.

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 APRIL 7, 2010:

GENERAL EXPERIENCE: Six years of experience in planning, technical writing, program management, grants administration, training or public information. It is desirable that at least three years of the general experience be in planning including developing written long term plans broad in scope and having impact on a number of operations. [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.

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

SPECIAL REQUIREMENTS: (1) Incumbents in this class must possess and retain a Connecticut 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.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of drill/exercise design and conduct; knowledge of Homeland Security Exercise Evaluation Program (HSEEP) requirements and ability to train others in meeting such requirements; 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; ability to establish and maintain effective working relationships; ability to

organize and prioritize multiple tasks; ability to develop efficient systems to collect and organize data; ability to use EDP systems.

THE EXAMINATION WILL BE COMPOSED OF: EXPERIENCE AND TRAINING 100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

(1) Completed Application Form (PLD-1)

(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 (PLD-1) 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 Emergency Management Program Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Emergency Management Program Specialist 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 in planning, developing, implementing, monitoring and evaluating comprehensive emergency preparedness, homeland security or statewide public health emergency preparedness plans, procedures and programs. Be specific in describing the size and nature of the plan (statewide, regional, or local) and on whom it impacted. Detail your experience developing written long term plans, i.e., statement of goals and objectives, recommended alternatives for action to achieve goals and objectives. Be specific as to your role in the planning process and whether you worked independently or as part of a team. Describe your experience coordinating civil preparedness and natural disaster plans for cities and towns. Experience evaluating resources, determining need for funding; obtaining federal funds. (2) Experience planning, designing and managing formal research projects and long range planning projects. Be specific about the nature, size and scope of the project(s), your experience developing methods and procedures. Include your experience collecting and developing research data and designing, developing, and managing databases. Indicate your experience forecasting and/or making recommendations based on research data. Describe experience using statistical techniques and methods, pre-packaged computer programs or designing computer programs. (3) Experience in grant and contract administration. Be specific about the nature, size and scope of the grant program(s) for which you were responsible. Detail your experience developing program components including goals and objectives, evaluation standards, timetables and departmental policies. Include your experience developing budget proposals, preparing grant applications, contracts, and requests for proposals. Also include your experience in establishing and maintaining a comprehensive financial management information system; monitoring expenditures against program budget, and managing grant programs to their successful conclusion. (4) Interpersonal/oral and written communications experience. Detail your experience providing training/technical assistance and/or consultative services, to whom it was provided, the purpose and the topic(s) involved. Describe experience serving as a liaison or spokesperson for emergency management and/or homeland security issues. Include examples of experiences you have had speaking to groups, facilitating meetings, chairing or serving on committees or boards. Include information on your experience preparing and presenting oral reports of considerable complexity with clarity and persuasiveness. Detail your experience writing and preparing plans and reports, publications,

documents and other correspondence relative to emergency management and/or homeland security programs and services. Be specific as to the purpose of these reports or written materials, for whom they were prepared and the intended outcome. 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. (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 PLD-1 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by April 7, 2010. (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. 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 14, 2010. (8) A separate application/examination package must be submitted for each exam you are applying for.

FORMS: Application forms (PLD-1) and exam announcements are available from the Department of Administrative Services (<http://www.das.state.ct.us/exam>) or at any one of the Offices of the Connecticut State Job Centers.

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Health and Safety Specialist, Manchester, NH area.
This is a position to work under limited supervision and with a targeted salary of up to \$70,000 and they are looking for someone who has about 3-5 years experience in an industrial setting.

If you know of anyone who would benefit from learning all the details of this position, please contact .

John McBride, SPHR
CONSENTIUM SEARCH, LLC
"Executive Search Results Through Consensus"
Sourcing the finest professionals in Risk, Safety, Insurance, Case Management and Human Resources for our distinguished Clients
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**Regional Emergency Management Specialist, Metro Boston
DHHS Agency for Children and Families.**

From: Higgins, Mary Ann (ACF)

I am pleased to announce that the vacancy announcement for the Regional Emergency Management Specialist position in this office has been posted on USAJOBS. It's posted at the

GS 9/11 level and is open to both status candidates and the public. It closes on April 5, 2010. The vacancy announcement number is AT329779.

Mary Ann Higgins
Regional Administrator
Administration for Children and Families
Region I

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Director of Safety and Environmental Health, Milwaukee, WI

2.5 staff at this point
Reports to VP, Campus Operations
Salary \$90K to \$105K
Relocation: unknown

POSITION PURPOSE

The incumbent directs all biological safety, chemical safety and environmental health efforts at MCW. The research lab and office space is approximately 1,000,000 gross square feet over 6 building sites with about 3,000 faculty and staff directly involved in research activities. The research environment includes BSL3 facilities and is one of the top academic medical centers in the country.

ESSENTIAL DUTIES

1. Lead the College's Safety and Environmental Health program and manage the associated activities, budgets and priorities to ensure effective risk assessment and risk management in chemical, biological and general workplace safety.
2. Create and manage safety curriculum and databases to ensure effective training, support and communication for all faculty and staff and coordination with related programs.
3. Actively inspect and audit laboratory activities and facilities and recommend appropriate safety procedures in accordance with established policies and in compliance with federal, state and local regulations. Maintain comprehensive and accurate records of inspections and follow up activities.
4. Develop and maintain hazardous material emergency response plans, and respond as appropriate to all biological, chemical and general safety emergencies.
5. Serve as member of the MCW Joint Safety Committee and other safety-related committees as requested by the Senior Associate Dean, working collaboratively with faculty and staff to ensure appropriate risk management in all areas.
6. Serve as liaison with federal, state and local governmental units (CDC, NIH, OSHA, AFT, and DNR.) and voluntary agencies including local emergency response personnel and other personnel on matters involving chemical, biological and general safety insuring compliance with all federal, state, local, and corporate policies and regulations.
7. Work closely with architects, consultants, engineers, and administrators in the design and construction of new or renovated facilities to ensure that all biological, chemical and environmental safety issues are adequately addressed.
8. Other responsibilities include: providing for safe chemical waste disposal services and record keeping; investigating employee complaints as they relate to chemical or biological health and safety; providing technical assistance to the MCW Occupational Health staff in their tuberculosis and blood borne pathogens programs; dispensing alcohol and keeping the records of these services; and providing respiratory fit-testing services for employees, medical students and residents.
9. Motivate and lead a high performance, service oriented team; coach direct reports as appropriate for career development; and develop innovative management solutions.

CLIENT RELATIONSHIPS

Work collaboratively with other Directors in Campus Operations (Public Safety, Facility Engineering and Maintenance, Design and Project Management, Renovations and Campus Services), and with Departmental Chairs, Administrators, faculty and staff. Work collaboratively with HR, General Counsel, Finance and IT, Office of Research Staff, as well as Safety personnel in other Institutions.

OTHER DUTIES

Perform other duties as assigned. Emergency situations occurring evenings or weekends may require presence.

MINIMUM POSITION QUALIFICATIONS

Appropriate education and/or experience may be substituted on equivalent basis

Education: Master's degree in microbiology, biochemistry, genetics, molecular biology, chemistry, environmental safety or related field required.

Experience: 8 years of experience required, prefer 15 years of safety experience and 5 years of management experience.

Certifications/Licenses: Certification or eligible for certification by ABSA (RBP or CBSP), or Certified Industrial Hygienist is strongly preferred.

KNOWLEDGE, SKILLS, & ABILITIES

Must be familiar with NIH guidelines, CDC BMBL, OSHA regulations and relevant hazardous waste rules, and 42 CFR 73. Must possess strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community needed, as well as good investigative and problem-solving skills. Must have the ability to work well under emergency conditions. Excellent oral and written communication skills are essential.