



EXAMINATION OPEN TO THE PUBLIC
FIRE SERVICE ANALYST

ANNUAL \$63,502 SALARY APPLICATION CLOSING EXAM
SALARY: \$82,022 GROUP: AR 24 DATE: MARCH 9, 2012 NO: 1203100CPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Emergency Services and Public Protection, this class is accountable for performing as a specialist in developing and administering statewide fire certification examinations.

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 MARCH 9, 2012:

GENERAL EXPERIENCE: Seven years' experience in education and testing.

SPECIAL EXPERIENCE: One year of the General Experience must have been in test development of firefighting procedures and techniques at the level of Trainer.

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

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

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.

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 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 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 Fire Service Analyst, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Fire Service Analyst 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 modern firefighting procedures and techniques. Describe in detail the specific responsibilities and/or experiences that you have had that would demonstrate your knowledge of firefighting procedures and techniques. Also, describe any experience that you've had that would demonstrate that you have knowledge of NFPA professional qualification standards and job performance requirements. **(2)** Experience developing, administering and evaluating examinations. Describe what examinations you have developed, general information about the content of those examinations, particularly exams related to firefighting, as well as the type of examinations (i.e. written multiple-choice, practical/performance, essay, oral, etc.). Make sure you describe your role in the process (oversaw a team of professionals, worked independently, worked as part of a team of professionals, functioned as a trainee/assistant). Describe your experience conducting job analysis, developing test items, post-test analysis, evaluating examinations as well as exam validation experience. Describe your experience monitoring and evaluating practical/performance exams. Make sure to include a brief description of the exam events/tasks. **(3)** Interpersonal/oral communication experience. Identify types of oral presentations you've given, specifying the target audience and number of attendees. Describe your experience providing technical assistance to fire service groups, conducting training sessions, communicating needs to outside contractors, communicating with representatives of media and/or municipalities and any experience dealing with difficult individuals. **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 9, 2012.** **(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 April 20, 2012.** **(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 Center.

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.