



EXAMINATION OPEN TO THE PUBLIC

DIRECTOR OF FIRE TRAINING

ANNUAL \$77,923
SALARY: \$106,240

SALARY
GROUP: MP 63

APPLICATION CLOSING
DATE: MAY 13, 2014

EXAM
NO: 1406400CJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Commission on Fire Prevention and Control this class is accountable for directing the development, administration and marketing of all fire and related emergency services training programs.

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 **MAY 13, 2014**.

GENERAL EXPERIENCE: Eight years of experience in fire safety and training.

SPECIAL EXPERIENCE: One year of the General Experience must have been in an advanced working or advanced specialist capacity.

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 must be eligible for certification to the Instructor III level of the Fire Service Instructor Professional qualification standards, NFPA No. 1041.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant state and federal laws, statutes and regulations including National Fire Protection Association (NFPA) standards; considerable knowledge of philosophy and objectives of fire and related emergency services training; considerable knowledge of principles and practices of training and educational methods and techniques; considerable knowledge of modern fire suppression and prevention techniques, methods, procedures and scientific aids; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills.

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 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 Director of Fire Training include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Director of Fire Training 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) Management/administrative/supervisory experience.** Please describe your responsibilities managing programs, projects, and personnel. Indicate your specific management/administrative/supervisory responsibilities. Also include the numbers and job titles of those persons that you managed on projects or directly supervised. Indicate any groups of individuals (e.g. fire service organizations, vendors, printers) that it was necessary for you to coordinate/interact with to complete these projects. Detail the nature of the program goals, objectives and policies that you developed and on whom and what they impacted. Detail your experience in providing leadership to promote an organization's vision, mission, and values. Describe your role in developing and maintaining long range plans. Include the dollar amounts of any budgets for which you were responsible. **(2) Consultation, education and/or training experience.** Describe your experience providing consultation, education and/or training to public and private employers/groups/organizations in fire and related emergency services. Indicate if this experience was on a local, regional or statewide level. Describe the size, purpose and impact of the programs or courses and your actual duties performed in this area. Detail your experience in the use of NFPA Professional Qualification Standards including relevant state and federal laws, statutes and regulations. Detail your responsibilities for program or course planning, curriculum development, delivery, monitoring, and evaluation. Be specific as to whom you are providing these services. Also describe your experience providing technical assistance to others and the nature and purpose of this assistance. Detail any experience in assessing customer needs in this area, and improving processes to deliver better services. Describe who were the customers, what methods did you use, what role did you play in the process, and what was the outcome. Describe your experience in the implementation, deployment and use of contemporary educational technologies. **(3) Oral/Written communication experience.** Describe the nature and purpose of any correspondence, reports, including accident/injury investigations, narratives or trade journal articles that you have responsibility for preparing and/or have had published. Indicate their impact and for whom they were prepared. Also describe the types of interpersonal contacts that you have, your role, the nature of the contact, who it impacts, and the audience or individual effected. Indicate who you were required to work with and the outcome of the interaction. Detail any public speaking experience, the topics presented and the audience reached. **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 May 13, 2014.** **(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, keep a copy of your completed application form and the fax transmittal receipt for your records. 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 June 30, 2014.** **(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>) or 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.