



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2021 Environmental Police Officer D

SALARY: Biweekly

OPENING DATE: 11/25/20

CLOSING DATE: 12/16/20 11:59 PM

DESCRIPTION:

Departmental Promotional Examination for Environmental Police Officer D

Examination Date: 2/20/2021

Application Open Date: 11/25/2020

Deadline to Apply: 12/16/2020

Examination Processing Fee: \$150

Eligibility: To be eligible for this examination you must: (1) be an employee in the Massachusetts Environmental Police with permanent civil service status in the title of **Environmental Police Officer C** by the date of the examination; and (2) have served in the force at least one year since you were appointed in the eligible title of **Environmental Police Officer C**. A combination of temporary and permanent service can be applied towards meeting this twelve month requirement. Time spent working in the title of Environmental Police Officer D will not interrupt the service period in your permanent position

Eligible List: Individuals placed on the resulting eligible list shall be eligible for certification from such list for such period as the administrator shall determine, but in any event not to exceed two years, unless otherwise outlined in Chapter 31 § 25.

Examination Weights: The examination weights are: 60% written examination; 40% Education & Experience.

EXAMPLES OF ESSENTIAL DUTIES:

Duties: Employees in this series enforce the laws of the Commonwealth and federal laws pertaining to the protection of our natural resources, wetlands, and waterways; commercial and recreational outdoor activities such as hunting, fishing, and boating; commercial and recreational vehicles; marine fisheries; forests and parks; hazardous waste; and water and air pollution. They seek to preserve and improve the quality and condition of the Commonwealth's natural environment by providing information and assistance to the public concerning fish and wildlife regulation, boat and all-terrain vehicle regulation and safety, and environmental laws, rules and regulations; appear on the Commonwealth's behalf in court or legal proceedings; respond to environmental emergencies; operate patrol boats, all-terrain vehicles, and powered watercraft; educate the public on such topics as boating, hunting safety, and the ethical and wise use of natural resources; and assist the public in registering boats.

This title is used for Environmental Police Officers Specialists who are second-level supervisors and/or who supervise expert employees.

Examination Subjects: The written examination will be designed to test, where practicable, the following knowledges, skills and abilities which have been established as qualifications for the position: Ability to demonstrate written comprehension through reading and understanding information and ideas presented in writing; Ability to perform mathematics by using numbers, their operations, and their inter-relationships; Knowledge of the conservation and management of wildlife and wildlands resources and safe and ethical hunting practices; Knowledge of the husbandry of fish populations for recreational, ecological, and commercial purposes including management of living marine resources; Knowledge of the criminal justice system, including criminal law and policy, police and correctional systems organization, the administration of justice and the judiciary, and public attitudes regarding criminal justice issues; Knowledge of the laws, CMRs, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process; Ability to understand and apply relevant laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process; Knowledge of handling complaints, arbitrating disputes, resolving grievances, or otherwise negotiating with others; Knowledge of organizing, planning, coordinating, and prioritizing tasks in order to accomplish work; and Knowledge of coaching and developing others in order to provide on the job training and orientation for employees, identify developmental needs of others and coach or otherwise help others to improve their knowledge or skills, and evaluate and appraise the work of subordinates; and Knowledge of the management of personnel resources in order to guide, direct, develop, and motivate subordinates, including setting performance standards.

Reading List: Available at <https://www.mass.gov/guides/examination-preparation-guides-and-reading-lists>.

TYPICAL QUALIFICATIONS:

Application: All applications must be received by the application deadline, and accompanied by an examination processing fee of \$250. You will receive two confirmation emails when you have completed the process: one email confirming your application has been received, and one email confirming your payment has been received. Your application is not complete until you have received both confirmation emails. If you have not submitted payment of the examination processing fee on or before December 16, 2020, your application will not be accepted.

Education & Experience (E&E): All candidates must complete the 2021 Environmental Police Officer D Promotional Examination E&E Claim application online. Instructions regarding this E&E Claim application will be emailed to candidates prior to the examination date. A confirmation email will be sent upon successful submission of an E&E Claim application.

All claims and supporting documentation must be received within seven calendar days following the examination. Please read the instructions for submitting claims and supporting documentation carefully. Supporting documentation must be scanned and attached to your application or sent to civilservice@mass.gov no later than February 27, 2021.

Please note that:

- E&E is an examination component, and therefore must be completed by the examinee.
- Failure to complete this component as instructed will result in a candidate not receiving any credit for E&E.
- Credit for E&E will be calculated for all candidates.

No phone calls or email inquiries regarding the content of this examination component will be accepted or responded to. Once you receive your examination mark, you will have 17 calendar days from the emailing of your mark to appeal in writing your E&E score.

Reasonable Accommodations: If you need special testing accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the examination site, and such letter must be scanned and attached to the application or emailed to Civil Service at civilservice@mass.gov. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for examinations, and will not be used for any other purposes.

Statutory Preference Points: Veterans and disabled veterans will be awarded two points to their passing, overall (general average) examination score.

- **Veterans' Preference:** Click on this link for further information- [Veteran's Preference Eligibility](#).
- **Disabled Veteran Status:** Click on this link for further information- [Disabled Veteran's Preference Eligibility](#).

During the Human Resources Division (HRD) review process or during the life of the applicable eligible list(s), candidates must make original supporting documentation available should the issue of authenticity arise with any submitted document copies.

Current Military Personnel: All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must file an application and examination processing fee and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your email address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Requests filed after the application deadline (December 16, 2020), must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period. Visit our website for more information: [Military Information](#)

Makeup Examination: With the exception of current military personnel as described above, no candidate has a right to a makeup examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this before applying for the examination. If you file an examination application by the application deadline, but are unable to appear for the examination on the examination date due to an emergency or unanticipated hardship, you may request a makeup examination by filing a written request with verifiable documentation to HRD no later than seven calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional examination processing fee upon approval of your request.

Notice to Appear: Notices to Appear including time and location of examination will be emailed to candidates after the close of the application period, and prior to the examination date.

Updating Information: Candidates are responsible for maintaining accurate contact information. Failure to keep your records current may jeopardize opportunities for promotion. For information on how to update your information, click on [Update Your Account](#)

Identification at the Examination Site: At the examination site, candidates must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

Refunds: There will be no refund of the examination processing fee unless the examination is cancelled by HRD.

Private School or Service: HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible for their advertising claims.

SUPPLEMENTAL INFORMATION:

Women, minorities, veterans, and people with disabilities are encouraged to apply.

For more information about this and other civil service examinations, visit www.mass.gov/civilservice or email at civilservice@mass.gov.

Inquiries may be made to HRD during these hours at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.mass.gov/civilservice>

100 Cambridge Street
6th Floor
Boston, MA 02114

civilservice@mass.gov

Position #210220EPOD
2021 ENVIRONMENTAL POLICE OFFICER D
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