COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2018 Environmental Police Officer C (1YP)

SALARY: $0.00 /BiWeekly

OPENING DATE: 12/14/17

CLOSING DATE: 01/17/18 11:59 PM

DESCRIPTION:
Departmental Promotional Examination for Environmental Police Officer C

EXAMINATION DATE: February 16, 2018

DEADLINE TO APPLY: January 17, 2018

APPLICATION FEE: $150

ELIGIBILITY: You are eligible only if you have been previously appointed as an **Environmental Police Officer A/B** and you have continued to work in the department specified above as a Civil Service employee for at least one full year immediately preceding the date of the examination as an Environmental Police Officer A/B. For the purpose of meeting this eligibility requirement, consider any time spent working provisionally in a position higher than your civil service title as experience in your civil service position.

WEIGHTS: Applicants must get a passing mark on each of the weighted components in order to receive an overall (general average) examination score. The examination weights are: 60% written examination; 40% Education & Experience.

Note: Although the online application system allows applicants to elect to receive notification by email or regular mail, please be advised that Human Resource Division utilizes only email for all notices to applicants.

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 who are first-level supervisors and/or non-supervisory employees performing the most complex assignments.

EXAMINATION SUBJECTS: The written examination will be designed to test, where practicable, the following knowledge, 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 wild lands 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.

READING LIST: Available at Reading Lists.

TYPICAL QUALIFICATIONS:
APPLICATION: All applications must be received by the application deadline, and accompanied by an examination fee of $150. You will receive two confirmation emails when you have completed the process; one email confirming your application has been received and another 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 fee on or before January 17, 2018, your application will not be accepted.

EDUCATION & EXPERIENCE (E&E): All applicants must complete the 2018 Environmental Police Officer Series E&E Claim application online. Instructions regarding this E&E Claim application will be emailed to applicants at least 7 calendar days prior to the examination date and made available online. A confirmation email will be sent upon successful submission of an E&E Claim application.

All claims and supporting documentation must be submitted within 7 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@state.ma.us no later than February 23, 2018.

- E&E is an examination component, and therefore must be completed by the examinee.
- Failure to complete this examination component as instructed will result in a candidate not receiving any credit for E&E.
- Credit for E&E is applicable only to individuals who achieve a passing score on all other examination components.

Please be sure to read the instructions carefully. No phone calls or email inquiries regarding completion of this exam component will be accepted or responded to. Once you receive your examination mark, you will have seventeen calendar days from the emailing of your mark to

appeal your E&E score.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special 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 exam site, and such letter must be scanned and attached to this application. 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 exams, and will not be used for any other purposes.

STATUTORY PREFERENCE POINTS: Upon submission of written proof, two points will be added to the passing score of qualified Veterans and Disabled Veterans. Please click on this link for submission requirements to claim the Veterans' Preference.

DISABLED VETERAN STATUS: Click on this link for further information- Disabled Veteran's Preference Eligibility.

During the HRD review process or during the life of the applicable eligible list(s), applicants 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 fee during the application period and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your e-mail 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 period (December 14, 2017 through January 17, 2018) 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

NO MAKE-UP EXAMINATION: With the exception of current military personnel as described above, no candidate has a right to a make-up examination due to personal or professional conflicts on the testing date. Applicants are advised to consider this BEFORE applying for the examination. If you file an exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional processing fee upon approval of your request.

NOTICE TO APPEAR: Notices to Appear including time and location of exam will be emailed to applicants after the close of the application period, and prior to the examination date.

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

UPDATING INFORMATION: Applicants are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on Update my Information.

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.

SPECIAL REQUIREMENTS: For Promotion to Environmental Police Officer C, Offshore Patrol Boat Program: an Environmental Police Officer appointed from an eligible list established from an examination must have a minimum of one year's experience in the operation of large patrol vessels 40 feet in length or greater, OR a current and valid U.S. Coast Guard License (more than 6 passengers) and must have passed a practical examination administered by the Massachusetts Environmental Police.

Licenses: A current and valid Massachusetts Class D Motor Vehicle Operator's license is required.

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@state.ma.us**

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

One Ashburton Place
Room 301
Boston, MA 02108

civilservice@state.ma.us

Position #180216EPOC1YP
2018 ENVIRONMENTAL POLICE OFFICER C (1YP)
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