State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

HEALTH PROGRAM ASSISTANT 1

ANNUAL SALARY: $47,511 – $63,386	SALARY GROUP: HC 19	APPLICATION CLOSING DATE: SEE BELOW	EXAM NO: 043160CRMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.
(REISSUED WITH DATES FOR 2015)

PURPOSE OF CLASS: In a state health program or project, this class is accountable for assisting in the compilation and interpretation of fiscal and programmatic data and statistics, development and implementation of program plans, grant management and monitoring.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Five years' experience in a professional capacity in a health organization. A health organization is defined as a large multi-dimensional agency with responsibility for administering health programs.

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 public health, health education, hospital administration, public administration or other closely related field may be substituted for the General Experience. (3) For State Employees one year as a Health Services Worker and a Bachelor's degree or three years as a Health Services Worker may be substituted for the General Experience.

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

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of purposes, plans, objectives and programs of public health agencies including the changing patterns of preventive medicine and environmental health; knowledge of state and community organizations and programs involved in health field; considerable oral and written communication skills; interpersonal skills; ability to conduct independent research, develop and gather data.

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 Health Program Assistant 1, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Health Program Assistant 1 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 preparing or assisting in the preparation and/or development of health programs, including the development of plans, contracts, methodology, promotion, grant requests and/or evaluations. Be specific in describing your individual responsibilities in these areas. **(2)** Experience gathering, compiling and analyzing data related to health programs. Describe your experience compiling and interpreting fiscal and/or programmatic data and statistics for use in program planning, monitoring and evaluation. Also describe your experience utilizing computers to analyze data. **(3)** Written communication. Detail your experience writing and preparing technical and analytical reports, grant requests and other correspondence relative to health programs. Be specific as to the purpose of these reports or written materials, for whom they were prepared and the intended outcome. **(4)** Oral communication and consultant experience. Detail your liaison activities with state and community organizations/clients/agencies regarding health programs or issues. Describe your public speaking experience including the purpose of the presentation and the audience reached. Detail any experience serving on task forces/committees and your specific role and responsibilities. **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 examination materials are completed correctly and submitted together as a package. **(5)** Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 **(Secure Fax #860-622-2840)**. If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are 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)** A separate application/examination package must be submitted for each examination you are applying for. **(8)** Application/examination packages must be date stamped by DAS/Human Resources or postmarked by **APRIL 1, 2015 for the MAY 21, 2015 grading date; and by SEPTEMBER 25, 2015 for the NOVEMBER 16, 2015 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they 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 any one of the Offices of the Connecticut State Job Centers.

(reissued December 15, 2014)

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.