



EXAMINATION OPEN TO THE PUBLIC

**EPIDEMIOLOGIST 4
(INFECTIOUS/CHRONIC DISEASES)**

ANNUAL \$76,779 SALARY APPLICATION CLOSING EXAM
SALARY: \$104,004 GROUP: HC 32 DATE: APRIL 12, 2013 NO: 1301400CMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Public Health this class is accountable for supervising, developing and implementing one or more major epidemiology programs for evaluation and/or prevention and control of diseases.

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 **APRIL 12, 2013**.

GENERAL EXPERIENCE: Nine years' experience in epidemiological investigations in a responsible technical or professional capacity.

SPECIAL EXPERIENCE: One year of the General Experience must have involved program administration including disease surveillance, outbreak investigations, interviews and performing complex analyses at or above the level of Epidemiologist 3.

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 community medicine, public health or a related health science may be substituted for one additional year of the General Experience. (3) A Doctorate in a related discipline such as medicine, public health or a behavioral or natural science may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class must be willing to be immunized for communicable diseases as necessary and appropriate. (2) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of infectious and/or chronic disease processes; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of disease processes which affect humans and animals; considerable interpersonal skills; considerable oral and written communication skills; considerable statistical skills including familiarity with mainframe and/or personal computer applications and interpretation of data; considerable ability to develop, design, implement and analyze epidemiologic studies; considerable ability to recommend and evaluate intervention strategies to prevent future disease; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
 - (2) 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 Epidemiologist 4 (Infectious/Chronic Diseases), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Epidemiologist 4 (Infectious/Chronic Diseases) 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 conducting epidemiological investigations. Detail your experiences working with and identifying various disease processes; identifying disease outbreaks/patterns and risk factors; setting up and maintaining surveillance systems and implementing and evaluating intervention measures. Be specific as to the nature of the investigation, the size and scope of the project, and your specific role and responsibilities in the project. **(2)** Experience in scientific research, data collection and analysis. Detail your experience designing questionnaires; conducting literature reviews; conducting research; and collecting, analyzing, managing and summarizing data. Be specific as to the type of research conducted, data analysis techniques applied, and computer software packages used to manage and analyze data. Detail your experience involving interviewing and conducting trend analyses. **(3)** Written and oral communication experience. Detail your experience writing technical and analytical reports, grants, and policies; providing technical advice and guidance related to epidemiological issues; conducting interviews; and making presentations before the public and professional groups. Be specific as to the type, purpose and topics of the reports and presentations and the intended audience. **(4)** Lead/Supervisory experience. Describe your experience leading, supervising or acting as a team leader or project leader, including planning, setting priorities and coordinating workflow. Include the numbers and job titles of staff you led on projects, supervised or assisted in supervising. Also, include your experience preparing budgets, grants and contracts, and preparing program goals and objectives. **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 April 12, 2013. **(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 May 24, 2013. **(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 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.