

OFFICE OF THE HEALTHCARE ADVOCATE
JOB OPPORTUNITY

**HEALTH PROGRAM ASSISTANT 2 – Durational
MAY BE UNDERFILLED AS A HEALTH PROGRAM ASSISTANT 1-Durational**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: 450 Capital Avenue, Hartford, CT

Job Posting No: 110241

Hours: 35 hour work week

Bi-weekly Salary: Health Program Assistant 2 (HC 21) \$2,007.55 - \$2,657.71*
Health Program Assistant 1 (HC 19) \$1,820.35 - \$2,428.59*
*(new hires start at the minimum of the salary range).

Closing Date: *November 7, 2014- Application must be received by 4:30 p.m.

Special Notation: This job opening is a durational position that is funded by a federal grant until September 25, 2015.

The Office of the Healthcare Advocate is recruiting for a Health Program Assistant II position to perform outreach and education, data collection, formal program planning, development, management or evaluation.

Eligibility Requirement: Candidates must have applied for and passed the **Health Program Assistant 2** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties for this position include but not limited to: Research projects involving fiscal, program, and utilization data; analyze, interpret and report data (including data of CT health insurance companies and OHA data); develop and serve as administrator of databases; maintain agency web content; lead various agency reporting; represent agency at external meetings; author work for publication or presentation; and, outreach. Performs related duties as required.

The Preferred candidate should have the following:

- Knowledge about federal and state legislative processes;
- Ability to perform policy and/or legal research;
- Knowledge of health insurance, managed care, broader health policy;
- Ability to analyze managed care data and report findings;
- Experience in consumer interaction;
- Experience with Data collection and analysis;
- Experience in outreach activities;
- Assist with grant reporting duties and assist with maintenance of grant budgets.

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 the changing aspects of socio-medical philosophies; knowledge of state and community organizations and programs involved in the field of health; considerable oral and written communication skills; interpersonal skills; ability to conduct independent research, develop and gather data.

General Experience: Six (6) years of experience in a professional capacity in a health organization.

Special Experience: One (1) year of the General Experience must have been in health care program administration, a health systems agency or other health care organization in at least one of the following areas:

1. grant writing or monitoring;
2. formal program planning, development, management or evaluations;
3. or program consultation.

For State Employees this is interpreted at the level of Health Program Assistant 1.

NOTE:

A health care organization is defined as a large multi-dimensional agency with responsibility for developing health programs.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equals six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public health, health education, hospital administration, or public administration or other closely related field may be substituted for one (1) additional year of the General Experience.
3. For State Employees one (1) year as a Health Program Assistant 1 may substitute for the General and Special Experience.

Special Requirement:

Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

APPLICATION INSTRUCTIONS: To be considered for this position, qualified candidates must submit a cover letter, resume, and Application for Employment (CT-HR-12 form) located at www.das.state.ct.us/exam to be received no later than the Closing Date noted above. Current State employees must also include copies of their two (2) most recent performance appraisals. **Submit application package to:**

**Carmen Rivera
Human Resources Assistant
P.O. Box 816
Hartford, CT 06142-0816**

OR

E-MAIL: CID.HR@CT.GOV

Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

***Incomplete or late application packages will not be considered. Due to the large volume of applications expected to be received, we are unable to confirm receipt of applications.**

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, and persons with disabilities.