

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY
HEALTH PROGRAM ASSISTANT 1 (May wish to fill as CT Careers Trainee)
Public Health Initiatives – AIDS & Chronic Diseases
DPH Employees are strongly encouraged to apply

POSTING DATE: February 17, 2011

CLOSING DATE: February 25, 2011 *

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS BELOW!

Open To: The Public

POSITION CONTROL NUMBER: 097490TF NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/35 hours/week,

SALARY GROUP/RANGE: HPA 1-HC 19/\$44,783-\$59,746; CCT-HC 15-1 \$36,919 (Bachelor's); HC 15-2 \$38,250 (Master's)

(HPA 1) NOTE: Candidates must have applied for and passed the Health Program Assistant 1 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

(CCT) NOTE: CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERAL TRANSFER.

Preferred Skills:

- Knowledge, familiarity and/or experience with public health agencies, health care providers and community based organizations.
- Knowledge of MS Office Suite (e.g., Word, Excel, PowerPoint), use of electronic databases (e.g., MS Access), navigating online resources, and using e-mail and shared electronic calendar.
- Knowledge, experience and/or ability to conduct data management activities such as data cleaning and database backup.
- Knowledge, experience and/or ability to work with contractors on checking for complete data collection.
- Knowledge, experience and/or ability to establish cooperative relationships with medical providers for patient information and patient data follow up.
- Knowledge, familiarity and/or experience with providing assistance and assessing community partners, contractors and patient needs (i.e. ongoing training, identification of referrals).
- Knowledge of HIV/AIDS and other infectious diseases and working with community based organizations relating to these diseases.
- Demonstrated organizational and analytical skills.

HPA 1: MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability: 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.

EXPERIENCE AND TRAINING

General Experience: Five (5) 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.

Substitution Allowed: 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. (1/2) year 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 might be substituted for the General

Experience. 3.) For State employees three (3) years as a Health Services Worker may be substituted for the General Experience.

Special Requirements: Incumbents in this class may be required to travel.

CCT: MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public.

EXPERIENCE AND TRAINING

Possession of a Bachelor's or Master's degree.

NOTE: 1.) If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Career Trainee Classification. **2.)** Candidates cannot be appointed until all degree requirements are complete.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (**Form CT-HR-12**) (**ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE**), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7860 (if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223), dph.recruitment@ct.gov) at the address shown above.

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.

Revised 2/17/11 to correct application instructions.