



State of Connecticut
JOB POSTING

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

HEALTH PROGRAM ASSOCIATE
Public Health Initiatives – Family Health Section

POSTING DATE: November 18, 2010

CLOSING DATE: November 29, 2010 *

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

Open To: The Public

POSITION CONTROL NUMBER: 097166TF 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: HC 24/ \$55,696-\$75,416

NOTE: Candidates must have applied for and passed the Health Program Associate 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 without taking the examination.

Preferred Skills:

- Experience working with maternal, infant and child health populations (pregnant women, parents, and caregivers, and children from birth to 8 years of age);
- Experience writing federal grant applications; Requests for Proposals, progress reports, and state plans.
- Experience managing federal grants and working with state contracts, including the development and tracking of budgets;
- Experience facilitating community and statewide advisory meetings;
- Experience with program evaluation;
- Experience presenting to large audiences

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability: Considerable knowledge of purposes, plans, objectives and programs of public health agencies including changing patterns of preventive medicine and environmental health; considerable knowledge of relationships between risk factors and evidence of health problems; considerable knowledge of changing aspects of social-medical philosophies; knowledge of research and evaluation design methodologies; knowledge of state and community organizations and programs involved in field of public health and medical care; considerable oral and written communication skills; interpersonal skills; considerable ability to plan, organize and direct a complex technical program; ability to analyze, evaluate and interpret data; ability to lead and train staff.

EXPERIENCE AND TRAINING

General Experience: Seven (7) years professional experience 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 involved in grant writing or monitoring, formal program planning, development or management, consultation or related responsibilities at the level of Health Program Assistant 2.

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. 2) A Master's degree in health education, hospital administration, public administration or public health may be substituted for one (1) additional year of the General Experience.

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

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

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 **SIGNED** "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: 860-509-7184 (IF FAXING, ONLY ONE APPLICATION IS NECESSARY)
(PLEASE NOTE: A SIGNATURE ON A FAXED APPLICATION IS ACCEPTABLE)**

* 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.**