

DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY

## HEALTH PROGRAM ASSISTANT 2

Public Health Initiatives – Family Health Section

POSTING DATE: August 24, 2012

CLOSING DATE: August 31, 2012 \*

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

Open To: Candidates on a current examination list

POSITION CONTROL NUMBER: 093369TF and 012957TF NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1<sup>st</sup> Shift/35 hours/week

SALARY GROUP/RANGE: HC 21/\$49,388 - \$65,383

**NOTE:** 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. State employees currently holding the above title or those who have previously attained permanent status in the class 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.

**Preferred Skills:**

- Experience interacting with community-based organizations;
- Experience with program development, monitoring and reporting;
- Experience conducting site visits to assess contractor compliance;
- Experience with fiscal monitoring
- Experience with computers and data management;
- Experience assisting in the preparation of written materials (i.e. reports, letters, grants, minutes, etc.)

**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 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.

**EXPERIENCE AND TRAINING**

**General Experience:** Six (6) years' 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 involving grant writing or monitoring, formal program planning, development or management, consultation or related responsibilities at or above 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.

**Substitution 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 may be substituted for one (1) additional year of the General Experience.

**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: 860-509-7160 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).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES.