

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

DPH Employees are strongly encouraged to apply

HEALTH PROGRAM ASSISTANT 1
Planning – Planning & Workforce Development

POSTING DATE: May 3, 2012

CLOSING DATE: May 10, 2012 *

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

Open To: The Public

POSITION CONTROL NUMBER: 093542YW 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 19/\$44,783-\$59,746

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. 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 communicating and presenting to a variety of audiences
- Experience developing and/or analyzing written training plans
- Experience with reporting, analysis, development and implementation of training data
- Experience using Microsoft Office and web-based conferencing applications, such as Webex, Live Meeting, or Goto Meeting
- Experience operating audio/visual equipment
- Experience coordinating student internship and/or student practicum activities

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 one (1) year as a Health Services Worker and a Bachelor's degree or 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.

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).

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.