

HEALTH PROGRAM ASSOCIATE

Health Care Systems – Legal Office

POSTING DATE: December 22, 2011

CLOSING DATE: December 30, 2011*

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

Open To: The Public

POSITION CONTROL NUMBER: 099170PD

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. 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 managing federal grants, including the development and tracking of budgets, directing and coordinating the work of staff and drafting of progress reports;
- Experience facilitating and documenting community, statewide or interagency planning and advisory meetings;
- Experience drafting legislation or regulation;
- Applicants to this position may be required to travel and to be flexible with their work schedule.

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.

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 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. 3.) For State Employees one (1) year as a Health Program Assistant 2 may substitute for the General and Special Experience.

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 "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).