



**DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY
HEALTH PROGRAM ASSISTANT 2
OPERATIONAL & SUPPORT SERVICES – CONTRACTS & GRANTS MANAGEMENT**

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

Open To: Candidates on a current examination list

POSITION CONTROL NUMBER: 077994EH **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 21/\$53,969/yr.* - \$71,447/yr. (*NEW State employees)

POSTING DATE: July 10, 2017

CLOSING DATE: July 17, 2017*

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 in the development and management of professional service contracts;
- Experience managing multiple time sensitive priorities in a high workload environment;
- Experience collaborating with other internal and external individuals to ensure timely completion of work tasks;
- Experience with advanced features of Microsoft Word, Microsoft Excel, and Microsoft Access including advanced experience with Word document formatting and creation/use of defined styles;
- Experience monitoring and tracking contractor performance and compliance with contract terms and conditions.

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 of 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 in at least one of the following areas: grant writing or monitoring, formal program planning, development, management or evaluation; or program consultation. For State Employees this is interpreted at 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.
3. For State Employees one (1) year as a Health Program Assistant 1 may substitute for the General and Special 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 SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-730-8386 (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.

**IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY,
PLEASE CONTACT THE HUMAN RESOURCES OFFICE AT 860-509-7177.**