DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

HEALTH PROGRAM ASSOCIATE
Community, Family Health and Prevention Section – Genomics

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

Open To: Candidates on a current examination list

POSITION CONTROL NUMBER: 110245TS

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/ $60,862*- $82,411 **(New State employees)

POSTING DATE: July 19, 2017 CLOSING DATE: August 2, 2017*

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:
1. Experience presenting and/or facilitating webinars, conferences and other venues, and utilizing social media for professional purposes.
2. Experience developing grant applications, Requests for Proposals and contract language, and monitoring contracts including program evaluation and reporting and fiscal oversight.
3. Experience leading collaborative work with local, regional and national partners and coalitions for the integration of public health programs.
4. Experience implementing public health policy, systems, and environmental approaches.
5. Experience analyzing data for performance improvement and quality assurance.

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 in at least one of the following areas:
1. Grant writing or monitoring;
2. Formal program planning, development, management or evaluation;

For State Employees this is interpreted 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.

Substitutions 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 or other closely related field 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 system 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 ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

FAX: 860-730-8386
EMAIL: dph.recruitment@ct.gov

If mail is necessary, please send to:
Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination.

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.