



EXAMINATION OPEN TO THE PUBLIC

HEALTH PROGRAM SUPERVISOR

ANNUAL \$67,586
SALARY: \$90,681

SALARY
GROUP: HC 28

APPLICATION CLOSING
DATE: OCTOBER 8, 2012

EXAM
NO: 121540CJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state health program or project, this class is accountable for supervising professional staff in the implementation of one or more specific health programs for which this class retains full accountability.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **OCTOBER 8, 2012**:

GENERAL EXPERIENCE: Eight years' professional experience in a health organization.

SPECIAL EXPERIENCE: One year of the General Experience must have been at the advanced working level 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; (3) or program consultation. For State Employees this is interpreted at the level of Health Program Associate. (Note: A care health organization is defined as a large multi-dimensional agency with responsibility for developing and administering health programs.)

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four 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 additional year of the General Experience. (3) For State Employees one year as a Health Program Associate may substitute for the General and Special Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of purposes, plans, objectives and programs of public health agencies including changing pattern of preventive medicine and environmental health; considerable knowledge of relationships between risk factors and incidence of health problems; considerable knowledge of changing aspects of social-medical philosophies; considerable knowledge of state and community organizations and programs involved in field of public health; knowledge of research and design methodologies; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze, evaluate and interpret data; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Health Program Supervisor, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Health Program Supervisor cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience with health programs and health care administration. Describe your experiences developing purposes, plans and objectives of programs in a health related area. Please specify your experiences in planning and developing health programs within contract specifications including grant writing and contract development. Also include experiences with budget and fiscal requirements and controls that relate to program grants and contract administration, including methods to monitor fiscal and programmatic performance. (2) Experience with program evaluation and research methods and techniques. Experience with the methods and techniques to evaluate the effectiveness of health related programs and projects from programmatic and fiscal perspectives. Describe your experience gathering, compiling, analyzing and synthesizing information relative to a health program for planning, monitoring or evaluation purposes. Also, describe your experiences applying computer software for use in data collection, needs assessments or program outcomes. (3) Lead/Supervisory experience. Experience organizing resources, people and processes to achieve desired programmatic outcomes. Describe your experience supervising people or project teams of a health or health related program. Describe your experience assigning, overseeing, reviewing and evaluating the work of staff. Include the numbers and job titles of those staff you managed on projects, directly supervised or assisted in supervising. Also include any experience you have training staff. (4) Oral and written communication experience. Describe the types of reports and correspondence for which you are responsible. Please describe the types of written reports and correspondence that you have prepared illustrating the planning process of a health program, overseeing public relations efforts for a program and/or experience drafting policies, procedures, legislation and regulations. Also include experience giving oral presentations, resolving program problems of service access, delivery, program focus or outcome and facilitating collaborative efforts among groups. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important**

Notes: (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by October 8, 2012.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by November 26, 2012.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Center.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.