



State of Connecticut
EXAM ANNOUNCEMENT

AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF SOCIAL SERVICES
HEALTH PROGRAM SUPERVISOR

ANNUAL SALARY: \$73,855	SALARY GROUP: HC 28	APPLICATION CLOSING DATE: AUGUST 17, 2016	EXAM NO: 160650APAM
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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

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF SOCIAL SERVICES** WHO BY **AUGUST 17, 2016** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF SOCIAL SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Eight years of 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 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 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 REQUIREMENTS: 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 INSTRUCTIONS: 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. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by **AUGUST 17, 2016**. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by SEPTEMBER 21, 2016. A separate application form 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 Department of Social Services.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

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.