

DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY

**Connecticut Careers Trainee**  
**Target Class Research Analyst**  
**C.O. - Office of Health Care Access**

POSTING DATE: December 14, 2015

CLOSING DATE: December 21, 2015 \*

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

Open To: The Public

POSITION CONTROL NUMBER: 113038DL

NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1<sup>st</sup> Shift/40 hours/week,

SALARY GROUP/RANGE: CCT- AR 15-1 \$45,994 (Bachelor's); AR 15-2 \$47,657 (Master's)

**(CCT) NOTE: CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERAL TRANSFER.**

**Preferred Skills:**

- Master's degree in Public Health or Public Administration
- Experience with statistical analysis software (e.g. SPSS or SAS)
- Experience writing reports, publications, summaries and/or analyses (note: candidates granted interviews will be asked to submit writing sample)
- Experience analyzing and evaluating qualitative and quantitative data and information
- Experience with laws, statutes, regulations, policies and procedures and their application to research

**CCT: MINIMUM QUALIFICATIONS REQUIRED:**

**Knowledge, Skill and Ability:** Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

**EXPERIENCE AND TRAINING:**

Possession of a Bachelor's or Master's degree.

**NOTE:** 1.) If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Career Trainee Classification. 2.) Candidates cannot be appointed until all degree requirements are complete.

**TERMS OF APPOINTMENT:**

All appointments to this class shall be under the terms of a training program and in accordance with a time schedule approved by the Commissioner of Administrative Services.

**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 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](mailto: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. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 860-509-7223).

**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 AFFIRMATIVE ACTION OFFICE AT 860-509-7220.**