

**DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY  
SUMMER WORKER (TEMPORARY through 8/18/16)  
Planning-Health Statistics & Surveillance, Survey & Research**

**POSTING DATE:** May 25, 2016

**CLOSING DATE:** June 8, 2016\*

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

**OPEN TO:** The Public

**POSITION CONTROL NUMBER:** 113963EH      **NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

**LOCATION:** 410 Capitol Avenue, Hartford, CT

**SHIFT/HOURS:** 1<sup>st</sup> Shift/35 hours per week

**SALARY GROUP/RANGE:** VR 99/\$10.10- \$11.00 per hour

**PREFERRED SKILLS:**

- Training or experience displaying an understanding of statistical concepts and critically analyze and create credible conclusions from vital statistics data tables.
- Experience using communication skills, with an ability to communicate findings to the general public and health officials.
- Experience using critical thinking skills identifying appropriate methods for displaying health information (i.e. tables and figures).
- Experience with attention to detail.
- Experience with Microsoft Publisher and Excel, and learning new software technology.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:**

Knowledge of principles, practices and procedures of assigned specialty; knowledge in operation of equipment, materials and activities of assigned specialty; knowledge to degree necessary for dealing with and understanding client behavior; interpersonal skills; skill in techniques of assigned specialty; ability to assist clients in self care habits, personal hygiene and proper social conduct where applicable; ability to understand and carry out written orders and oral instructions; adequate physical strength and stamina to perform duties; some positions may require supervisory and/or leadership abilities.

**EXPERIENCE AND TRAINING**

Any experience and training that could reasonably be expected to provide the knowledge, skills and abilities listed above.

**Special Requirement:**

1. Incumbents in this class assigned to recreational activities must be able to perform emergency first aid as needed and certain positions will require a current Standard First Aid Certificate.
2. Incumbents in this class assigned as bus drivers or operate a motor vehicle must possess and retain a current Connecticut Motor Vehicle Operator License to drive a bus and/or a Motor Vehicle Operators License as necessary.
3. 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 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 HUMAN RESOURCES OFFICE AT 860-509-7177.***