



EXAMINATION OPEN TO THE PUBLIC

**PUBLIC HEALTH SERVICES MANAGER**

**ANNUAL \$81,829 SALARY**      **SALARY**      **APPLICATION CLOSING**      **EXAM**  
**SALARY: \$104,954**      **GROUP: MP 65**      **DATE: MARCH 9, 2012**      **NO: 120340CFD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Public Health this class is accountable for directing statewide activities of public health programs and/or directing the staff and programs of a large section of the department.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MARCH 9, 2012:**

**GENERAL EXPERIENCE:** Nine years of professional experience in a health organization. [Note: A health organization is defined as a large multi-dimensional agency with responsibility for developing, administering, or regulating health programs.]

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in a supervisory capacity with responsibility for the planning, development, and execution of a comprehensive health or health related program.

**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 public health, health education, health care administration, nursing, other health related fields, or public administration may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENTS:** (1) The incumbent who manages the Statewide Oral Health Program must possess and retain a license to practice dentistry in Connecticut or must possess and retain a license as a Registered Dental Hygienist in Connecticut. (2) Incumbents in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant local, state and federal statutes and regulations; considerable knowledge of health care delivery systems, practitioners and/or providers; considerable knowledge of aims, objectives and operational environment of health providers; considerable interpersonal skills; considerable knowledge of principles and practices of public administration; considerable oral and written communication skills.

**THE EXAMINATION WILL BE COMPOSED OF:**

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

**APPLICATION/EXAMINATION PROCEDURE**

**APPLICANTS MUST SUBMIT:** (1) **Completed Application Form (CT-HR-12)**  
(2) **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 Public Health Services Manager, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Public Health Services Manager 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) Program Planning and Development. Experience planning and developing comprehensive health or health related programs. Be specific as to the nature of the programs, including the size and scope and population involved. Describe fully your role in the planning and development phase of the program goals, objectives and implementation method, and in analyzing trends in the delivery of services. (2) Program Review, Evaluation, Monitoring. Experience reviewing, evaluating and/or monitoring the licensure/certification/registration of regulated health care facilities or providers and reviewing, evaluating and/or monitoring community health, emergency medical or other health-related programs of those facilities or providers. Detail your experience reviewing and evaluating grant applications for emergency or other program funds, and reviewing and evaluating applications for and status of licensure/certification/registration for regulated health care facilities or providers. Describe your experience conducting on-site inspections, establishing complaint and enforcement procedures and conducting administrative hearings. Be specific as to the size and type of health care facility or provider involved. (3) Management/Supervisory experience. Detail your experience managing and/or supervising operations and staff of a program, section or department. Describe your experience developing, evaluating and implementing policies, goals, objectives, procedures and budgets and your specific supervisory and management responsibilities. Include the number and job titles of the staff you supervised/managed and describe any supervisory or labor issues you have resolved. (4) Communications/Interpersonal experience. Describe the nature and purpose of your written communication experience, including articles, studies, reports, narratives and correspondence, and for which publications or individuals they were prepared. Describe your public speaking and media response experience, including the audience and circumstances and purpose of your presentation. Also describe any experience you have had dealing/interacting with others which you feel demonstrates your interpersonal skills. **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 March 9, 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 April 30, 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 Centers.

**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, and persons with disabilities.