



EXAMINATION OPEN TO THE PUBLIC

**PUBLIC HEALTH SECTION CHIEF**

<b>ANNUAL SALARY:</b> \$92,041	<b>SALARY GROUP:</b> MP 68*	<b>APPLICATION CLOSING DATE:</b> SEPTEMBER 28, 2012	<b>EXAM NO:</b> 1215200CSP
<b>ANNUAL SALARY:</b> \$118,069	<b>SALARY GROUP:</b> MP 70*		

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.**

**PURPOSE OF CLASS:** In the Department of Public Health this class is accountable for directing the design, development and implementation of multi-faceted health services programs of an assigned section.

**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 **SEPTEMBER 28, 2012:**

**GENERAL EXPERIENCE:** Three years experience in a supervisory capacity in an organization with programmatic and/or regulatory responsibilities for promoting or protecting public health. [Note: For State employees this is at the level of Health Program Supervisor, Supervising Nurse Consultant, Child Care Licensing Supervisor Epidemiologist 4, Environmental Protection Supervising Environmental Analyst, Supervising Sanitary Engineer or Supervising Environmental Sanitarian.]

**SUBSTITUTION ALLOWED:** One year as a Public Health Services Manager may be substituted for the General Experience.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to periodically undergo tests or immunizations for communicable or infectious diseases. (2) Incumbents in this class may be required to undergo and successfully complete security background checks. (3) 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 relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of public health with emphasis on public health administration of programs; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret laws, regulations and statistical reporting data; ability to develop health policies.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b>	<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) **Supplemental Examination Material (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 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 Section Chief, 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 Section Chief 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) Health Program Experience. Describe your experience designing, developing and implementing a multi-faceted public health program including the nature, size, scope and budget involved. Detail experience in planning and developing program goals and objectives, reviewing, evaluating and/or monitoring public health programs, and developing and recommending changes to applicable standards and/or regulations. (2) Experience managing and/or supervising operations and staff of a program, section or department. Include the number and job titles of the staff involved. Detail experience developing, evaluating and implementing administrative policies, procedures, budgets, quality improvement, program efficiencies, and performance standards for staff. (3) Interpersonal/Communications experience. Describe the nature and purpose of written materials you prepared including legislative proposals, articles, studies, reports, narratives and correspondence and for whom these materials were prepared. Describe oral communications experience including public speaking [audience(s) reached and purpose of the presentation(s)] and providing testimony at legislative hearings, the courts and public hearings. Include experience establishing internal and external contacts, facilitating partnership development, and any other experience you have had dealing/interacting with others that 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 September 28, 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 13, 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.

\*SEE CLASS SPECIFICATION FOR SALARY GUIDELINES.

**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.