

State of Connecticut JOB POSTING

DEPARTMENT OF PUBLIC HEALTH RE-POSTING OF VACANCY

Public Health Services Manager

Public Health Initiatives – Infectious Diseases - Immunizations

POSTING DATE: January 2, 2015

CLOSING DATE: January 30, 2015

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

Open To: Public

PREVIOUS APPLICANTS TO THIS POSTING DO NOT NEED TO RE-APPLY, AND WILL BE CONSIDERED, IF QUALIFIED.

POSITION CONTROL NUMBER: 109907TS NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: MP 65/\$86,813* - \$118,362 (*NEW State Employees)

Preferred Skills:

In order of priority:

- Leadership, supervisory and management experience
- Experience working with professional, private and community-based organizations
- Experience managing and administering federal cooperative agreements, grants or contracts
- Experience with vaccine preventable diseases, immunization practice, and the principles and practice of epidemiology.
- Experience doing presentations and public speaking about health promotion and disease prevention to healthcare professionals and the general public.

Position Description:

The duties and responsibilities of the position: manages/directs policy papers, needs assessments, grant writing operations, reporting, resource distribution, contract oversight and supervision of a multi-disciplinary immunization management team; overall planning, management, administration, budgeting of the CT Immunization Program; implementation and coordination both national and state immunization program objectives; ensure the development of appropriate state policy and advises the state on legislative priorities; promoting and developing working relationships with other government agencies, local health departments, community-based organizations, private and public physicians; planning new strategies for successful immunization delivery and ensure that state and federal policy and budget guidelines are followed.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: 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

EXPERIENCE AND TRAINING

General Experience: Nine (9) years of professional experience in a health organization.

Special Experience: Two (2) 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.

NOTE: A health organization is defined as a large multi-dimensional agency with responsibility for developing, administering, or regulating health program.

Substitutions Allowed: 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) 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 (1) additional year of the General Experience.

Special Requirements: 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 ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184(if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* 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, 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.