



**Department of Social Services  
Job Opportunity  
HEALTH PROGRAM ASSISTANT 2**

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

The Department of Social Services is currently accepting applications for one (1) Health Program Assistant 2 within the Division of Health Services, (Integrated Care Unit or Reimbursement, Con & Rate Setting Unit) in the Central Office location, 55 Farmington Avenue, Hartford, CT 06105.

**Open To:** Candidates on a current examination list or lateral transfer

**Location:** 55 Farmington Avenue, Hartford, CT

**Job Posting Number** 112887/112888

**Bargaining Unit:** P-1 New England Health Care (1199)

**Hours:** Monday through Friday 40 Hours/Week

**Salary Range:** \$61,680.00 - \$81,654.00 Annual (FP-21)

**Closing Date:** February 2, 2016

**Eligibility Requirement:** Applications will be accepted only from candidates who have taken the current Health Program Assistant 2 Examination Number 043170 and have received a passing score and from state employees who already have attained permanent status in the Health Program Assistant 2 job classification.

**Duties/Responsibilities:** In a state health program or project, this class is accountable for compiling and interpreting fiscal and programmatic data and statistics, developing and implementing program plans and monitoring and evaluating a state health program or project for the purposes of quality assurance and compliance with State and Federal laws.

This position will support activities of a large, multi-disciplinary work team that is developing model design for a shared savings initiative. The population health position will support joint work with DPH in developing a population health initiative.

Health Program Assistant 2

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of purposes, plans, objectives and programs of public health agencies including the changing patterns of preventive medicine and environmental health; knowledge of the changing aspects of socio-medical philosophies; knowledge of state and community organizations and programs involved in the field of health; considerable oral and written communication skills; interpersonal skills; ability to conduct independent research, develop and gather data.

**Note: These positions may be filled by candidates from mandatory transfer, Reemployment and SEBAC lists which we are obligated to use.**

**APPLICATION PROCEDURE:**

Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please **mail duplicate copies** of your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter, and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) to:

**Meiko Chandler, Human Resources Specialist  
Department of Social Services  
55 Farmington Avenue – 5<sup>th</sup> Floor  
Hartford, CT 06105**

**\*LATE APPLICATIONS WILL NOT BE ACCEPTED\***

**~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~**

**APPLICATIONS MUST BE POSTMARKED ON OR BEFORE TUESDAY, FEBRUARY 2, 2016**

**~PLEASE BE ADVISED THAT HAND-DELIVERED/FAXED/E-MAILED APPLICATIONS WILL NOT BE ACCEPTED~**

**~APPLICATIONS SENT VIA INTEROFFICE MAIL WILL NOT BE CONSIDERED~**

**AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.