

# OFFICE OF THE HEALTHCARE ADVOCATE

## JOB OPPORTUNITY

### HEALTH PROGRAM ASSISTANT 2 - \*DURATIONAL

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

**Open To:** The Public  
**Location:** 153 Market Street, Hartford, CT  
**Job Posting No:** 102963  
**Hours:** Full-time (35 hours per week)  
**Salary range for current State Employees:** (HC 21) \$1,892.27 - \$2,505.10 biweekly/**Starting Salary for non-State Employees: \$1,892.27 biweekly**  
**Closing Date:** November 2, 2012

**\*This is a durational position that is funded by a federal grant. The grant expires on August 23, 2013.**

**Eligibility Requirement:** Candidates must have applied for and passed the HEALTH PROGRAM ASSISTANT 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Previous applicants who have successfully passed exam do not need to reapply.

The Office of The Healthcare Advocate is recruiting for a durational **Health Program Assistant 2** to develop an outreach plan emphasizing and targeting populations that traditionally have barriers to obtaining health care coverage and to manage the data collected by the Case Managers and the outreach activities.

**Preferred Skills and Ability:** Knowledge about federal and state legislative processes; ability to perform policy and/or legal research; knowledge of health insurance, managed care, broader health policy; ability to analyze managed care data and report findings; consumer interaction.

**General Experience:** Six years' experience in a professional capacity in a health organization.

**Special Experience:** One year of the General Experience must have been in health care program administration, a health systems agency or other health care organization involving grant writing or monitoring, formal program planning, development or management, consultation or related responsibilities at or above the level of Health Program Assistant 1.

**Substitution Allowed:** (1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equals six (6) months of experience to a maximum of four (4) years for a bachelor's degree. (2) A master's degree in public health, health education, hospital administration or public administration may be substituted for one (1) additional year of the General Experience. (3) For State Employees one (1) year as a Health Program Assistant 1 may substitute for the General and Special Experience.

**Special Requirement:** Incumbents in this class may be required to travel.

**Note:**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and State Application Form CT-HR-12 (state application form CT-HR-12 may be accessed at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf)) by close of business on **\*Friday, November 2, 2012 to:**

**Carmen Hernandez, Human Resources Assistant  
Insurance Department  
P.O. Box 816  
Hartford, CT 06142-0816**

**OR**

E-MAIL: [CID.HR@CT.GOV](mailto:CID.HR@CT.GOV)

Overnight mail address: 153 Market Street, 7<sup>th</sup> Floor, Hartford, CT 06103

**\*Incomplete or late application packages will not be considered.**

**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.