State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS RECRUITMENT OPEN TO THE PUBLIC

EPIDEMIOLOGIST 3 (INFECTIOUS/CHRONIC DISEASES)

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$68,614 $93,402	HC 28	SEE BELOW	000503CRMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

(REISSUED WITH DATES FOR 2014)

PURPOSE OF CLASS: In the Department of Public Health this class is accountable for performing the most complex tasks as a specialist investigating infectious, chronic and non-infectious diseases and implementing disease prevention methods.

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 THE CLOSING DATE:

GENERAL EXPERIENCE: Eight years' experience conducting epidemiological investigations in a responsible technical or professional capacity.

SPECIAL EXPERIENCE: Two years' of the General Experience must have involved conducting the full range of tasks in epidemiologic investigations including interviewing and performing trend analyses at or above the level of Epidemiologist 2.

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 Community Medicine, Public Health or a related health science may be substituted for one additional year of the General Experience. (3) A Doctorate in a related discipline such as Medicine, Public Health or a behavioral or natural science may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class must be willing to be immunized for communicable diseases as necessary and appropriate. Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of infectious and/or chronic disease processes, considerable knowledge of relevant disease processes which affect humans and animals; considerable knowledge of epidemiological methods; considerable interpersonal skills; considerable oral and written communication skills; considerable statistical skills including familiarity with mainframe and/or personal computer applications and interpretation of data; considerable ability to perform complex epidemiological investigations; considerable ability to carry out all aspects of data collection, analysis and interpretation of epidemiological data independently; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:
(1) Completed Application Form (CT-HR-12)
(2) Supplemental 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 Epidemiologist 3 (Infectious/Chronic Diseases), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Epidemiologist 3 (Infectious/Chronic Diseases) 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)** Experience conducting epidemiological investigations. Detail your experiences working with and identifying various disease processes; identifying disease outbreaks/patterns and risk factors; setting up and maintaining surveillance systems and implementing and evaluating intervention measures. Be specific as to the nature of the investigation, the size and scope of the project, and your specific role and responsibilities in the project. **(2)** Experience in scientific research, data collection and analysis. Detail your experience designing questionnaires; conducting literature reviews; conducting research; and collecting, analyzing, managing and summarizing data. Be specific as to the type of research conducted, data analysis techniques applied, and computer software packages used to manage and analyze data. Detail your experience involving interviewing and conducting trend analyses. **(3)** Written and oral communication experience. Detail your experience writing technical and analytical reports, grants, and policies; providing technical advice and guidance related to epidemiological issues; conducting interviews; and making presentations before the public and professional groups. Be specific as to the type, purpose and topics of the reports and presentations and the intended audience. **(4)** Lead/Supervisory experience. Describe your experience leading, supervising or acting as a team leader or project leader, including planning, setting priorities and coordinating workflow. Include the numbers and job titles of staff you led on projects, supervised or assisted in supervising. Also, include your experience preparing budgets, grants and contracts, and preparing program goals and objectives. **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 examination materials will 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 examination materials are completed correctly and submitted together as a package. **(5)** Mail application/examination materials to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2840)**. If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. 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)** A separate application/examination package must be submitted for each examination you are applying for. **(8)** Application/examination package must be date stamped by DAS/Human Resources or postmarked by **APRIL 15, 2014 for the MAY 30, 2014 grading date; and by OCTOBER 15, 2014 for the DECEMBER 1, 2014 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they 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) or at any one of the Offices of the Connecticut State Job Centers.

(revised October 29, 2013)

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.