

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

DPH Employees are strongly encouraged to apply

Connecticut Careers Trainee
Target Class Planning Analyst
Office of Health Care Access

POSTING DATE: April 17, 2015

CLOSING DATE: April 24, 2015 *

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

Open To: The Public

POSITION CONTROL NUMBER: 13007DL

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: CCT- AR 15-1 \$44,654 (Bachelor's); AR 15-2 \$46,268 (Master's)

(CCT) NOTE: CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERAL TRANSFER.

Preferred Skills:

- Course work in Public Health or Public Administration
- Experience writing reports, publications, summaries and/or analyses (note: candidates granted interviews will be asked to submit writing sample)
- Experience analyzing and evaluating qualitative data and information
- Experience in analyzing and interpreting quantitative data

CCT: MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skill and Ability: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public.

EXPERIENCE AND TRAINING:

Possession of a Bachelor's or Master's degree.

NOTE: 1.) If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Career Trainee Classification. 2.) Candidates cannot be appointed until all degree requirements are complete.

TERMS OF APPOINTMENT:

All appointments to this class shall be under the terms of a training program and in accordance with a time schedule approved by the Commissioner of Administrative Services.

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.