

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2473**

**OPEN COMPETITIVE EXAMINATION FOR: ASSISTANT DIRECTOR OF  
PUBLIC HEALTH**

**SALARY: \$91,138.34 ~ \$121,381.46 PER YEAR** (Exempt, paid bi-weekly)

**FRINGE BENEFITS:** Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**Applications,** which may be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & **must be on file by 4:50 p.m. on:**

**UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED**

**IMPORTANT:**

1. **Veterans** – Veteran’s points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**EXAMPLES OF WORK:** (Illustrative only)

- Manages the department’s personnel functions, including staffing, orientation, documentation and compensation issues, and supervises department payroll operations for bargaining unit and other employees.
- Coordinates in-service education and training to keep staff informed and assure that functions are up to date.
- Oversees disciplinary and performance improvement processes within the department and engages effectively with collective bargaining representatives.
- Supervises a large staff working within the building and at locations off-site around the city.
- Conducts quality assurance and quality control measures in collaboration with Section Chiefs to assure the services delivered to members of the public are of the highest quality.
- Provides public health expertise and leadership to the Department.
- Plans, organizes, directs and monitors the work of professional, technical and administrative staff to assure that activities meet service needs and comply with public health regulations.
- Leads efforts to identify and develop solutions to inefficiencies in the operation of the department, including use of technology to improve workflows, cross-departmental collaboration through the Office of Community Strategy or identification of novel or promising practices to be piloted in the department.
- Manages the department’s revenue and expense responsibilities (which includes collecting data, keeping records, and submitting reports) to assure compliance with department and agency accounting requirements.
- Explores and identifies sources of revenue, prepares grant applications, and establishes liaison with the Budget Director and external agencies to acquire funding for public health programs.
- Conducts research relevant to the community needs as well as public health to develop long-range plans.
- Assists with negotiating contracts and service agreements and oversees their administration.
- Coordinates the operations of various programs to assure efficient and effective use of resources.

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**EXAMPLES OF WORK, Cont'd:** (Illustrative only)

- Manages the department's personnel functions, including staffing, orientation, documentation and compensation issues, and supervises department payroll operations for bargaining unit and other employees.
- Coordinates in-service education and training to keep staff informed and assure that functions are up to date.
- Represents the department at meetings with the Mayor's Office, Board of Health Commissioners, government agencies, private organization and the general public.
- When necessary, makes decisions and takes actions generally designated to the Director of Public Health.
- Serves as the representative of the Department when called upon for appearances in the media, at municipal events, on workgroups and task forces convened by the department or other community partners, or when invited by partners in higher education.
- Manages the process for establishing and renewing contracts, proposing items to the Board of Education, Board of Aldermen or other legislative entities and works with Risk Management, Purchasing and Corporation Counsel in a responsive, transparent manner to expedite these processes.
- Assures that the delivery of public health services is evidence-based and/or best practices, and built upon the scientific basis of public health.
- Ensures compliance with relevant state public health practice guidelines, community standards of care, and Federal and State laws and regulations
- Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Knowledge of the laws and procedures associated with public health programs. Knowledge of modern methods, principles and techniques related to public health administration. Knowledge of management practices associated with staffing, budgeting, financial accounting, analyzing data and information systems. Must be able to develop and implement public health department policies and procedures. Must be able to establish and maintain effective working relationships with the general public, employees from other City department, and representatives from public health agencies. Must be able to assign and supervise the work of subordinate staff. Must be able to communicate effectively, verbally and in writing, including the ability to make presentations to large group audiences. Proficiency in team building, group facilitation, leadership, and development of supervisory trust and capacity within the Department, across City of Waterbury Departments, and among community partners. Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health services. Proficiency in communicating in writing and orally, in person, and through electronic means, with linguistic and cultural sensitivity. Commitment to advancement of health equity and social justice in the City of Waterbury. Skill in program planning, monitoring and evaluation and application of evidence-based practice models to project planning and implementation. Ability to distinguish between quantitative and qualitative community-level data. Knows sources of and how to access basic epidemiological data and identify needs, trends, health hazards and conditions that may impact the quality of life of Waterbury residents.

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**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON  
YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE  
FOLLOWING EXPERIENCE:**

Graduation from an accredited program with a Master's Degree in human services, nursing, health services, public health, healthcare administration, public health administration or related field is required. A minimum of five years of increasingly-responsible work experience as a professional, in a public health setting is required. Relevant experience may include developing policy, delivering services, working with unions and working with governing or advisory boards. At least two years of experience supervising others and familiarity with workforce development, quality improvement and disciplinary processes. Training in evidence-based practice, planning and program development, monitoring and evaluation and assessment social determinants of health that affect resident health outcomes. Familiarity with trauma-informed care, key tenets of health equity and evidence of work experience focused on vulnerable populations and improving the health of black and indigenous communities of color. Experience making sound judgements under pressure, delegating effectively to others and demonstrating responsive leadership of a group of people to achieve a common purpose. Ability to work on a team and make reasoned, independent judgements when called upon in emergencies.

**CREDENTIALS:**

**LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

In addition to those noted above, ability to take after-hours on-call, work longer shifts, nights, and weekends to meet operational needs of the Department as determined by the Director.

**COPIES OF APPLICABLE DOCUMENTS MUST BE SUBMITTED AT TIME OF  
APPLICATION - COLLEGE DEGREE, TRANSCRIPTS, & CERTIFICATES ETC.**

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER  
E.O.E. M/F/D/V  
EEOP Utilization Report available upon request

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**WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS**

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands</b>					Depth Perception		X						
Standing			X		Color Distinction		X						
Walking			X		Peripheral Vision		X						
Sitting			X		Driving		X						
Lifting		X			<b>Physical Strength:</b>								
Carrying		X			Little Physical Effort (-10 lbs.)		X						
Pushing	X				Light Work (-20 lbs.)		X						
Pulling	X				Medium Work (20-50 lbs.)	X							
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing	X				Very Heavy Work (100+ lbs.)	X							
Stooping	X				<b>Environmental Conditions</b>								
Kneeling	X				Cold (50 degrees F or less)		X						
Crouching	X				Heat (90 degrees F or more)		X						
Crawling	X				Temperature Changes		X						
Reaching		X			Wetness		X						
Handling		X			Humidity		X						
Grasping		X			Extreme Noise or Vibration	X							
Twisting		X			Exposure to Chemicals	X							
Feeling		X			Exposure to Gases and Fumes	X							
Talking				X	Exposure to Unpleasant Odors	X							
Hearing				X	Exposure to bodily fluids	X							
Repetitive Motion			X		Exposure to dampness	X							
Hand/Eye/Foot Coordination				X	Confinement to Small or Restricting Area	X							
Visual Acuity/Near			X		Mechanical Hazards	X							
Visual Acuity/Far			X		Physical danger or abuse		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified. The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.