

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2257

OPEN COMPETITIVE EXAMINATION FOR: PUBLIC HEALTH ASSISTANT

SALARY: \$16.35 ~ \$21.64/hr. (NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE. Working days per week/year are addressed in the WCEA contract Schedule A-1)

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; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

APPLICATIONS: May be obtained by visiting our website at 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 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)

Maintains confidential student health records; Prepares and maintains daily records for Direct Care/School; Assists in the administration of State of Connecticut mandated health screenings; Performs first aid and preliminary evaluation of minor illnesses on students; Performs cardio-pulmonary resuscitation (CPR) on individuals in emergency situations; Sets up medical equipment; Reviews immunization and health records conferring with Direct Care/School Nurse; Compiles statistical information, maintains records and submits reports to Direct Care/School Nurse; Prepares, distributes and collects various public health reports and correspondence to administrators, parents, students, doctors and colleagues; Maintains the operation of the health office in absence of Direct Care/School Nurse; Maintains safe and clean work area; Organizes and maintains health office materials and orders supplies when needed; Performs other related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of office and medical terminology, procedures and equipment; ability to communicate effectively and follow instructions both orally and in writing; must demonstrate aptitude in Microsoft Office software including Word; ability to accurately maintain and organize confidential medical records and prepare reports; good understanding of and a willingness to work with children; ability to make decisions in accordance with laws, ordinances, regulations and established procedures; ability to establish and maintain effective relationships with students, parents, administrators, doctors and colleagues in support of the School Health Program while maintaining discretion; ability to maintain a high level of ethical standards in handling confidential public health information as required by Health Insurance Portability and Accountability Act (HIPPA) and the Family Educational Right to Privacy Act (FERPA); ability to respond quickly to medical emergencies, ability to use and carry medical equipment weighing 20 pounds; ability to perform emergency first aid and cardio-pulmonary resuscitation (CPR) involving kneeling, bending and twisting.

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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: A high school graduate or GED and a minimum of one (1) year experience in a medical office environment performing responsible administrative work using Microsoft Office software including Word.

ADDITIONAL REQUIREMENTS: Must be in possession of First Aid and CPR certification.

**COPIES OF REQUIRED DOCUMENTS MUST BE SUBMITTED
AT TIME OF APPLICATION**

DIPLOMA OR TRANSCRIPTS and FIRST AID/CPR CERTIFICATION

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees Association-WCEA. 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.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/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.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C			
Physical Demands					Depth Perception		X					
Standing			X		Color Distinction			X				
Walking			X		Peripheral Vision		X					
Sitting			X		Driving		X					
Lifting		X			Physical Strength:							
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			Environmental Conditions							
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.

Prepared on: July 28, 2020

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