

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2260**

**OPEN COMPETITIVE EXAMINATION FOR: PUBLIC HEALTH DIRECTOR**  
**SALARY: \$90,000 ~ \$135,000 per year**

**FRINGE BENEFITS:** Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan and Group Life Insurance for Individual.

**LAST DAY FOR FILING APPLICATIONS**

**APPLICATIONS:** 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 OR WORK: (Illustrative Only)**

Oversees operation of all Health Department divisions including Environmental Services, Women Infants & Children, HIV/AIDS Division, Clinic Operations & Preventive Medicine, Nursing, Emergency Response Preparedness and the related operations; Serves in a full-time capacity and acts as Secretary and Treasurer of the Waterbury Board of Health, without the right to vote; Serves as Secretary of the Waterbury Board of Health to assure its routine and strategic planning meetings and participates in their efforts to monitor public health organization's progress toward prevention and health equity; Coordinates department data collection, evaluates and interprets for purpose of preparing budgets and proposing programmatic/personnel changes; Works with staff to prepare departmental budget, monitors expenditures, and analyzes costs; Assures Department of Public Health leads ongoing community health assessment and planning in partnership with Board of Health and other entities in the community addressing health, such as education, housing, commerce, etc.; Engages staff and key stakeholders, in collaboration with the Mayor, to inform, develop and communicate public health status, reports, priorities, action plan and programs aimed at promoting health, preventing diseases and fostering wellbeing for all Waterbury residents; Identifies and pursues funding from public and private entities to address public health priorities identified through strategic planning and Waterbury community health assessments; Serves on boards and committees of other community and academia organizations to assure that Waterbury Health Department is fully integrated into local public health systems; Participates in health quality improvement activities to activate communities to create healthy environment and lifestyles; Engage and supports staff to help achieve organizational/personal improvement goals and identify measures of success with the Mayor to create/promote professional development opportunities for staff; Educates legislators/policymakers through public hearings and other platforms about City's public health programs, funding and policy changes needed to address current and emerging public health issues; Leads and ensures all public health core functions are accomplished and required department accreditations are secured; Actively participates in emergency preparedness effort to assure health of Waterbury residents, especially the vulnerable population; Continuously monitors organizational climate through surveys, focus groups and other evaluation methods to advance for optimal performance and impact of the department; Accountable for department's procurement process with other City departments or with nongovernment entities to assure efficiency/effectiveness of contracted services on behalf of the City of Waterbury; Performs all other duties as required by City Charter, ordinances and special assignments as needed.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Individual must have strong research, policy and administrative experience. At least 7 years of professional administrative experience in a health-related organization or government agency doing public health administration or management, including workforce/labor and budget management; effective communication; emergency preparedness response planning; effective establishment and implementation of policy or business goals; and compliance with legal requirements). Considerable research and writing experience (including publications in peer-reviewed journals and grant writing); Ability to build consensus with community and political partners on critical issues addressing health; Ability to manage budgets and prioritize critical deliverables pertaining to health; Ability to optimize and leverage limited resources to address essential public health concerns; Ability to convey complex information to populations of diverse educational background; Competent understanding of organizational management is a plus.

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

Candidate must meet at least one of the following two (2) requirements: 1) Licensed physician and possess a degree in public health from an accredited school, college, university or institution; -OR- 2) Possess a graduate degree in public health from an accredited school, college or institution. The successful candidate must possess a valid state driver's license with a good driving history.

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

**SPECIAL NOTE:** Four (4) year contract provision by Connecticut General Statute, Chapter 368e, Section 19a-200(a).

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.

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**WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS**

**Physical 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>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</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 a Small/Restricting Area		X						
Visual Acuity/Near				X	Mechanical Hazards		X						
Visual Acuity/Far				X	Physical danger		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 and District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City and District when necessary.

Prepared on: July 24, 2020  
Civil Service Commission: August 4, 2020  
Board of Alderman: August 17, 2020