

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Chief Office of Health Promotion</u> CLASSIFICATION CODE: <u>02950400</u>	
	SALARY RANGE: <u>Gr. 137A \$72506-82207</u> REFERENCE POSITION NO.: <u>1131-50400</u>	
General Information to Candidate	Department or Agency Name <u>Health</u> APPLICATION PERIOD: <u>1/26/12 to 2/1/12</u>	
	Division/Section/Unit <u>Public Health Communications</u> GRACE PERIOD ENDS <u>2/4/2012</u>	
	Assignment(s) / Comments _____	
	Shift and Days: <u>M-F (Non-Standard work week)</u> Job Location: <u>Providence, RI</u>	
	Restrictions/Limitations: <u>Limited to 9/30/2012 Federal Funds</u>	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: _____	
	There is* _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: To initiate, plan, coordinate, supervise and review a continuous informational and public relations program for a state department or agency; to serve as the central source for the preparation and release of informational material; to provide media relations support and response to the Director and designees; write media advisories and/or releases; to develop, draft and implement media affairs policies; coordinate with other state agencies, healthcare facilities or municipalities on joint release of information, press events and/or cooperative working agreements. And to do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: possession of a Master's Degree from an approved school of Public Health with specialization in Health Promotion or possession of a Master's Degree in Journalism, Public Administration, Education Administration, Communication or a field related to a public health information program; and Experience: Such as may have been gained through: employment in a position involving the planning, development and administration of health promotion programs. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Sandra DaRocha OHHS Human Resources Service Center Benjamin Rush Bldg., 2nd floor 55 Howard Ave. Cranston, RI 02920 Fax and e-mail bids will no longer be accepted TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER