


# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	<p><b>TITLE OF POSITION:</b> <u>Sr. Public Health Promotion Specialist</u>      <b>CLASSIFICATION CODE:</b> <u>02762200</u></p> <p><b>SALARY RANGE:</b> <u>Gr. 331A \$57578-64883</u>      <b>REFERENCE POSITION NO.:</b> <u>1193-51500-TBD</u></p> <p><b>Department or Agency Name:</b> <u>Health</u>      <b>APPLICATION PERIOD:</b> <u>1/23/12 to 1/29/12</u></p> <p><b>Division/Section/Unit:</b> <u>CFHE</u>      <b>GRACE PERIOD ENDS:</b> <u>2/1/2012 4:00 PM</u></p> <p><b>Assignment(s) / Comments:</b> _____</p> <p><b>Shift and Days:</b> <u>M-F 8:30 am to 4:30 pm (Non-Standard)</u>      <b>Job Location:</b> <u>Providence, RI</u></p> <p><b>Restrictions/Limitations:</b> <u>Limited to 6/29/12 Federal Funds</u></p> <p><b>Position Covered By Collective Bargaining Union Agreement:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><b>Name of Bargaining Unit Union:</b> <u>PSA/NEA RIDOH</u></p> <p><b>There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position</b>      <b>See A/B or Both for Specific Instructions</b></p> <p><b>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</b></p>
<b>General Information to Candidate</b>	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> 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.</p> <p><b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li>• <i>The title of the position for which you are applying</i></li> <li>• <i>Name of department where you are currently employed</i></li> <li>• <i>Title of your present position and date you entered it</i></li> <li>• <i>Your business telephone number</i></li> <li>• <i>Date you entered State service</i></li> <li>• <i>Present Union Affiliations</i></li> </ul> <p><b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b></p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>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.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b> 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.</li> <li>• <b>Medical Information:</b> 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).</li> </ul>
<b>Statement of Duties</b>	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>To plan, develop, coordinate and evaluate program goals and objectives, implements work plans, evaluates program performance for effectiveness and quality, and monitors progress toward accomplishment of program goals. This position works closely with the Partnership to Reduce Cancer in RI to facilitate implementation of the state cancer plan and provides technical assistance regarding public health and public health approaches to cancer prevention and control. And to do related work as required. Experience in a clinical setting preferable.</p>
<b>Minimum Education &amp; Experience</b>	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p><b>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</b> <b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing with specialization in Public Health, Public Administration or a closely related field; and <b>Experience:</b> Such as may have been gained through: considerable employment in a responsible position in a public or private agency involving the application of health promotion and public relations for public health programs. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>
<b>Where to Apply</b>	<p><i>Apply within the application period as shown on this announcement.</i> <b>NOTE:</b> 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. <b>SEND RESUME or CS-14 Application to:</b></p> <p>Sandra DaRocha OHHS Human Resources Service Center Benjamin Rush Bldg., 2nd floor 55 Howard Ave. Cranston, RI 02920</p> <p><b>Fax and e-mail bids will no longer be accepted</b> TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)</p> 

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**