

# THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



## SENIOR ADMINISTRATIVE ANALYST

Salary Range: \$43,953.00 - \$59,332.00/Annually

### POSITION

Vacancy is in the Ryan White Program of the Health and Human Services Department. Under general supervision, provides administrative assistance by performing complex professional administrative duties including the provision of funding and oversight of services that address the impact of HIV/AIDS in the Greater Hartford community. Assures the quality of HIV/AIDS services through the collection and evaluation of data from contractors in the Greater Hartford area that have been awarded Ryan White funds. Performs data structuring and possesses maintenance expertise including, but not limited to, the initial set up and testing of the CAREWare system, and timely implementation of HRSA software updates. Provides technical expertise in order to design, customize, collect, and analyze data. Translates knowledge of HIV/AIDS programs and projects into a format that is compatible with the CAREWare system. Provides on-going training for providers while simultaneously troubleshooting and ensuring issue resolution. Works with management to develop scientifically sound data collection and sharing protocols. Conducts data analysis and summarizes results for reports and publications. Serves as a liaison between various agencies involved in the Ryan White Program and the Ryan White staff. Performs related work as required. This is a union position. The hours of work for this position are 40 per week. **This is a grant-funded position. The City of Hartford is not obligated to fund this position upon termination of funding.**

### QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public administration, business administration, political science, economics, or a closely-related field. Three years of increasingly responsible administrative experience in public service or business organizations. A Master's Degree from an accredited college or university in public administration or a closely-related field may be substituted for one year of the experience requirement. Wherever possible, appropriate equivalents will be considered. **A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.**

### EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of rating your training and experience as contained on your application and may include a written test, an oral test, a performance test or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of the principles and practices of public administration; Knowledge of State and Federal laws, policies, and rules and regulations relating to healthcare specifically, in the area of HIV/AIDS; Knowledge of MS Office and excellent database analysis skills; Knowledge pertaining to civil and human rights; Knowledge of socio-economic, political, and public health issues within the Greater Hartford area; Ability to establish and maintain effective working relationships with community leaders, municipal officials, City employees, and the general public; Ability to independently perform difficult research assignments and prepare complex reports; Ability to effectively prepare and present ideas in oral and written form. If selected for the position, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

**The Human Resources Department provides reasonable accommodations to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.**

**APPLICATIONS WILL BE ACCEPTED UNTIL FRIDAY, FEBRUARY 26, 2010.**

Exam No: 2616

Issued: 2/8/2010

#### **EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

**DEPARTMENT OF HUMAN RESOURCES**

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 757-9800

#### **VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

**CHANGE OF ADDRESS:** It is your responsibility to notify the Department of Human Resources of any Change of Address on your application.