CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 4/26/13 de **ANNOUNCEMENT NO. 35**

ADMINISTRATIVE MANAGER (Public Health) **(NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is $27,193.55 to $101,816.22 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, MAY 10, 2013 UNTIL 4:30 P.M. ON THURSDAY, MAY 16, 2013.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, MAY 16, 2013.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under administrative direction, is responsible for planning, managing, coordinating, and administering all activities and personnel of such staff positions as administration, citizen participation, research, and finance, and supervises such personnel as are assigned to specific functions in the performance of the necessary duties. (NECESSARY DUTIES: Supervises and directs all HIV/STD disease investigation and intervention teams. Plans and participates in programs related to the control of various communicable diseases inclusive of HIV and Syphilis. Locates disease sources, carriers, and at risk groups to prevent, treat, and thereby reduce the incidence and risk to citizens. Provides information on disease etiology and the prevention of communicable and related health diseases. Consults with physicians, medical groups, laboratories, community groups, schools, voluntary agencies, and other organizations to enlist and maintain their cooperation in a program of communicable disease prevention and control.) Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A Bachelor's Degree from a four-year accredited college or university with major coursework in Health Education, Nursing, (i.e. RN or LPN) Psychology, or related field is required. Six years of full time paid experience in Public Health, Health Education, and Community Organizing, which includes 2 years medical counseling experience, conducting epidemiological investigations, and/or surveillance activities involving communicable diseases. One year of management/ supervisory experience is required. Skills in field investigation, report writing, public speaking, training, and information dissemination are preferred. (Substitution: Two years of experience may substitute for each year of college education lacking) Certification in Phlebotomy as well as HIV Client Centered Counseling and Centers for Disease Control/STD course ISTDI-Introduction to Sexually Transmitted Disease Intervention (Introduction & Advanced course are required. Training in blood borne pathogen (Introduction and Advance course) required. A valid State of Ohio Driver's License is required

NOTE: The eligible list for this exam will be effective for only six months from the date of approval by the Civil Service Commission

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER