

State of Connecticut JOB POSTING

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

Special Investigator (General) Health Care Systems – Practitioner Licensing & Investigations Section (1 position) Operations – Office of Emergency Medical Services (1 position)

POSTING DATE: December 2, 2011

CLOSING DATE: December 9, 2011

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

OPEN TO: State Employees

POSITION CONTROL NUMBER: 100045PD, 100046YW - NOTE: THIS NUMBER **MUST** BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: AR 21/\$56,307 - \$71,108

NOTE: Candidates must have applied for and passed the [Special Investigator \(General\)](#) exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Within the Practitioner Licensing and Investigations Section (PLIS) and the Office of Emergency medical Services (OEMS), the incumbents will be responsible for performing investigations of complaints referred to the Department related to individual practitioners and entities regulated by the Department. The incumbent will be accountable for independently performing a full range of tasks in conducting investigations related to alleged violations of state laws and regulations and complains filed with the Department, including but not limited to: interviewing witnesses; securing evidence in the form of statements, documents and records; examining, analyzing and evaluating records; researching, collecting and evaluating data; compiling information and writing reports; answering public inquiries; [preparing affidavits; testifying at hearings and in court; and conducting surveillance.

Preferred Skills:

- Familiarity with, knowledge of or experience with the provision of health care services. For OEMS, familiarity with knowledge of or experience with the provision of health care services preferably within a licensed or certified ambulance service or within the emergency medical services system. For the purposes of this posting, "Emergency medical services system" means a system which provides for the arrangement of personnel, facilities and equipment for the efficient, effective and coordinated delivery of health care services under emergency conditions;
- Prior experience independently conducting criminal and/or administrative investigations related to alleged violations of state and/or federal laws and regulations and writing subsequent investigatory reports;
- Prior experience interviewing and obtaining statements from complainants, respondents, witnesses and/or individuals (or body of individuals) to obtain information related to an investigation;
- Prior experience collecting/securing evidence in the form of statements, documents, records and exhibits in conjunction with an investigation and properly maintaining the confidentiality and security of a investigative file;
- Prior experience testifying in court or at administrative hearings;
- Prior experience conducting surveillance; and
- Successful completion of a formal certified investigative training program that led to the issuance of a certificate.

Candidates invited to interview may be required to submit two recent employer performance evaluations.

Candidates invited to interview who have completed a formal certified investigative training program may be required to submit a copy of the certificate of completion.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability: Knowledge of investigatory methods and techniques; knowledge of relevant state laws and regulations; knowledge of relevant professional terminology; interpersonal skills; oral and written communication skills; interviewing skills.

EXPERIENCE AND TRAINING:

General Experience: Five (5) years of investigatory experience in health care, insurance claims, law enforcement or a regulatory field.

Substitution Allowed: 1.) College training in consumer protection, health care, law enforcement or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2.) A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirement: 1.) Incumbents in this class may be required to be a Notary Public. 2.) Incumbents in this class may be required to travel.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7860 (if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT,
FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES.