



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES DIRECTOR OF INVESTIGATIONS

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

Open To: The Public
Location: 460 Capitol Ave., Hartford
Job Posting No: 108902
Hours: 40 hours/week – Monday - Friday (1st shift)
Salary: \$81,033* – \$110,494 (MP-64) *employees new to state service start at bottom of range
Closing Date: June 23, 2014

EXAMINATION REQUIREMENT FOR THIS DS DIRECTOR OF INVESTIGATIONS IS WAIVED

The DS Director of Investigations position will lead the Division of Investigations at DDS.

Examples of Duties:

The position will direct and oversee investigations of alleged abuse and/or neglect of individuals who receive services through the agency. This includes directing DDS staff assigned to the regions and/or Southbury Training School. The Division of Investigations also oversees investigations conducted by our private providers and provides training to them. The Division coordinates with the Office of Protection and Advocacy on investigations involving client deaths and on investigations of alleged abuse or neglect in family homes. They are responsible for all 20,000 + individuals who receive services and supports from DDS whether in DDS operated programs, DDS funded private providers, or in family homes.

The position reports to the Commissioner, interacts with the Council on Developmental Services, oversees a significant number of staff, and is responsible for compliance with statutory responsibilities for preventing and investigating abuse and neglect.

Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill And Ability: Considerable knowledge of investigation techniques, methods and best practices; considerable knowledge of relevant agency policy and procedures; considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of agency consumer base; considerable interpersonal skills; considerable oral and written communications skills; ability to coordinate and direct investigations of complaints; ability to utilize computer software.

General Experience: Nine (9) years of professional investigatory experience in health care, law enforcement or a health related regulatory field.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity over staff responsible for investigations.

Substitutions Allowed:

1. College training in a 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 health care, law enforcement, criminal justice, forensic science or a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirements:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's license.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6121 Fax: 860-920-3045**

Application materials can be mailed, faxed, or emailed.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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