

OFFICE OF THE STATE COMPTROLLER
JOB OPPORTUNITY
SPECIAL INVESTIGATOR (GENERAL)
RETIREMENT SERVICES DIVISION

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

Open To: Public
Location: 55 Elm Street, Hartford, CT 06106
Job Posting No: #100016
Salary: \$59,737 (AR 21) Starting Annual Salary
Closing Date: 5/1/2015 – Application materials must be received by 5:00 p.m. by this date

The Office of the State Comptroller (OSC) is seeking a qualified candidate to fill a **Special Investigator (General) Position** in the Retirement Services Division. The selected candidate will be accountable for independently performing a full range of tasks in conducting investigations related to retirement benefit payments.

Eligibility Requirements: 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 a lateral transfer.

Examples of Duties: Conduct investigations related to assigned complaints; review and analyze the annual disability surveys to determine eligibility for continuation of retirement benefit payments from a State sponsored retirement system; determine effects of outside income, Social Security or Workers' Compensation on disability allowance; gathers information through employer interviews, employer records, state and federal records, statements, documents and exhibits which may be used in administrative hearings and/or court proceedings; uses investigative electronic tools to capture data; testify at administrative hearings; researches, collects and evaluates data; compiles information; writes reports and recommends corrective action; respond to telephone inquiries; performs related duties as required.

Preferred Skills and Experience:

- **Strong interpersonal and customer service skills**
- **Proficient in Microsoft Word, Excel and Access**
- **Strong organizational and time management skills**
- **Ability to work independently to conduct research**
- **Knowledge of investigatory methods and techniques**
- **Proficient at writing comprehensive reports**
- **Excellent independent judgment and decision making skills**
- **Ability to interpret and apply relevant state statutes and regulations**

Experience and Training:

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

Substitution Allowed: 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.

Note: The filling of the position will be in accordance with reemployment, SEBAC, transfer, promotion and Merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, two (2) letters of professional reference and the required Application for Examination or Employment (CT-HR-12) available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf (Please indicate the job posting number on the application form). State employees must include copies of their last three (3) Service Ratings. All documents must be submitted no later than the closing date at the top of this announcement to:

Grace Soares, Human Resources Associate
Office of the State Comptroller
Administrative Services Division - Human Resources Office
55 Elm Street, 2nd Floor, Room 208, Hartford, CT 06106
Fax to: 860-702-3324
Email: OSC.HR@ct.gov

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

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.