

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
CONSUMER PROTECTION DIVISION DIRECTOR

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

Open To: The public – no exam required
Location: 165 Capitol Avenue, Hartford, CT
Job Posting No: **114261**
Hours: 40 Hours / Week
Salary: MP 65 / \$86,813 - \$118,362 annual (NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM)
Closing Date: **July 5, 2016; 5 pm, no exceptions.**

We are seeking a candidate with the following Preferred Skills:

- Possession of a Law Degree;
- At least five years of experience coordinating, managing and conducting governmental investigations of unfair trade practices or frauds;
- At least five years of experience in administrative hearings and/or courtroom litigation, especially with regard to preparing cases for hearings or trial;
- Experience drafting investigative and other reports;
- Experience analyzing business records;
- Educational background or professional experience in criminal justice, law, business or economics;
- Experience leading project teams;
- Experience leading interagency or public/private partnerships;
- Experience using data analysis to assist with decision making;
- Experience with public speaking and interacting with the media;
- Experience identifying and/or implementing process improvement initiatives

PURPOSE OF CLASS: In the Department of Consumer Protection this class is accountable for planning, organizing and directing the programs of a division.

SUPERVISION RECEIVED: Receives administrative direction from the Commissioner or other administrative official of higher grade.

SUPERVISION EXERCISED: Directs staff of a division.

EXAMPLES OF DUTIES: Directs staff and operations of a division; coordinates, plans and manages division activities; formulates goals and objectives; develops or assists in development of related policy; interprets and administers pertinent laws; evaluates staff; prepares division budget; establishes and maintains contacts with individuals both within and outside of division who might impact on program activities; prepares proposed legislation and regulations; establishes and administers uniform statutory and regulatory enforcement policies and procedures; directs development and dissemination of information for media; develops and implements in-service training programs; directs preparation of cases for hearings and court; prepares correspondence and reports; may coordinate administration of examinations; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of laws, regulations, policies and procedures pertaining to relevant division; considerable knowledge of investigation, inspection and hearing procedures; considerable interpersonal skills; considerable oral and written communication skills.

EXPERIENCE AND TRAINING: General Experience: Ten (10) years of experience in consumer protection laws and regulations or gaming laws and regulations performing duties in regulation monitoring, policy enforcement, issuance of licenses, inspection, auditing or investigation.

Special Experience: Two (2) years of the General Experience must have been in a supervisory capacity.

Substitutions Allowed:

1. College training 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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position; a resume; copy of Law Degree and an Application for Examination or Employment (Form CT-HR-12- available at: http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf):

Deborah Craig, Human Resources Specialist, DAS / SmART-HR
Confidential Fax: **(860) 622-4921 (preferred method)** OR

Email to DAS.HR.SMART@ct.gov MUST include Div Dir 114261 (last name) in subject line.

Applications must be received by the closing date above. Incomplete application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this position. Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process. This applicant pool may be used to fill future vacancies. Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

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.