



# Department of ADMINISTRATIVE SERVICES Job Postings



## JOB OPPORTUNITY DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

### MENTAL HEALTH DIRECTOR OF SECURITY AND SAFETY MANAGEMENT OC23555 SAFETY SERVICES DIVISION

\*\*\*\*\* (HARZARDOUS DUTY) \*\*\*\*\*

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

**Open To:** Open to the Public  
**Location:** Connecticut Valley Hospital, Middletown, CT 06457  
**Job Posting No:** OC23555  
**Schedule:** Monday – Friday, 8:00 am – 4:00 pm, Full time - 40 hours per week  
**Salary Range:** \$97,648.00 - \$133,153.00  
**Posting Date:** June 7, 2016                      **Closing Date:** June 14, 2016

**Duties include:** Directs staff and operations of division; coordinates, plans and manages division activities; formulates program goals and objectives including planning, implementing and monitoring of risk of injury and/or adverse incident activities; develops or assists in development of related policy; establishes standards, develops methods and monitors investigations into unusual events or incidents to ensure proper investigation has been conducted in compliance with departmental policies; interprets and administers pertinent laws; evaluates staff; ensures professional performance standards are maintained; continually appraises administrative activities and operations and recommends corrective action as necessary; acts as departmental spokesperson and provides information to public and media on all departmental safety and security issues; prepares or assists in preparation of departmental appropriated budget; controls expenditures; directs liaison activities and coordinates security measures with community, regional, federal, state and local agencies and other organizations; directs and manages criminal, sensitive and confidential investigations, as well as position papers and investigative reports for claims and lawsuits filed against the Agency; develops effective programs relating to prevention of injury to patients or employees and damage or loss of property; directs, manages and evaluates the delivery of workplace and clinical safety education and training programs; works with department administrators to evaluate quality and effectiveness of safety, security, fire and emergency preparedness programs in facilities; monitors changes in laws and court decisions, at both the federal and state level, that may affect departmental operations; directs and manages the entry, maintenance, security, dissemination and retention of written and electronic police data and records; administratively controls and manages the agency's NCIC/COLLECT System; administratively oversees the agency's Employee Assistance Program; acts as ad hoc member of facility safety and disaster committees; assumes command during emergency situations; may testify in court, may prepare grant applications, performs related duties as required..

**Special Requirements:** Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council; **must** possess and maintain authority from the Commissioner of Emergency Services and Public Protection to "arrest and present before a competent authority any person for any offense committed within his precinct." (Connecticut General Statutes 29-18 and/or 10a-142); **must** possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class; **Incumbent** will be required to travel and must possess and maintain a valid Motor Vehicle Operator's license; **must** be eligible and qualified to bear arms; **Incumbent** will be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.

**CHARACTER REQUIREMENT:** In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

**PHYSICAL REQUIREMENT:** Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required, to perform the duties of the class. Applicants may be required to pass a physical examination.

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATION TO:**  
**DMHAS/Office of the Commissioner**  
**Human Resources**  
**410 Capitol Avenue, 4<sup>th</sup> Floor;**  
**Hartford, CT 06106**  
**Fax: (860) 418-6697**

[MHAOCHR@ct.gov](mailto:MHAOCHR@ct.gov) (Preferred Method)

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#### 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. (Managerial - 02)