



# Department of ADMINISTRATIVE SERVICES Job Postings



## DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES JOB OPPORTUNITY

### MENTAL HEALTH ASSISTANT DIRECTOR OF SECURITY AND SAFETY MANAGEMENT #OC114454 SAFETY SERVICES DIVISION

**\*\*\*PENDING INCLUSION TO HAZARDOUS DUTY RETIREMENT\*\*\***

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** Open to the Public  
**Location:** Office of Commissioner: Safety Service Division, Middletown, CT 06457  
**Job Posting No:** OC114454  
**Hours:** Monday – Friday, 8:00 am – 4:30 pm, Full Time, 40 hours per week  
**Salary:** \$86,813.00 - \$118,362.00  
**Posting Date:** August 2, 2016                      **Closing Date:** August 9, 2016

**Eligibility Requirement:** The exam for this classification has been waived. In order to be considered for this vacancy, candidates must possess the minimum qualifications required-including the general/special experience listed below. You must specify your qualifications in your application package.

**Duties include:** Assists with direction of staff and operations of the division; assists with coordination, planning and management of division activities; assists in formulation of program goals and objectives including planning, implementing and monitoring of risk of injury and/or adverse incident activities; assists in development, implementation and evaluation of policies and procedures and operational changes; interprets and administers pertinent laws; evaluates staff; maintains contacts with individuals both within and outside of department who might impact on program activities; represents division in grievances and hearings; in absence of Director, acts as departmental spokesperson on safety and security issues; monitors and coordinates criminal, sensitive and confidential investigations, as well as position papers and investigation reports for claims and lawsuits filed against the Agency; assists in managing the entry maintenance, security, dissemination and retention of written and electronic police data and records; oversees centralized division training files; manages training and educational activities designed to maintain police certification and foster professional growth, skill development and cultural competence; investigates and responds to critical incidents; assists in preparation of departmental budget; controls expenditures; oversees uniform and equipment inventory control systems, identifies deficiencies and recommends replacement items; initiates workforce planning and monitors staff utilization to meet identified goals; prepares or oversees preparation of reports; acts for Director in his or her absence; performs related duties as required.

#### **MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of police administration; considerable knowledge of modern security and safety procedures and methods within a statewide mental health organization; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of planning and coordinating security and safety investigations; considerable knowledge of agency policies and procedures; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret standards, contracts and regulations; ability to negotiate, mediate and resolve conflicts.

#### **EXPERIENCE AND TRAINING:**

**General experience:** Eight (8) years of professional experience in an organized police department.

**Special Experience:** Two (2) years of the General Experience must have been at the level of Lieutenant or higher rank in a mental health facility.

**Substitution Allowed:** College training in criminal justice or related fields may be substituted for the General Experience on the basis of fifteen (15) semester hours equating one-half (1/2) year of experience to a maximum of four (4) years.

**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; **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 a cover letter, a resume, and an Application for Employment to:

**DMHAS/Office of the Commissioner  
Human Resources  
410 Capitol Avenue, 4<sup>th</sup> Floor  
Hartford, CT 06106  
[MHAOCHR@ct.gov](mailto:MHAOCHR@ct.gov) / Fax: (860) 418-6697**

#### **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. (02)