State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

SUPERVISING SPECIAL INVESTIGATOR

This position will end on July 5, 2017

Office of the Commissioner – Statewide Services

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

Open To: Candidates on the current exam list for Supervising Special Investigator

Location: 410 Capitol Avenue, Hartford, CT 06106

Job Posting No: OC110021

Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week

Salary Range: $ 70,666.00 - $ 91,080.00

Posting Date: October 15, 2014 **Closing Date:** October 21, 2014

Eligibility Requirement:
Candidates must have applied for and passed the Supervising Special Investigator exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include: Implementation of the Federal Family Tobacco Control Act and FDA policies and guidelines for administration of the State Tobacco Compliance Check Inspection Program; act as liaison with the FDA and be required to attend contract meetings and conferences; hire, train and supervise all staff assigned to the FDA State Tobacco Compliance Check Inspection Program; prepare and submit quarterly reports; monitor, collect and compile complaint and non-compliant tobacco inspection data and report findings to State and FDA; gather and maintain evidence; handle public inquiries; assist with news media inquiries and the development and distribution of news releases; performs related duties as required.

Special Requirements: Incumbent in this class is required to travel and must have a valid driver's license. Incumbent must be able to pass a federal Level 5 minimum background investigation (MBI).

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 APPLICATIONS TO:
DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Maria.D.DeJesus@ct.gov

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. **(P-5)**