

Department of Development Services – West Region
JOB OPPORTUNITY
Special Investigator (General)

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

Open To: Candidates on current EXAM List

Position: Special Investigator (General) (80hrs.)

Location: Southbury Training School – Human Rights Office

Job Posting No: 0106001

Hours: Monday through Friday 8:00am-4:30pm, Regular Days Off: Saturday, Sunday. Must be flexible in hours to meet agency and client needs.

Salary: \$2,221.11/bi-weekly

Closing Date: November 25, 2013

Eligibility Requirement: This is a **competitive position**. 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 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.**

Knowledge, Skills and Abilities: Duties consistent with the Special Investigator (General) job classification. As a member of the DDS Division of Investigations the Special Investigator is accountable for performing a full range of tasks in conducting detailed investigations related to alleged violations of state laws and regulations and to allegations of various forms of abuse and neglect of intellectually disabled consumers. The Special Investigator may also be required to review investigatory reports and work with various pool investigators from both the DDS public sector and private sector agencies. This class will also be required to appear and testify, intermittently, at state labor and DDS Registry hearings. This position may require the incumbent to utilize personal automobile as necessary throughout the investigatory process. Performs related duties as assigned.

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

Special Requirements: Incumbents in this class will be required to travel and is required to possess and retain a valid Motor Vehicle Operator's License.

Substitutions 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. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Yolette Tappin
Email: Yolette.Tappin@ct.gov Fax: 203-574-8857

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.