

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

Funeral Home Compliance Specialist

Health Care Quality & Safety – Practitioner Licensing & Investigations

POSTING DATE: January 31, 2014

CLOSING: February 14, 2014*

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

OPEN TO: The Public

POSITION CONTROL NUMBER: 107277PD NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/35 hours/week

SALARY GROUP/RANGE: HC 23/\$54,738*- \$74,194 (*NEW STATE employees)

Preferred Skills:

- Experience working as a licensed embalmer or funeral director in Connecticut, including but not limited to, establishing pre-need escrow accounts.
- Experience providing consultation to embalmers, funeral directors, funeral homes and/or others regarding best practices in funeral directing and embalming and/or laws and regulations governing funeral directing and embalming practices.
- Experience with independently interviewing consumers and health care providers and health care beneficiaries in the provision funeral home services.
- Experience performing compliance reviews and safety/sanitation inspections related to compliance with state and federal laws and regulations governing funeral directing and embalming and writing follow-up reports.
- Experience testifying in court or at administrative hearings.
- Formal training and/or experience employing investigative techniques.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability: Considerable knowledge of the funeral industry; knowledge of investigatory methods and techniques; ability to perform compliance reviews; knowledge of and ability to interpret and apply relevant state and federal laws, statutes and regulations; knowledge of principles and practices of evaluation, compliance and quality improvement; knowledge of relevant professional terminology; knowledge of the fundamental principles and practices of safety and sanitation methods; ability to establish and maintain effective working relationships with funeral industry representatives, funeral directors, embalmers, staff and the general public; interpersonal skills; oral and written communication skills; ability to utilize computer software.

EXPERIENCE AND TRAINING

General Experience:

Three (3) years of experience as a licensed embalmer.

Special Requirements:

1. Incumbents in this class **must** possess and retain an **Embalmer Licensure in Connecticut**.
2. Incumbents in this class may be **required to** travel.
3. Incumbents in this class are required to possess and retain a valid **Motor Vehicle Operator's license**.

NOTE: Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308

Hartford, CT 06134-0308

FAX: 860-509-7184 (if faxing, only one application is necessary)

EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.