

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
LICENSE AND APPLICATIONS ANALYST
MEDICAL MARIJUANA PROGRAM
DRUG CONTROL DIVISION

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

Open To: Consumer Protection Employees on a current examination list (see eligibility requirement below).

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 102668

Hours: 40 Hours / Week

Salary: AR 20 / \$56,932 - \$72,125 annual
NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM

Closing Date: **October 15, 2014**

Position Description: Anticipated duties of this position as a License and Applications Analyst in the Drug Control Division of the Department of Consumer Protection include but are not limited to; Process initial and renewal applications for patients who qualify for a Medical Marijuana card; Respond to e-mail, postal mail, telephone and personal inquiries from consumers and other groups on the Marijuana statute and regulation to applicants, licensees and consumers; Assist in the development or revision of applications; Conduct research, collect data and analyze information relating to the Medical Marijuana application review process; Participate in public hearings concerning the denial, revocation or suspension of a Medical Marijuana registration card; Conduct criminal background checks on applicants that are applying as a primary caregiver and reviewing the qualifying patient's status with the Connecticut Department of Corrections.

Preferred Knowledge, Skills and Abilities:

- Knowledge of relevant licensure, certification or permit functions of regulated entities;
- Knowledge of statistics;
- Oral and written communication skills;
- Working knowledge of Microsoft Office Products;
- Organizational skills.

Eligibility Requirement: Candidates must be current State of Connecticut Department of Consumer Protection employees, have applied for and passed the License and Applications Analyst 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.**

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 which states their interest and suitability for the position, a resume, three letters of professional reference from current and / or former supervisors, a copy of your letter from the DAS exam unit confirming you have taken and passed the most recent exam, and an Application for Examination or Employment (Form CT-HR-12- available at: http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf). State employees must include copies of their last three (3) annual performance evaluations (must be current and consecutive) in lieu of references no later than the closing date to:

Linda Shackett-Blue, Human Resources
DAS / SmART-HR
165 Capitol Avenue, 5TH Floor-East
Hartford, CT 06106
Confidential Fax: (860) 622-2968 (preferred method)
Email: linda.shackett-blue@ct.gov

Applications must be received by the closing date above. Incomplete application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

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.