



EXAMINATION OPEN TO THE PUBLIC

SPECIAL INVESTIGATOR (GENERAL)

ANNUAL \$56,307
SALARY: \$71,108

SALARY
GROUP: AR 21

APPLICATION CLOSING
DATE: JANUARY 31, 2012

EXAM
NO: 120080CJR

PURPOSE OF CLASS: In a state agency or quasi-public entity this class is accountable for independently performing a full range of tasks in conducting investigations related to alleged violations of state laws and regulations.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY JANUARY 31, 2012:

GENERAL EXPERIENCE: Five years of investigatory experience in health care, insurance claims, law enforcement or a regulatory field.

SUBSTITUTIONS ALLOWED: (1) 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 semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to be a Notary Public. (2) Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of investigatory methods and techniques; knowledge of relevant state laws and regulations; knowledge of relevant professional terminology; interpersonal skills; oral and written communication skills; interviewing skills.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
(Exam questions will cover KSA's listed above.)	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: TUESDAY, MARCH 13, 2012.

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2875**). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by January 31, 2012. **A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers

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.