



**DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY**

**Special Investigator (General)  
Health Care Quality & Safety – Practitioner Licensing & Investigations  
(Practitioner Investigation Unit)**

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

**OPEN TO:** Candidates who are on a current certification list

**POSITION CONTROL NUMBER:** 100045PD

**NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

**LOCATION:** 410 Capitol Avenue, Hartford, CT

**SHIFT/HOURS:** 1<sup>st</sup> Shift/40 hours/week

**SALARY GROUP/RANGE:** AR 21/\$61,530\* - \$77,704 (\*NEW State Employees)

**POSTING DATE:** August 9, 2017

**CLOSING DATE:** August 23, 2017

**NOTE:** 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. State employees currently holding the above title or those who have previously attained permanent status in the class 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.

**Preferred Skills:**

- Prior experience independently conducting investigations and/or inspections which may have included collecting/securing evidence in the form of statements, documents, records and exhibits; identifying violations of state and/or federal laws, writing subsequent investigation reports, and maintaining the integrity of the investigative file;
- Prior experience testifying in formal proceedings;
- Prior experience conducting investigations or similar duties with a team comprised of individuals with a variety of disciplines and expertise;
- Prior experience in a health care environment requiring knowledge of infection control policies/procedures and practices;
- Proficiency in computer skills, including MS Word, MS Outlook and databases.

Candidates invited to interview may be required to submit two recent employer performance evaluations.

Candidates invited to interview who have completed a formal certified investigative training program may be required to submit a copy of the certificate of completion.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:** 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; ability to utilize computer software.

**EXPERIENCE AND TRAINING:**

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

**Substitution 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 (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2.) A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

**Special Requirement:** 1.) Incumbents in this class may be required to be a Notary Public. 2.) Incumbents in this class may be required to travel. 3) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**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 SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment ([Form CT-HR-12](#)), INCLUSION OF A RESUME IS OPTIONAL. THE ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

**FAX:** 860-730-8386

**EMAIL:** [dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

**If mail is necessary, please send to:**

**Department of Public Health**

**410 Capitol Avenue, MS #13PER**

**PO Box 340308**

**Hartford, CT 06134-0308**

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination.

**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 HUMAN RESOURCES OFFICE AT 860-509-7177.**