



STATEWIDE PROMOTIONAL EXAMINATION SUPERVISING SPECIAL INVESTIGATOR

ANNUAL \$66,608
SALARY: \$85,851

SALARY
GROUP: AR 25

APPLICATION CLOSING
DATE: APRIL 6, 2012

EXAM
NO: 120490SPJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a State agency, this class accountable for supervising the staff of an investigative unit engaged in investigating complaints and alleged violations of state laws and regulations.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **APRIL 6, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

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

SPECIAL EXPERIENCE: Three years of the General Experience must have been investigating complaints at the level of Special Investigator. (Note: Special Investigators are responsible for independently performing a full range of tasks in conducting investigations related to alleged violations of state laws and regulations.)

SUBSTITUTIONS ALLOWED: (1) College training in law enforcement, health care or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling six months 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 travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of investigatory methods and techniques; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State laws and regulations; considerable interpersonal skills; considerable oral and written communication skills; considerable interviewing skills; ability to utilize computer software; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

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 AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Supervising Special Investigator, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Supervising Special Investigator cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Investigatory experience in law enforcement, health care, insurance claims or in a regulatory field. Describe the numbers, types and purposes of investigations you have conducted and their intended outcome. Be specific as to the type of regulated agency, industry or business with which you have worked. Be specific in describing what you actually did and your level of responsibility in this area. (2) Lead/Supervisory experience. Please describe your experience leading or supervising professional staff. Indicate the numbers of staff and the titles of those you led/supervised. Also include the dollar amounts of the budgets that you have been responsible for overseeing or preparing. Describe your experiences developing, planning or implementing policies and procedures, the nature of these policies and procedures and on whom they impact. Explain how you monitor unit activities and/or evaluate staff performance. (3) Consultative experience. Please describe your experience providing consultative services or technical assistance to individuals within and outside the organization, the nature and purpose of these contacts and with whom they were with. Describe the extent to which you are responsible for advising others as to the proper fiscal direction to take within your operation. (4) Written/oral communication skills. Please describe the nature and purpose of any correspondence, reports, narratives or publications that you have had responsibility for preparing and for whom they were prepared. Also, describe any public speaking experience you have had (i.e., giving talks or lectures to groups, and/or professional presentations at work), the purpose of your contact and the audience(s) addressed. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job.

Important Notes: (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by April 6, 2012.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by May 25, 2012.** (8) A separate application/examination package 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 state agencies.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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, persons with disabilities and military veterans.