

**STATE OF CONNECTICUT
DEPT OF SOCIAL SERVICES- SOUTHERN REGION**

"PROMOTIONAL OPPORTUNITY"

**SOCIAL SERVICES INVESTIGATIONS SUPERVISOR (Child Support)
(Norwich Office)**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

POSTING DATE: February 3, 2010

CLOSING DATE: February 16, 2010

The Department of Social Services, Southern Region is presently recruiting for the position of Social Services Investigations Supervisor for the Child Support Investigations Unit, in the Norwich Regional Office.

OPEN TO: Department of Social Services Employees Only

POSITION: Social Services Investigations Supervisor (Child Support Division)

BARGAINING UNIT: Social and Human Services (P-2)

SALARY RANGE: \$56,895 - \$72,483 annually (SH-23)

LOCATION: 401 West Thames Street, Norwich, CT

EXAMPLES OF DUTIES:

The Investigations Supervisor is accountable for supervising a unit engaged in performing investigations relevant to, child support obligations and their enforcement or financial status of individuals receiving public assistance. Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance including identifying, planning and implementing training; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, cooperating agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; consults with and directs staff in difficult, unusual and/or complex case resolution; monitors and coordinates performance of local cooperative agencies; implements personnel policies and procedures; prepares unit corrective action plans to comply with quality review procedures; participates in court proceedings when necessary; performs related duties as required

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of and ability to interpret and apply relevant agency policies and procedures; considerable knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations; considerable knowledge of investigatory methods and techniques; considerable knowledge of Connecticut Child Support Enforcement System; considerable knowledge of property ownership, personal finances, paternity and child support issues; considerable knowledge of court procedures and related legal instruments; knowledge of personnel policies; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

SPECIAL REQUIREMENTS:

Consideration will be given to those DSS employees who have taken and passed the examination for "Social Services Investigations Supervisor" and are currently eligible for appointment to this classification. Lateral Transfers and DSS employees with permanent status in this classification may also apply. All applicants must have at least one-year experience in Child Support Investigations. This position will be filled in accordance with all State Reemployment, SEBAC, P-2 Transfer lists, Merit promotional and Certification rules accordingly.

APPLICATION PROCEDURE:

Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application form if you have already faxed the materials. Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Department of Social Services - Southern Region
Human Resources Division
401 West Thames St., Norwich, Ct. 06360
ATT: Sandra Washington, Principal HR Specialist
FAX #: (860) 823- 3402**

APPLICATIONS MUST BE RECEIVED BY: TUESDAY, FEBRUARY 16, 2010, CLOSE OF BUSINESS

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER