

State of Connecticut  
Department of Social Services  
Job Opportunity

**Social Services Lead Investigator  
(Child Support Unit)**

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

**Posting Date: December 23, 2009**

**Closing Date: January 4, 2010**

The Department of Social Services is presently recruiting for Social Services Lead Investigator (Child Support Unit) positions within our Northern Region which consists of the Hartford, Manchester, New Britain and Willimantic Offices.

**Open To: DSS Employees Only**

**Position: Social Services Lead Investigator (Child Support)**

**Bargaining Unit: P-2 Social and Human Services**

**Salary: \$50,384– \$62,915 (SH-20)**

**Locations: 3580 Main Street  
Hartford, CT 06120**

**699 East Middle Turnpike  
Manchester, CT 06040**

**30 Christian Lane  
New Britain, CT 06051**

**676 Main Street  
Willimantic, CT 06226**

**EXAMPLES OF DUTIES:**

Plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains unit procedures; provides staff training and assistance including monitoring and assessing current and projected needs; conducts or assists in conducting performance evaluations; acts as liaison with operating units, cooperating agencies and outside officials such as third party providers, social services agencies, attorneys regarding unit policies and procedures; makes recommendations on policies or standards; prepares reports and correspondence; acts as liaison with Social Services Investigations Supervisor concerning unit training needs, practical program implementation problems and effectiveness of unit workflow procedures; acts as unit policy specialist in difficult, unusual and/or complex case resolution; processes complex cases; testifies in court on cases involving support or claims for reimbursement and determines appropriate actions to enforce compliance with court orders; may be assigned to represent Commissioner in cases requiring a high degree of tact and diplomacy; performs related duties as required.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Five (5) years' experience in the investigation of real and personal assets or the determination of client eligibility for public assistance

**Special Experience:**

One (1) year of the General Experience must have been at the level of Social Services Investigator in Child Support, CFIU/FRED and Resources Unit.

**College Training:**

- 1) College training 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 related area may be substituted for the General Experience.
- 3) One (1) year as a Social Services Investigator in the relevant specialty may be substituted for the General and Special Experience.

**Special Requirement:**

Incumbents in this class may be required to travel.

**Note:** Candidates must be on the current examination list number 091580 for Social Services Lead Investigator, or the position (s) may be filled by existing lists, which we are obliged to use.

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 at:

[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 faxed the materials. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Delores Atwater, Human Resources Associate  
The Department of Social Services  
3580 Main Street Hartford, CT  
Hartford, CT 06120  
Fax: (860) 566-1768**

**APPLICATIONS MUST BE RECEIVED BY: January 4, 2010, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**