



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE OFFICER

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

Open To: Candidates on current exam list and lateral transfers
Location: 460 Capitol Ave., Hartford (Operations Center Division)
Job Posting No: 15814
Hours: 40 hours/week – Monday - Friday (1st shift)
Salary: \$64,284* – \$83,103 (AR-23) *employees new to state service start at bottom of range
Closing Date: September 22, 2014

Eligibility Requirement:

Candidates must have passed the **FISCAL/ADMINISTRATIVE OFFICER** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status 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.**

Examples of Duties:

Coordinates statewide clinical contracting. Utilizes EDP system to provide reports and projections. Assists with budget development. Review financial reporting for compliance with state requirements and Federal cost allocation requirements. Reviews contracts for compliance with DDS and OAG requirements. Utilizes CORE-CT for contracting activity including the contracting and purchasing modules. Provides adhoc reporting for administrative and clinical staff. Assists in development and provider training to clinicians and others regarding policies and procedures related to contracts. Coordinates RFPs and other procurement activities. Assists Budget Director with expenditure analysis and adhoc reporting. Will perform related duties as required.

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

Preferred Skills & Experience:

- Experience in CORE-CT (Purchasing, Accounts Payable, Procurement Contracts, General Ledger, Commitment Control and EPM)
- Proficient in Excel and Access.
- Strong organizational and time management skills.
- Strong written and oral communication skills.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106**

Attn: Ms. Selestian Patterson

Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6129 Fax: 860-920-3045

Application materials can be mailed, faxed, or emailed.

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.