

DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE MANAGER 1

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
Job Posting No: 94118
Hours: 40 hours/week – Monday - Friday (First Shift)
Salary: \$87,652 – \$119,518 (MP-66)
Closing Date: September 30, 2013

Eligibility Requirement:

Candidates must have passed the **Fiscal/Administrative Manager 1** 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:

The incumbent in this position will function as the Director of Rate Setting. Will and lead and direct employees involved with rate setting for purposes of federal reimbursement activities associated with the billing of DDS services and auditing activities carried out by DDS auditors. Will develop accurate cost information, reimbursement rates, revenue projections for DDS services, and cost allocation plans. Will supervise audit staff that do a variety of fiscal and compliance auditing both within DDS and with outside service providers.

Will perform related duties as required.

General Experience: Nine (9) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting function. Descriptions of these fiscal/administrative functions are attached.

Special Experience: One (1) year of the General Experience must have been supervising professional level staff.
Note: For state employees this is the level of Fiscal/Administrative Supervisor.

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.

Send application materials to:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.