

Job Opportunity
Office of Policy and Management
Leadership Associate with target class of Budget Analyst
Budget and Financial Management Division

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

Open To: The Public
Location: 450 Capitol Avenue, Hartford, CT 06106
Job Posting No: 105917
Hours: 8:00 a.m. to 5:00 p.m. (40 hrs per week)
Salary: \$59,266 – \$80,807 annually
[New hires into state service usually start at the minimum of the salary range]
Closing Date: Must be received in this office by close of business (5:00 p.m.) October 15, 2013

The Office of Policy and Management seeks to fill a vacancy in the Budget and Financial Management Division. The intent is to hire a Leadership Associate and promote to the target class of Budget Analyst after successful completion of a two-year development program.

Duties: Performs technical financial analysis work, assisting a specialist of higher grade in administering the State financial program for a group of State agencies or programs; analyzes, reviews, and makes recommendations for the financial affairs of the agencies or programs assigned; assists in the analysis and review of budget requests and options for assigned agencies or programs; studies operations and needs, makes suggestions for modifications of financial proposals when appropriate; assists in performing analytical work involving examination of budgetary controls, fiscal operations and purchasing functions; monitors agency spending/revenue/capital programs during the fiscal year; makes recommendations to the specialist on the financial requests in terms of agency or program policy or objectives; participates in review of state agencies fiscal management policies, procedures and systems; prepares background data and conducts studies on various problems arising in connection with fiscal administration; reviews requests for establishment of new positions, leases, and capital projects; assists in reviewing state agency requests for Personal Service Agreements and Purchase Service Contracts; prepares reports; participates in on-going refinement of program budget development and the budget option process; participates in conferences and legislative hearings regarding the financial requirements of assigned agencies and programs; participates in negotiations with agencies for voluntary compliance with recommended changes; performs related duties as required.

Knowledge, Skills and Abilities: Considerable oral and written communication skills; interpersonal skills; considerable ability to understand and apply state and federal laws, statutes and regulations; considerable ability to analyze and solve problems; considerable ability to effect and manage change; considerable ability to plan for and implement excellent customer service; considerable ability to learn a new knowledge base in functional area; considerable ability to learn and apply policy and procedure; managerial aptitude.

Eligibility Requirements:

Candidates must be able to meet the experience and training requirements of the designated class of Budget Analyst after successful completion of a two-year development program. **The experience and training requirements for the target class of Budget Analyst are:**

General Experience: Six (6) years professional experience in budget work, financial management or operations with budgetary responsibility.

Substitution Allowed:

- (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) For state employees two (2) years of experience as a Fiscal/Administrative Assistant or Assistant Accountant may be substituted for the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC rules, if applicable.

Application Instructions: Interested and qualified candidates who meet all the above requirements should submit a (1) cover letter that describes your interest and suitability for the position, (2) resume, (3) Application for employment (form CT-HR 12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. and (4) **copy** of educational transcript (if you possess a Bachelor's degree) **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without these four (4) documents. Submit your application to

Office of Policy and Management – Human Resources
450 Capitol Avenue
MS# 55ADM
Hartford, CT 06106

An Affirmative Action/Equal Employment 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.