



EXAMINATION OPEN TO THE PUBLIC

BANKING DEPARTMENT MANAGER

ANNUAL \$78,672 SALARY APPLICATION CLOSING EXAM
SALARY: \$100,917 GROUP: MP 64 DATE: JANUARY 31, 2012 NO: 120090CJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Banking, this class is accountable for managing the staff and operations of a major sub-unit or regulatory program of a Division.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **JANUARY 31, 2012:**

GENERAL EXPERIENCE: Nine years of professional experience involving one or more of the following areas: regulation of financial institutions or other entities regulated by the Department of Banking; accounting, auditing or finance work in financial institutions regulated by the Department of Banking.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in advanced working/lead capacity over professional staff. For State Employees, this is interpreted to be at or above the level of Banking Associate Examiner.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's Degree in Business, Accounting, Finance or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of regulatory and investigative procedures and techniques; considerable knowledge of relevant state and federal laws and regulations; considerable knowledge of principles and practices of accounting and auditing; knowledge of the organization and operation of financial institutions and other entities operating under the supervision of the Department of Banking; considerable oral and written communication skills; considerable supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by January 31, 2012. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by March 15, 2012.** A separate application form must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

6518 January 13, 2012

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.