



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF BANKING

**BANKING DIRECTOR OF SECURITIES AND BUSINESS
INVESTMENTS DIVISION**

ANNUAL \$99,559
SALARY: \$127,707

SALARY
GROUP: MP 70

APPLICATION CLOSING
DATE: MARCH 11, 2011

EXAM
NO: 110100APJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Banking, Securities and Business Investments Division, this class is accountable for directing the programs and operations of the division.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT EMPLOYEE OF DEPARTMENT OF BANKING** WHO BY **MARCH 11, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT OR FORMER SERVICE AT THE **DEPARTMENT OF BANKING** AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Ten years experience in areas directly related to the securities industry involving some accounting and financial analysis.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a working lead capacity over professional staff involving securities examination or management at or above the level of Banking Principal Examiner.

SUBSTITUTIONS ALLOWED: (1) College training in Finance or closely related field 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 Administration or closely related field may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of the securities and business opportunity fields; considerable knowledge of accounting and auditing principles and practices, including the ability to understand financial statements; considerable knowledge of investigatory techniques; considerable interpersonal skills; 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 PROCEDURE: 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, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **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 March 11, 2011. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. 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 April 14, 2011.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.state.ct.gov/employment>) or at the Department of Banking.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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.