

Job Opportunity
Office of Policy and Management
Budget Specialist
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: 2675

Hours: 8:00 a.m. to 5:00 p.m. (40 hrs per week)

Salary: MP 63 (\$77,923 - \$106,240)
[New hires to the state employment usually start at the minimum of salary range]

Closing Date: Must be received in this office by close of business (5:00 p.m.) August 1, 2013

The Office of Policy and Management seeks to fill a vacancy in the Revenue, Capital and Economic Forecasting Section of the Budget and Financial Management Division. The primary interest is in hiring a Budget Specialist but consideration may be given to under filling the position as a Budget Analyst, MP 58 (\$62,229 – \$84,847).

Duties: This position would be responsible for a full range of tasks including but not limited to: estimating revenue for the \$18 billion state budget; developing short and long range forecasts of various national and state economic variables; monitoring monthly revenue collection data; and utilizing such information to produce short and long range forecasts of the state's revenue sources which support the appropriated funds of the state. The position also provides analysis and recommendations regarding various Executive and Legislative Branch proposals impacting revenues, and is involved in preparation of the annual Economic Report of the Governor, preparation of the expenditure cap calculation, estimation and analysis of debt service expenditures, development of the state's Ability to Pay case in labor negotiations, and assisting in the preparation of Official Statements related to bond sales. The candidate in this position must have the ability to independently complete complex tasks under tight deadlines.

Knowledge, Skills and Abilities: Knowledge of the principles of organization and management including public administration; knowledge of governmental program budgeting and governmental accounting; some knowledge of research techniques and statistical principles and procedures; considerable interpersonal skills; oral and written communication skills; ability to analyze budgetary and financial management problems and develop effective courses of action; ability to design and interpret graphic representations; ability to utilize financial information systems.

Eligibility Requirements:

General Experience: Seven years of professional experience in budget preparation, financial management or operations including budget responsibility.

Special Experience: One year of the general experience must have been at the junior working level in budget development and management. For state employees, this is interpreted at the level of Budget Analyst.

Substitution 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 Public Administration, Business, Economics, Finance or closely related fields may be substituted for one additional year of General Experience.
- (3) For state employees one year of experience as Associate Accountant, Associate Fiscal/Administrative Officer or an Associate Accounts Examiner may be substituted for the General and Special 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 cover letter that describes your interest and suitability for the position, resume, educational transcript, and an Application for Employment (form CT- HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. **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 opm.recruitment@ct.gov or mail 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.