

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION
FISCAL/ADMINISTRATIVE OFFICER
BUSINESS OFFICE

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

Open To: Candidates on current exam list or lateral transfer

Location: Business Office, East Hartford

Job Posting No: 00015425

Hours: Monday through Friday 8:00am – 4:30pm; RDO's: Saturday and Sunday

Salary: \$60,593.00 - \$78,332.00

Closing Date: August 26, 2013

Eligibility Requirement:

Candidates must have applied for and passed the Fiscal/Administrative Officer exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above 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.**

Knowledge, Skills and Abilities:

Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

Examples of Duties: Responsibilities will include, but are not limited to the following:

Contract Administration: This position will be responsible for the following Point of Service (POS) and Personal Service Agreements (PSA) contracting responsibilities; Understanding of POS and PSA contract policy and procedures as set forth by OPM; Understanding of POS and PSA contract policy and procedures as set forth by DDS; Assigning Contract Identification numbers. The completion and/or assisting in the completion of requested contracts; Complete contract justification requests and communicate pending submissions to Deputy Commissioner for submission to OPM; Liaison between preparer and DDS Deputy Commissioner for submission and approvals of contract requests to OPM; Monitor OPM website for submitted contract request approval status; Communicate OPM approvals to contract Deputy Commissioner and preparer(s); Review written contracts for completeness for upper management review and approval; Monitoring contracts for renewals or amendments; Liaison between DDS and Contractors, Attorney General's Office (AGO), and Department of Administrative Services (DAS) as required; Ensure all preparer documents are current on departments' shared drive; Completion of weekly Contract Status Report (tracking contracts through the approval process); Enter approved contracts into CORE-CT - Procurement Contracts section

Accounting and Accounts Payable Responsibilities: Completion of the Clinical monthly spend plan; Payment of all Clinical related monthly invoices (including direct care and pharmacy invoices); Maintain Purchase Orders in CORE for Clinical obligations; Analysis and projecting of OE related accounts.

Perform related duties are required. Proficiency and Experience in Contract Administration, MS Office, MS Excel, MS Word and the following Core-CT Modules: Contracts, Accounts Payable, EPM Reporting, Financial Reporting, Accounts Payable (including receipting), Purchasing and Fixed Assets.

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, Accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function. Distinction will be made between accountability for and participation in these functions. Fiscal/administrative supervisors, managers and chiefs must be accountable for (or supervise) the function if it is to be considered under the Guidelines for Class Use. The descriptions of each functional heading are not meant to be all inclusive. Their purpose is to provide a sampling of tasks in each functional area.

Those areas with an asterisk [*] must consume a significant amount of professional staff hours to be considered additional functions under the Guidelines. As a rule of thumb, a significant amount of time will be considered a minimum of ten percent of total professional staff time or supervision of one full time professional position, whichever is smaller.

1. BUDGETING

Accountability for budget preparation and management for agency or facility; at higher levels includes participation in planning and policy decisions.

2. GENERAL FUND APPROPRIATION ACCOUNTING

Supervision of the agency's or facility's general fund accounting; includes maintenance of accounts (EDP or manual); Comptroller reconciliations; internal reconciliations; subsidiary accounts; payment lists; financial statements and reports; petty cash.

3. GRANT ADMINISTRATION (a&b ARE SEPARATE FUNCTIONS)

a. GRANT ACCOUNTING*

Supervision of the maintenance of accounting records, reconciliations, financial statements for grant funds, etc.

b. GRANT MONITORING* (non-programmatic)

Accountable for monitoring (or supervising monitoring) of grantees to ensure that funds are accounted for and expended properly. This can include pre- or post-audit of payments, review and analysis of budgets and financial statements, review of accounting procedures. It may include field work such as assistance with setting up financial records and may include (or consist mainly of) auditing grantees.

4. OTHER ACCOUNTING FUNCTIONS*

Accountability for or supervision of any additional professional accounting or accounts examining work which may be unique to an agency.

5. PURCHASING

Accountability for or supervision of the purchasing of supplies, equipment and contractual services including preparation and revision of specifications, selecting sources of supply, obtaining and evaluating formal written bids, issuing purchase orders, analyzing price trends.

6. CONTRACT ADMINISTRATION

Accountability for or supervision of contract preparation and monitoring including preparation of requests for proposals to obtain consulting or contractual services, determination of evaluation criteria, evaluation of proposals, preparation and monitoring of personal services agreements, point of service contracts and memoranda of understanding.

7. HUMAN RESOURCES (This applies to Confidential and Managerial Employees only.)

Accountability for and/or supervision of the agency or facility human resources function. This includes recruitment, human resources records, classification issues, grievances and other labor relations issues, worker's compensation, career and benefits counseling, preparation of agency or facility affirmative action goals, affirmative action recruitment, reporting, counseling and other aspects of implementation of affirmative action goals.

8. PAYROLL

Supervision of the payroll function.

9. SUPPORT SERVICES

Each additional support service supervised (e.g., stores, inventory/asset management, facilities/equipment security, facilities/equipment maintenance, mailroom, food service, phone system coordination) having a minimum of three (3) full-time positions or part-time equivalent) or taking a minimum of 10% of total fiscal/administrative staff time can be considered one (1) additional function.

10. INFORMATION TECHNOLOGY*

Supervision of an information technology operation including professional information technology staff (i.e., Information Technology Analyst 1 or above).

Special Requirements:

Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

Substitutions 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. A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience.
3. For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience.
4. For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number to:

Department of Developmental Services — North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer, Human Resources
Fax: (860) 622-4967

All application materials must be received by 11:59 p.m. on the closing date indicated above.
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.