



**EXAMINATION OPEN TO THE PUBLIC**

**DEBT MANAGEMENT SPECIALIST**

**ANNUAL \$95,728 SALARY**      **SALARY**      **APPLICATION CLOSING**      **EXAM**  
**SALARY: \$122,791**      **GROUP: MP 69**      **DATE: DECEMBER 28, 2011**      **NO: 110930OCJR**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Office of the State Treasurer, this class is accountable for acting as a specialist on financial matters relating to the management of the State's borrowing program.

**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 **DECEMBER 28, 2011**:

**GENERAL EXPERIENCE:** Eight years of professional level experience in financial management involving the preparation, organization and completion of complex financial transactions and the design and implementation of investment strategies.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have involved the coordination of various parties involved in executing bond issues or financial transactions of a complex nature.

**SUBSTITUTIONS ALLOWED:** (1) College training in business management or a 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 accounting, business management, finance, economics or public administration may be substituted for one additional year of the General Experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the principles and practices of public administration; considerable knowledge of the principles and techniques of government finance, accounting, budgeting and tax-exempt regulations; knowledge of database management systems for financial reporting; considerable oral and written communication skills; interpersonal skills; considerable ability to manage and direct work groups; considerable ability to accurately analyze financial issues and complex derivative and investment products and to develop effective courses of action; considerable ability to develop and implement creative and innovative responses to a changing financial and legal environment; ability to communicate ideas both orally and in writing.

**THE EXAMINATION WILL BE COMPOSED OF:**

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

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
  - (2) Supplemental Examination Materials (see instructions below)**

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 AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Debt Management Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Debt Management Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in financial management involving the preparation, organization and implementation of complex financial transactions to meet policy goals. Include your experience developing and managing a bond program, pricing and marketing bonds, making rating agency presentations or experience in investment banking. Describe the type of program, the dollar amounts involved and the financial transactions for which you had responsibility. Also, detail any experience you have had preparing financial reports, official statements, enabling bond legislation and reviewing bond documents. **(2)** Experience in the design and implementation of investment policies and strategies and the use of interest rate derivatives to meet program goals. Indicate your role in the planning, design and implementation of these programs, and the dollar amounts involved. Describe your experience using computer spreadsheets or other computer applications for financial analysis. Describe any experience evaluating economic conditions influencing bond markets. **(3)** Experience coordinating various parties and setting timetables involved in executing bond issues or other complex financial transactions. Detail your role in coordinating these parties (i.e. bond counsel, tax attorneys, etc.) and how often you performed these activities. Detail your role in the coordination process (i.e. were you in charge or did you assist in the process). **(4)** Experience managing debt service budgets for bond issuance programs, managing accounting and reporting systems, and in producing management reports from accounting information. Detail your experience managing request for proposals or other vendor procurement and contracting processes. Describe your experience with regulatory compliance with Internal Revenue Service and other regulations for tax exempt municipal bond issuance including in arbitrage compliance and reporting, managing accountants, auditors, tax lawyers and other professionals contracted to assist in tax law compliance or other regulatory compliance. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by December 28, 2011.** **(5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 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/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by February 8, 2012.** **(8) A separate application/examination package 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.  
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November 30, 2011

**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.