



EXAMINATION OPEN TO THE PUBLIC
DIRECTOR OF ADMINISTRATION

ANNUAL \$114,238
SALARY: \$155,767

SALARY
GROUP: MP 72

APPLICATION CLOSING
DATE: APRIL 23, 2015

EXAM
NO: 150440OCFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency, this class is accountable for planning, organizing, directing and controlling assigned agency programs and coordinating the implementation of new technological systems that interface with and have impact on all agency divisions.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **APRIL 23, 2015**.

GENERAL EXPERIENCE: Ten years of professional experience in business or public administration.

SPECIAL EXPERIENCE: Three years of the General Experience must have been in a managerial capacity primarily responsible for strategic business planning, organizational development, management analysis, process improvement or the application of technical solutions to advance business initiatives for a major statewide program or organization.

SUBSTITUTIONS ALLOWED: 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 administration, public administration or a 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 agency policies and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable analytical skills; considerable ability to organize and direct complex operating units and associated functions; considerable ability to formulate and interpret agency policy, legislation and regulations; considerable ability to use technology to streamline operations and provide better, more efficient and cost-effective services and products; ability to design and implement new and revised systems and services that are consolidated, integrated, user friendly and efficient.

THE EXAMINATION WILL BE COMPOSED OF:

	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

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 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 Director of Administration include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Director of Administration 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 coordinating, planning, delivering and managing an agency/organization's programs and operational procedures. Describe your experience monitoring, analyzing and evaluating an agency or organization's effectiveness and quality of service. Be specific as to the size and nature of the activities/programs/services involved and the population effected. Also include any experience monitoring, analyzing and evaluating program costs, resources, and accomplishments in budgeting (i.e., achieving cost savings; operating within budgetary constraints; maximizing dollars; controlling expenses; assessing and responding to the cost benefits or risks of actions or changes that are planned; understanding operational or activity costs and expenses. Detail your experience developing long and short range plans and strategies in support of agency/organization mission goals and objectives, evaluation standards and departmental policies. (i.e., recognizing, establishing and monitoring strategies, techniques and solutions for improving organizational output of work; finding ways of performing work less expensively or maintaining levels of work performance with fewer resources.) Include experience coordinating the implementation of new technological systems, the type of systems and the purpose for which they were utilized. **(2)** Financial oversight and other administrative duties. Describe your experience in financial management of an agency. Detail your experience in managing and overseeing budgets, working on procurement processes, administering grant or loan programs, handling audit or accounting matters, responding to FOI requests, and preparing reports as needed. **(3)** Supervisory/Administrative/Consultative experience. Be specific about the nature, size and scope of the program(s), operations and activities for which you were responsible. Detail your experience supervising/managing the staff and operations of a unit, program or department. Include the numbers and job titles of staff supervised. Detail your experience determining appropriate staffing levels, identifying staff development needs, evaluating and disciplining staff, and scheduling and planning work assignments. Detail your experience serving in a consultative capacity including the nature and level of contacts both within and outside the agency/organization. Detail how you coordinated program/project initiatives and identify the entities involved in your coordination efforts. Include your experience interpreting legislative policy changes and preparing or assisting in the preparation of a budget. **(4)** Written and oral communication and interpersonal experience. Describe your experience writing reports and other correspondence, the purpose of these written materials and for whom they were prepared. Detail your experience interpreting complex written material i.e. policies, procedures, regulations, etc.. Indicate examples of experiences you have had performing public speaking activities, participating on external and internal committees and task forces, handling sensitive or high profile issues or investigating complaints. Describe any training (formal or informal) which you have developed and/or provided to staff within the agency and/or the community. Indicate your experience in explaining complex issues (policies, decisions, directives, etc.). **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 April 23, 2015.** **(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, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. 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 June 11, 2015.** **(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>) or at the Offices of the Connecticut State Job Centers.

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, persons with disabilities and military veterans.