



STATEWIDE PROMOTIONAL EXAMINATION

**DIRECTOR OF PROGRAM MONITORING
AND FISCAL REVIEW**

ANNUAL \$88,505 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$113,525 **GROUP: MP 67** **DATE: DECEMBER 14, 2012** **NO: 121950SPJR**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Public Health, this class is accountable for directing the Program Monitoring and Fiscal Review Section. In the Department of Children and Families, this class is accountable for directing the Contracts and Grants Management Section. In the Department of Social Services, this class is accountable for directing the Fraud and Recoveries Section within the Division of Quality Assurance.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY DECEMBER 14, 2012 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Ten years of experience in a combination of public administration and fiscal administration.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity over professional staff. Supervisory capacity is defined as scheduling, assigning, overseeing work and establishing performance standards for employees and taking corrective measures to implement those standards. [Note: For state employees this is at or above the level of Fiscal/Administrative Supervisor.]

SUBSTITUTIONS 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 Masters' degree in business administration, public administration or public health may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant State and Federal laws, statutes and regulations; considerable knowledge of principles and practices of grant and contract administration including program and fiscal evaluation; knowledge of public health programs; knowledge of principles and practices of fiscal management; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION AND EXAMINATION 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 December 14, 2012. 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. Keep a copy of your completed application package and fax transmittal receipt for your records. 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 January 28, 2013.**

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

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous 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, persons with disabilities and military veterans.