



STATEWIDE PROMOTIONAL EXAMINATION
ERP FINANCIALS BUSINESS SPECIALIST

ANNUAL \$77,820
SALARY: \$99,857

SALARY
GROUP: AR 27

APPLICATION CLOSING
DATE: APRIL 2, 2015

EXAM
NO: 150300SPMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Administrative Services or Office of the State Comptroller this class is accountable for functioning as a specialist assigned to professional level statewide Core-CT Enterprise Resource Planning fiscal functions including integrated financials, supply chain management or enterprise services automation modules or an assigned integrated financials support area.

MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY APRIL 2, 2015 HAS PERMANENT STATE STATUS*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Eight years of professional experience as a business analyst operating within financial systems. Business analyst is defined as serving as a liaison between business units, technology and support teams interpreting the business needs of an organization and translating into application and operational requirements.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a professional capacity independently performing a full range of tasks in support of a specific module(s) within an integrated financials Enterprise Resource Planning system. NOTE: For State Employees this is interpreted at the level of ERP Financials Business Analyst.

SUBSTITUTIONS ALLOWED: (1) College training in business administration, accounting, finance, public administration 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 public administration, business administration or accounting may be substituted for one additional year of the General Experience. (3) For State Employees two years as an ERP Financials Business Analyst may be substituted for the General and Special Experience.

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

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of Peoplesoft or ERP (system) integrated module knowledge; considerable knowledge of principles and practices of public administration, governmental budget management and accounting including project costing; considerable knowledge of the integration of modules; knowledge of grants and contract preparation and administration; knowledge of purchasing principles and procedures; knowledge of asset management; knowledge of and ability to map business processes; knowledge of and ability to utilize programming logic, validation testing, script writing, SQL and other troubleshooting software; considerable analytical and problem solving skills; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to prepare and analyze financial documents and reports; considerable ability to understand how the application does or does not support the State's business process; considerable ability to identify, analyze and resolve highly complex business problems; ability to utilize Enterprise Resource Planning systems for financial management; ability to conduct task analysis; ability to gather technical information and effectively communicate to the appropriate source; ability to train and make presentations; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

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

APPLICATION/EXAMINATION INSTRUCTIONS: 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 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 April 2, 2015.** Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 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/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.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by May 13, 2015. A separate application form 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 any state agency.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

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.