State of Connecticut
JOB POSTING

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

FISCAL/ADMINISTRATIVE MANAGER 2

Administration – Fiscal Services

POSTING DATE: January 11, 2012 **CLOSING:** January 31, 2012*

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

OPEN TO: State Employees

POSITION CONTROL NUMBER: 080671SC NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: MP 69/$95,728 - $122,791

NOTE: Candidates must have applied for and passed the **Fiscal/Administrative Manager 2** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class 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.

Preferred Skills:

- Experience developing and managing a large, multi-million dollar budget;
- Experience creating, translating, and presenting fiscal reports that are understood by non-fiscal program staff;
- Experience with state and federal accounting, budgeting, reporting and auditing processes, including the development of fiscal notes;
- Experience supervising and managing performance of diverse work teams and direct reports, fostering creativity and innovation;
- Experience communicating with local and federal funders to ensure compliance with funding requirements;
- Experience transforming business processes to increase efficiency and improve service using methods and tools such as Lean management, Sigma Six Management, SMART matrix or SWOT analysis.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; considerable ability in preparation and analysis of financial and statistical reports; ability to utilize EDP systems for financial management.

EXPERIENCE AND TRAINING

General Experience: Ten (10) years of experience in a combination of fiscal/administrative functions (e.g. accounting, accounts examining, budget management, grants administrative, personnel, payroll, purchasing) at least one (1) of which must be an accounting function.

Special Experience: Two (2) years of the General Experience must have been supervising professional level staff. For state employees this is the level of Fiscal/Administrative Supervisor.

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) additional year of the General Experience.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7860 (if faxing, only one application is necessary)
EMAIL:dph.recruitment@ct.gov

*** The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).**

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES