State of Connecticut
EXAM ANNOUNCEMENT

STATEWIDE PROMOTIONAL EXAMINATION

FISCAL AND PROGRAM POLICY SECTION DIRECTOR

ANNUAL SALARY	SALARY GROUP	APPLICATION CLOSING DATE	EXAM NO
$111,992 - $143,652	MP 73	OCTOBER 14, 2011	110530SPFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Budget and Financial Management Division of the Office of Policy and Management, this class is accountable for directing a fiscal and program policy section in administering statewide programs, policies and fiscal plans for the preparation and execution of the governor's budget.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **OCTOBER 14, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Ten years' professional experience in budget management or financial management including budget responsibility. [Note: Professional experience in budget management will be interpreted as principal responsibility for such aspects of budget as planning, preparation and administration. Professional experience in financial management will be interpreted as principal responsibility for a combination of budget work and financial planning, accounting and/or financial analysis and reporting.]

SPECIAL EXPERIENCE: Two years of the General Experience must have been at or above the level of a Principal Budget Specialist or Fiscal/Administrative Manager 2.

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 Master's degree in Public Administration, Economics, Finance, Business or closely related fields 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 organization and management including public administration, governmental budgeting, budgetary control, and governmental accounting; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communications skills; ability to analyze and evaluate complex statistical data.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	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. **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 October 14, 2011. 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 November 14, 2011. 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.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

6447 September 29, 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.