State of Connecticut
EXAM ANNOUNCEMENT

STATEWIDE PROMOTIONAL EXAMINATION

FISCAL ADMINISTRATIVE SUPERVISOR

ANNUAL SALARY: $77,796 – $101,121	SALARY GROUP: AR 29	APPLICATION CLOSING DATE: MAY 29, 2012	EXAM NO: 121020SPJR

PURPOSE OF CLASS: In a state agency, facility or institution this class is accountable for supervising staff engaged in a variety of fiscal and administrative functions, with major emphasis on fiscal administration.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY MAY 29, 2012 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Eight years of experience in a combination of fiscal/administrative functions (e.g., accounting, payroll, purchasing) at least one of which must be an accounting or budgeting function.

SPECIAL EXPERIENCE: Two years of the General Experience must have been at the professional working level of Fiscal/Administrative Officer or Accountant. [Note: Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is the professional training level and below the professional working level.]

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, business administration or accounting may be substituted for one additional year of the General Experience. (3) For State Employees experience as a Purchasing Services Officer 1 or 2 substitutes for the General and Special Experience on a year for year basis.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; knowledge of types, characteristics and sources of supply and market factors of assigned commodities; knowledge of business law as it applies to purchasing contracts and sales; knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
(Exam questions will cover KSA's listed above.)	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: WEDNESDAY, JULY 18, 2012.

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION 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 and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications 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 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. Applications must be date stamped by DAS/Human Resources or postmarked by May 29, 2012. **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**) and 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.*

6643 May 14, 2012

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.