

DEPARTMENT OF CHILDREN AND FAMILIES  
LATERAL TRANSFER OPPORTUNITY  
FISCAL ADMINISTRATIVE SUPERVISOR  
(FISCAL DIVISION)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** State Employees [Lateral Transfer Only](#)  
**Location:** Hartford, CT  
**Job Posting No:** MB0083CO  
**Hours:** 40  
**Salary:** \$77,796.00 - \$101,121.00 (Annually)  
**Closing Date:** November 9, 2011

**Eligibility Requirement:** [Candidates must currently hold the title of Fiscal/Administrative Supervisor, in order to be considered for this opportunity.](#)

**Knowledge, Skills and Abilities:** 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.

**General Experience:** Eight (8) years of experience in a combination of fiscal/administrative functions (e.g., accounting, payroll, purchasing) at least one (1) of which must be an accounting or budgeting function. Descriptions of these fiscal/administrative functions are attached.

**Special Experience:** Two (2) 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.

**Substitution Allowed:** 1.) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling 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; 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.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to:

DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
Attention: Morgan Bonilla  
FAX: (860) 707-1954

**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.