



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

## Fiscal/Administrative Manager 2

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

**Open To:** STATE EMPLOYEES and THE PUBLIC ([please see Eligibility Requirement Below](#))

**Location:** Connecticut Valley Hospital ~ Administrative & Support Services ~ FISCAL SERVICES - Middletown, CT

**Job Posting No:** CV-76450

**Hours:** 1<sup>st</sup> Shift ~ 8:00 a.m. to 4:30 p.m. ~ 40 hours weekly

**Salary Range:** \$101,558.00 - \$138,477.00

**Closing Date:** November 21, 2016

**Eligibility Requirements:** 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 for this classification. State employees currently holding the above title or those who have previously attained permanent status 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.**

**Duties may include but not limited to:** Directs staff and operations of fiscal management functions including budget preparation and management, accounting and financial reporting and analysis; coordinates, plans and manages activities; formulates program goals and objectives; develops or assists in development of related policy; reviews fiscal and administrative operations for effectiveness and compliance with statutory requirements and agency policies and procedures; acts as liaison both internally within the state and externally; evaluates staff; directs budget management function; maintains contacts with individuals both within and outside of unit who might impact on program activities; advises agency head regarding fiscal and administrative matters; assists EDP experts in planning and implementation of financial aspects of EDP systems; utilizes EDP systems for financial records, reports and analyses; prepares programmatic fiscal/administrative analysis and impact statements on proposed regulations and legislation; in addition to directing fiscal/administrative functions may direct support services such as maintenance, duplicating services, switchboard, mailroom, food services, security and housekeeping; in a facility or institution, in addition to the above, may ensure conformance with related standards of JCAH, OSHA, Environmental Protection and other regulatory agencies; may direct a program of internal and/or external audit; performs related duties as required.

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

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer, promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment ([CT-HR-12](#)). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
2. **All other applicants** must complete a State Employment Application for Examination and Employment ([CT-HR-12](#)). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

EMAIL: [CVH-RECRUIT@CT.GOV](mailto:CVH-RECRUIT@CT.GOV)  
FAX: (860) 262-5055

Connecticut Valley Hospital  
Office of Human Resources ~ ATTN: Recruitment  
P.O. Box 351 ~ Middletown, CT 06457

**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. MANAGERIAL -02