State of Connecticut
EXAM ANNOUNCEMENT

STATEWIDE PROMOTIONAL EXAMINATION

FISCAL/ADMINISTRATIVE MANAGER 1

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$85,099 – $109,159	MP 66	APRIL 1, 2013	130280SPJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

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

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY APRIL 1, 2013 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Nine years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one of which must be an accounting function.

SPECIAL EXPERIENCE: One year of the General Experience must have been supervising professional level staff. [Note: 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 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

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of and ability to apply management principles and techniques; 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 analyze budgetary and related problems; ability to utilize EDP systems for financial management.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: **(1) Completed Application Form (CT-HR-12)**
(2) Supplemental Examination Materials (see instructions below)

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 AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1**. For each job (maximum of three) which you feel has best prepared you for the job of Fiscal/ Administrative Manager 1, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Fiscal/Administrative Manager 1 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience in fiscal/administrative functions including accounting, accounts examining, budget management, grant and/or federal funding administration, contract administration, inventory management, personnel, payroll and purchasing. Be specific as to which of these areas you have had experience, the nature of the experience and the size, scope and dollar amount of the programs, budgets and operations involved. Detail your experience in utilizing financial computer software packages to perform these duties, and be specific with regard to the types of software with which you have this experience. **(2)** Supervisory/Administrative experience. Describe your experience overseeing the staff and operations of a business administration unit or section. Include the number and job titles of the staff under your supervision. Indicate your supervisory duties including assigning and reviewing work, training, evaluating performance and taking necessary disciplinary action. Also, detail your administrative experience in the following areas: planning and developing long-range business operation plans; participation in the development of policies, procedures and recommendations, participation in the formulation of program goals and objectives. In each of these areas, be specific as to the type, number, and any dollar amounts involved, as well as explaining your actual responsibilities for each. **(3)** Interpersonal/oral and written communications experience. Describe your experience cultivating and managing business relationships, including the purpose and nature of the contacts/consultations and the staff level of those contacted/consulted. Be specific in describing your experience representing the agency/organization on various teams, taskforces or committees including how often you served in this capacity and the role you played. Detail experience analyzing and evaluating data, programs and projects and formulating recommendations based on this analysis. Include experience producing written and electronic reports and spreadsheets, the purpose of the reports and for whom they were prepared. **Section 2**. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by April 1, 2013. (5)** Mail applications/examination materials 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/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by May 17, 2013**. **(8)** A separate application/examination package 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 state agencies.

NOTE: Applicants who applied for and passed the most recent examination for Fiscal/Administrative Manager 1 (#120280SPJR promulgated in 2012) do not need to reapply. The lists from examination #120280SPJR and examination #130280SPJR will be consolidated.

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

6783 March 14, 2013

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.