State of Connecticut
EXAM ANNOUNCEMENT

STATEWIDE PROMOTIONAL EXAMINATION

FISCAL ADMINISTRATIVE MANAGER 2

Employees who would like to apply a previous score to this promotional exam will need to complete the Promotional Examination Score/Application Request Form CT-HR-26 and submit it to the Department of Administrative Services prior to the closing date on the examination announcement. See General Letter 38 for more information.

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$101,558 – $138,477	MP 69	December 21, 2016	160910SPMAT

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 and voluminous 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 **DECEMBER 21, 2016** HAS PERMANENT STATE STATUS*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Ten years of experience in a combination of fiscal/administrative functions (e.g. accounting, accounts examining, budget management, grants administrative, personnel, payroll, purchasing) at least one (1) of which must be an accounting function. Descriptions of these fiscal/administrative functions are attached.

SPECIAL EXPERIENCE: Two years of the General Experience must have been supervising professional level staff. For state employees this is the level of Fiscal/Administrative Supervisor.

SUBSTITUTION ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equalling 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 (KSA'S): Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; 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 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 Manger 2 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 2 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/Management 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 management experience in the following areas: planning and developing long-range business operation plans; participation in the development of policies, procedures and recommendations; and 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 your 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 **December 21, 2016. (5)** Mail applications/examination materials to Department of Administrative Services, Statewide Human Resources, 450 Columbus Blvd., Suite 1502, Hartford, CT 06103 **(Secure Fax 860-622-2910 – preferred method) If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. 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 February 10, 2017.** (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) and at State agencies.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

7411 December 7, 2016

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.