

DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

Fiscal/Administrative Supervisor
OPERATIONAL & SUPPORT SERVICES – Fiscal Services

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

OPEN TO: State employees who are on a current Fiscal/Administrative Supervisor certification list.

POSITION CONTROL NUMBER: 98667EH **NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION**

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours per week

SALARY GROUP/RANGE: AR 29/\$85,011-\$110,499

CLOSING: March 30, 2017*

NOTE: Candidates must have applied for and passed the **Fiscal Administrative Supervisor** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class 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.**

Preferred Skills:

- Experience with fiscal management of Purchasing, Accounts Payable/Receivable (AP/AR), Asset Management, Mail Room and reporting on State and Federal grants.
- Experience supervising professional and para-professional fiscal/administrative classes and other support services (Example: Mail Room, etc.) staff.
- Experience using the basic principles and practices of public administration and applying relevant State and Federal laws, Statutes and regulations
- Experience with basic auditing and accounting principles and practices.
- Experience working with PeopleSoft Core-CT and Microsoft Windows applications such as Excel, Word, Access, Power Point and Outlook.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

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.

EXPERIENCE AND TRAINING

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.

Substitutions 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.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Employment ([CT-HR-12](#)), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-730-8386 (if faxing, only one application is necessary)
[EMAIL:dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

*The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE HUMAN RESOURCES OFFICE AT 860-509-7177.