

Office of Policy and Management
JOB OPPORTUNITY
Fiscal and Program Policy Section Director
Budget Division

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

Open To: State Employees

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No. **89029** (Please include this number in your cover letter and on your application)

Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. (40 hours per week)

Salary: \$118,813 - \$162,003 annual

Closing Date: Must be received in this office by close of business (5:00 p.m.) March 26, 2015

The Office of Policy and Management seeks to fill an anticipated Fiscal and Program Policy Section Director vacancy in the Budget Division.

Duties: This position directs a fiscal and program policy section in administering statewide programs, policies and fiscal plans for the preparation and execution of the governor's budget.

The major areas of responsibility include the following:

- Assists the Executive Budget Officer in developing financial policy for the State;
- Develops, implements, and evaluates section policies, goals and objectives;
- Assists in the maintenance and improvement of program budgeting;
- Supervises strategic analysis and program evaluation of assigned budget specialists;
- Coordinates electronic budgeting techniques and their interfacing with other statewide systems;
- Oversees long range forecasting and revenue projections;
- Consults with and advises agency executives on budgetary and financial matters;
- Represents section at briefings and hearings with OPM executives;
- Maintains liaison with legislative committees and sub-committees;
- Performs analysis of proposals relating to collective bargaining;
- Appears as an expert witness;
- Represents the Secretary of the Office of Policy and Management at various boards and commissions as assigned; and
- Performs related duties as required.

Preferred Experience: The preferred candidate will have experience in education (early childhood and K-12), higher education, economic development, and labor and workforce programs. Management and supervisory experience is also desired.

Knowledge, Skills and Abilities: Knowledge of and ability to apply management principles and techniques; knowledge of organization and management including public administration, governmental budgeting, budgetary control, and governmental accounting; knowledge of relevant State and Federal laws, statutes and regulations; interpersonal skills; oral and written communications skills; ability to analyze and evaluate complex statistical data.

Eligibility Requirements:

General Experience: Ten (10) years' professional experience in budget management or financial management including budget responsibility.

Note: Professional experience in budget management will be interpreted as principal responsibility for such aspects of budget as planning, preparation and administration. Professional experience in financial management will be interpreted as principal responsibility for a combination of budget work and financial planning, accounting and/or financial analysis and reporting.

Special Experience: Two (2) years of the General Experience must have been at or above the level of a Principal Budget Specialist or Fiscal/Administrative Manager 2.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling 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, Economics, Finance, Business or closely related fields may be substituted for one (1) additional year of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (1) cover letter that describes your interest and suitability for the position; (2) resume; (3) Application for Employment (form CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf; and (4) your last three (current and consecutive) performance evaluations. Current OPM employees do not need to submit performance evaluations as these documents are currently on file with the Human Resources Office. **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without these four (4) documents. Submit your application package to:

Office of Policy and Management – Human Resources

450 Capitol Avenue

MS# 55ADM

Hartford, CT 06106

Attn: Carolyn Kozak

FAX: (860) 706-5790 (preferred method)

Tel: 860-418-6324

NOTE: Applications submitted by e-mail will not be considered.

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.