

**OFFICE POLICY AND MANAGEMENT
JOB OPPORTUNITY
LEADERSHIP ASSOCIATE POSITIONS
BUDGET AND FINANCIAL MANAGEMENT DIVISION**

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

Open To: Public
Location: 450 Capitol Avenue, Hartford, CT 06106-1308
Hours: 8-5
Salary: \$57,539
Closing Date: April 8, 2011

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

In order to be considered for these Leadership Associate positions, applicants must be able to meet the minimum experience and training requirements for the Budget Analyst class at the completion of a 2 year training program.

The Minimum Qualifications for Budget Analyst are:

General Experience: Six (6) years professional experience in budget work, financial management or operations with budgetary responsibility. 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, Business, Economics, Finance or closely related fields may be substituted for one (1) additional year of the General Experience. (3) For state employees two (2) years of experience as a Fiscal/Administrative Assistant or Assistant Accountant may be substituted for the General Experience. Additionally, other desired skills include: ability to understand, evaluate and solve problems by exercising judgment and logic; ability to perform complex mathematical computations; ability to interpret charts, graphs and tables; ability to prepare and analyze financial documents and reports; ability to interpret and apply relevant State and Federal statutes, regulations, and administrative policies; computer skills including working knowledge of Excel, Microsoft Word, and database programs; considerable oral and written communication skills; and an ability to establish and maintain cooperative relations with superiors, associates and the general public.

Some knowledge of the principles and practices of budgeting in the public sector, knowledge of the principles and practices of organization and management including public administration, knowledge of economic theory, inferential statistics and econometric modeling and knowledge of human resources and collective bargaining issues as they pertain to government employees strongly desired, but not required.

Application Instructions:

The Office of Policy and Management is recruiting for Leadership Associate positions with a target class of Budget Analyst to work in the Budget and Financial Management Division.

These are permanent, full-time positions. The current starting annual salary is \$57,539. After successful completion of a two year training period, appointment will be made to a Budget Analyst position which has a current annual salary range of \$60,416 to \$77,493.

Please submit: **a cover letter that describes your interest and suitability for the position, resume, college transcript, an application form CT- HR-12**, which can be obtained from any State Department of Labor Office, State Department of Administrative Services website, www.das.state.ct.us/exam/#app, or by calling OPM at (860) 418-6435. If your degree has not been conferred at the time of your application, indicate in your cover letter your anticipated graduation date. NOTE: If substituting education experience in lieu of general experience, requirements for degree must be completed by appointment date. Please do not provide your social security number on your application.

Your application must be received by April 8, 2011 by 5:00 p.m. and will not be considered complete without these four (4) documents. Submit your application to:

**Laila Maidelis
Human Resources Manager
Office of Policy and Management
450 Capitol Avenue – MS#52ADM
Hartford, CT 06106-1308
FAX: (860) 418-6488**

Reemployment/SEBAC candidates will be given first priority.

The Office of Policy and Management is an Equal Opportunity and Affirmative Action Employer