



**OFFICE OF POLICY AND MANAGEMENT  
JOB OPPORTUNITY**

**LEADERSHIP ASSOCIATE (CONFIDENTIAL)/ TARGET CLASS AUTOMATED BUDGET SYSTEM SPECIALIST  
BUDGET AND FINANCIAL MANAGEMENT DIVISION**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public

**Location:** 450 Capitol Avenue, Hartford, CT 06106

**Job Posting No:** 117120

**Hours:** First shift, 40 hours per week, Monday - Friday

**Salary:** \$82,473 – \$118,362 annual  
(New hires into state service will start at the minimum)

**Closing Date:** Must be received in this office by 3:00 p.m., Friday, October 27, 2017  
Applications must be received in this office by the closing date and time, no exceptions

This is an exciting opportunity to work with the latest in .Net and SQL Server in a fast-paced environment. Showcase your software development skills by thinking outside the box to solve complex programming problems. The State of Connecticut's Office of Policy and Management (OPM) is presently accepting applications for a System Developer (Leadership Associate, with a target class of Automated Budget System Specialist) position in the Budget and Financial Management Division. This position manages the system utilized for formulating and implementing the state budget, and also maintains selected agency webpages devoted to budget information.

**Position Description:** In the Office of Policy and Management this class is accountable for independently performing a full range of tasks related to applying State fiscal policies and regulations in development, deployment and operation of the statewide automated budget system. Examples of duties of this position include, but are not limited to the following: Administers, coordinates and implements statewide automated budget system; provides technical support to agencies in budget preparation and development; develops and documents technical standards for updating and maintaining budget system and data bases; coordinates development of data base management systems and other data structures and architecture; prepares automated budget system for biennial budget cycle; monitors budget execution activities for consistency with programmatic statutory intent; coordinates budget system activities with user agencies and state data center; develops, coordinates and implements automated budget system changes and maintenance activities; assists in analyzing budget and other financial processes to determine business rules for automated budget system applications; designs user interface screens and process flows in automated budget system applications; plans and manages automated budget system user access capability and mainframe security in accordance with established policies and procedures; designs, develops and manages internet based software deployment utilities; designs, develops and manages budget information on internet; generates system reports and analyzes data for consistency with state budget standards or major budget proposals; provides support for addressing agency user needs and problems; provides user training; performs related duties as required.

**Preferred Experience:** The preferred candidate will have knowledge of C# and SQL.

**Knowledge, Skills and Abilities:** Knowledge of principles and design techniques of data base management systems; knowledge of principles and theories of automated budgeting and fiscal management; knowledge of principles and techniques of systems analysis, design, development and programming; knowledge of programming languages; knowledge of principles and theories of business and planning functions; knowledge of principles of business organization and management; knowledge of relevant agency policies and procedures; knowledge of relevant state and federal laws, statutes and regulations; some knowledge of state fiscal and budgeting practices; some knowledge of and ability to perform business requirements analysis; logic and analytical skills; problem solving skills; interpersonal skills; oral and written communication skills; technical problem solving skills; project coordination skills; ability to identify, analyze and resolve complex business and technical problems.

**Eligibility Requirements:**

After successful completion of a one (1) to three (3) year development program, candidates must be able to meet the following General and Special experience and training requirements to be appointed to the target class of Automated Budget System Specialist. The length of the development program will be determined by the selected candidate's prior experience and training.

The experience and training requirements for the target class of Automated Budget System Specialist are:

**General Experience:** Eight (8) years of experience in the design, analysis and implementation of financial management information technology systems applications.

**Special Experience:** One (1) year of the General Experience must have been performing the most complex and technical work involving financial management information systems development or technical support.

NOTE: For state employees this is interpreted at the level of Information Technology Analyst 3.

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. Master's degree in management information systems or a closely related field that may be substituted for one (1) year of the Special Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit the following documents and forward as indicated below:

1. Cover letter that describes your interest and suitability for the position.
2. Resume.
3. State of Connecticut Application for Employment (CT-HR-12), available online by clicking [here](#). **Do not write your social security number on the application materials.**
4. For current state employees: Your last three (current and consecutive) performance evaluations.

Submit your application package to:

**Office of Policy and Management  
450 Capitol Avenue  
MS # 52 ADM  
Hartford, CT 06106  
Confidential Fax: (860) 706-5790 (preferred method)  
Attn: Carolyn Kozak, Human Resources**

**Tel: (860) 418-6324**

**Note: Incomplete and/or late application packages and application packages received via email 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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Carolyn Kozak at 860-418 - 6324 or [carolyn.kozak@ct.gov](mailto:carolyn.kozak@ct.gov)