



**OFFICE OF POLICY AND MANAGEMENT  
JOB OPPORTUNITY  
LEADERSHIP ASSOCIATE (CONFIDENTIAL) / TARGET CLASS of BUDGET ANALYST  
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 #s:** **99143** and **115657**

**Hours:** 40 hours per week (Monday – Friday 8 a.m. – 5 p.m.)

**Salary:** \$60,892 - \$87,393 annually  
(New hires into state service will start at 5% below the minimum of the salary range of the target class)

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

The Office of Policy and Management seeks to fill two vacancies in the Budget and Financial Management Division. The intent is to hire a Leadership Associate and promote to the target class of Budget Analyst after successful completion of a prescribed development program. The preferred candidate will have an earned Master's degree in the field of public administration, public policy, economics, business administration, or related disciplines.

**Duties:** The primary responsibility of the Leadership Associate will be to perform a full range of basic budget analysis work for assigned agencies, which include:

- Performs technical financial analysis work, assisting a specialist of higher grade in administering the State financial program for a group of State agencies or programs;
- Analyzes, reviews, and makes recommendations for the financial affairs of the agencies or programs assigned;
- Assists in the analysis and review of budget requests and options for assigned agencies or programs;
- Studies operations and needs, makes suggestions for modifications of financial proposals when appropriate;
- Assists in performing analytical work involving examination of budgetary controls, fiscal operations and purchasing functions;
- Monitors agency spending/revenue/capital programs during the fiscal year;
- Makes recommendations to the section director on the financial requests in terms of agency or program policy or objectives;
- Participates in review of state agencies fiscal management policies, procedures and systems;
- Prepares background data and conducts studies on various problems arising in connection with fiscal administration;
- Reviews requests for establishment of new positions, leases, and capital projects;
- Assists in reviewing state agency requests for Personal Service Agreements and Purchase Service Contracts;
- Prepares reports;
- Participates in on-going refinement of program budget development and the budget option process;
- Participates in conferences and legislative hearings regarding the financial requirements of assigned agencies and programs;
- Participates in negotiations with agencies for voluntary compliance with recommended changes; and
- Performs related duties as required.

**Knowledge, Skills and Abilities:** Oral and written communication skills; interpersonal skills; ability to understand and apply state and federal laws, statutes and regulations; ability to analyze and solve problems; ability to effect and manage change; ability to plan for and implement excellent customer service; ability to learn a new knowledge base in functional area; ability to learn and apply policy and procedure; managerial aptitude.

**Eligibility Requirements:**

Candidates must be able to meet the experience and training requirements of the designated class of Budget Analyst after successful completion of a one (1) to three (3) year development program which will be determined by the selected candidate's prior experience and training. The experience and training requirements for the target class of 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.

**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.