

**JOB OPPORTUNITY**  
**Office of Policy and Management**  
**Leadership Associate with a 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 No:** 99143 (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:** \$60,892 - \$83,024 annual (new hires to state employment start at the minimum)

**Closing Date:** Must be received in this office by close of business (5:00 p.m.) Wednesday, May 20, 2015

The Office of Policy and Management seeks to fill a vacancy 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 training 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:**

This position performs a full range of basic budget analysis work for assigned agencies. Major duties 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 two-year development program. **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. Candidates using four (4) years' experience to meet the eligibility requirements must have obtained the degree at the time of the job offer.
- (2) For state employees two (2) years of experience as a Fiscal/Administrative Assistant or Assistant Accountant may be substituted for the General Experience.

**Application Instructions:** Interested and qualified candidates who meet all the above requirements should submit a (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](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) and (4) **copy** of educational transcript (if you possess a Bachelor's and/or a Master's degree) **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 to

**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](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf); and (4) **copy** of educational transcript (if you possess a Bachelor's Degree). **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 to:

**Office of Policy and Management – Human Resources**  
450 Capitol Avenue  
MS# 52ADM  
Hartford, CT 06106  
Attn: Carolyn Kozak  
Confidential 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.