

DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY  
**Associate Fiscal/Administrative Officer**  
ADMINISTRATION – Contracts & Grants Management

POSTING DATE: May 21, 2015

CLOSING DATE: June 4, 2015\*

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

**OPEN TO:** Candidates who are on a current certification list

**POSITION CONTROL NUMBER:** 106545EH      **NOTE:** THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

**LOCATION:** 410 Capitol Avenue, Hartford, CT

**SHIFT/HOURS:** 1<sup>st</sup> Shift/40 hours per week

**SALARY GROUP/RANGE:** AR 26/\$74,148\* - \$95,363 (\*New State Employees)

**NOTE:** Candidates must have applied for and passed the **Associate Fiscal/Administrative Officer** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**PREFERRED SKILLS:**

- Experience with contract processing from receipt of contract information to issuing contract payments through the Core CT System;
- Experience reviewing current processes and restructuring workflow to reduce and/or eliminate duplicate and/or non-value steps;
- Experience using computer software including: MS Excel, MS Word, CORE CT, and MS ACCESS to develop complex formatted documents, records, reports and spreadsheets;
- Experience preparing clear, concise, understandable legal contract documents;
- Experience preparing program budgets and budget reports;
- Experience supervising and leading staff;
- Verbal communication skills including: clear communication of requirements and issues with internal staff and providers; ability to lead and facilitate meetings and training sessions; ability to conduct informational presentations.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:**

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; some supervisory ability.

**EXPERIENCE AND TRAINING**

**General Experience:**

Seven (7) years of experience in a combination of fiscal administrative functions (e.g., accounting, accounts examining, budget management, grants administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

**Special Experience:**

One (1) year of the General Experience must have been at the professional working level of Fiscal/Administrative Officer or Accountant.

**Note:** Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and is below the professional working level.

**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 administration or accounting may be substituted for one (1) additional year of the General Experience.
3. For State Employees experience as a Purchasing Services Officer 1 substitutes for the General and Special Experience on a year for year basis.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7184 (if faxing, only one application is necessary)  
**EMAIL:** [dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.**