



STATEWIDE PROMOTIONAL EXAMINATION

PAYROLL OFFICER 2

ANNUAL \$66,608
SALARY: \$85,851

SALARY
GROUP: AR 25

APPLICATION CLOSING
DATE: JANUARY 9, 2012

EXAM
NO: 111140SPSP

PURPOSE OF CLASS: In a state agency, facility or institution this class is accountable for supervising a moderate to large size payroll operation or assisting in the supervision of a very large payroll operation.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY JANUARY 9, 2012 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Seven years of experience in complex clerical work in accounting or payroll.

SPECIAL EXPERIENCE: Two years of the General Experience must have included responsibility for the supervision of a payroll operation at the level of Payroll Officer 1.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years.

SPECIAL REQUIREMENT: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply state payroll procedures including those specifically related to each of the various collective bargaining units; knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of governmental accounting principles and practices as applied to payroll operations and record keeping; considerable interpersonal skills; considerable oral communication skills; considerable skill in performing arithmetical computations; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
(Exam questions will cover KSA's listed above.)	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: WEDNESDAY, FEBRUARY 15, 2012.

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applications must be date stamped by DAS/Human Resources or postmarked by January 9, 2012. A separate application form must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at any state agency.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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.