



**EXAMINATION OPEN TO THE PUBLIC**  
**PRINCIPAL COST ANALYST**

**ANNUAL \$77,057 SALARY**      **SALARY**      **APPLICATION CLOSING**      **EXAM**  
**SALARY: \$98,612**      **GROUP: AR 28**      **DATE: APRIL 12, 2012**      **NO: 120660CSP**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Connecticut Lottery Corporation, Department of Social Services, Department of Children and Families, Department of Mental Health and Addiction Services and Office of the State Comptroller this class is accountable for acting as a working supervisor over a team of technical personnel engaged in cost analysis or for independently performing highly complex cost analysis work.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **APRIL 12, 2012**:

**GENERAL EXPERIENCE:** Eight years of experience in technical work in cost accounting or fiscal management. [Note: Fiscal management is defined as professional accounting or auditing work with responsibility for the review and recommendation of financial policies and procedures of a business organization.]

**SPECIAL EXPERIENCE:** One year of the General Experience must have been in an advanced professional capacity recommending cost funding policies in a medical, intergovernmental or quasi-public setting. [Notes: (1) For state employees experience in an advanced professional capacity is interpreted as experience at the level of an Associate Accountant or above. (2) Intergovernmental is defined as interactions between a state government and the federal government or within or between state government(s).]

**SUBSTITUTIONS ALLOWED:** (1) 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 four years. (2) A Master's degree in accounting, business administration or hospital administration may be substituted for one additional year of the General Experience.

**SPECIAL REQUIREMENT:** At the Connecticut Lottery Corporation, incumbents must obtain an occupational license in accordance with Section 12-802a of the Connecticut General Statutes.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of principles and practices of business administration; considerable knowledge of principles and techniques of health care budgeting, budget control and cost accounting; some knowledge of research techniques and statistical principles and procedures; considerable oral and written communication skills; interpersonal skills; considerable ability to interpret costing and reporting regulations; some supervisory ability; ability to utilize computer software.

**THE EXAMINATION WILL BE COMPOSED OF:**

|  | <b><u>PART</u></b>             | <b><u>WEIGHT</u></b> |
|--|--------------------------------|----------------------|
|  | <b>EXPERIENCE AND TRAINING</b> | <b>100%</b>          |

**APPLICATION/EXAMINATION PROCEDURE**

**APPLICANTS MUST SUBMIT:**

- (1) Completed Application Form (CT-HR-12)**
- (2) Supplemental Examination Material (see instructions below)**

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 AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Principal Cost Analyst, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Principal Cost Analyst cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Experience in accounting, cost analysis or fiscal management.** Please detail your experience devising, implementing and/or evaluating accounting systems and budgeting procedures. Be specific as to the nature and purpose of these systems and procedures and your exact role in these areas. Also, describe the size of the operation in which you have worked, the type of setting and the dollar amounts with which you dealt. Detail any experience reviewing and recommending financial policies and procedures, the nature of these policies and procedures and on whom they impact. Also detail any experience forecasting expenditures, designing provider reimbursement strategies, and determining reimbursement rates. **(2) Experience supervising or leading staff.** Please describe your experience supervising/leading staff or teams. Include the number and job titles of those you supervised/led. Describe your experience scheduling, assigning, overseeing the work of others, providing training, conducting performance appraisals and taking disciplinary action when necessary. Be specific as to whether your responsibilities were full-range supervisory duties, assisting others in supervising or lead in nature. **(3) Oral and written communication experience.** Describe the nature and purpose of any correspondence, reports, narratives or publications that you have had responsibility for preparing and for whom they were prepared. Describe your dealings with others which you feel demonstrate your oral and interpersonal communication skills. Detail any liaison or consultative experience, including the nature and purpose of these activities. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by April 12, 2012. (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) Examination scores will be mailed by May 31, 2012. (8) A separate application/examination package 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 the Offices of the Connecticut State Job Centers.

**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, persons with disabilities, and military veterans.