



State of Connecticut
EXAM ANNOUNCEMENT

AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF SOCIAL SERVICES
PRINCIPAL COST ANALYST

ANNUAL \$ 84,204 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$107,758 **GROUP: AR 28** **DATE: MARCH 17, 2016** **NO: 160240APFD**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Social Services, 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

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF SOCIAL SERVICES** WHO BY **MARCH 17, 2016** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF SOCIAL SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

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).

SUBSTITUTION 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 for a Bachelor's degree. 2) A Master's degree in accounting, business administration or hospital administration may be substituted for one additional year of the General Experience. 3) Certification as a Certified Public Accountant may be substituted for one additional year of the General Experience.

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:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: 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. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by **MARCH 17, 2016**. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. 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. **Examination scores will be mailed by MAY 12, 2016.** **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 the Department of Social Services.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

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.