



**AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF REVENUE SERVICES
REVENUE SERVICES BUREAU CHIEF**

ANNUAL \$107,679 SALARY APPLICATION CLOSING EXAM
SALARY: \$138,123 GROUP: MP 72 DATE: JUNE 1, 2012 NO: 121100APSP

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Revenue Services this class is accountable for planning, organizing, directing and controlling programs and staff of a bureau (Process Group) with multiple and varied divisions, subdivisions and units.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF REVENUE SERVICES** WHO BY **JUNE 1, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF REVENUE SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Ten years of professional experience in business or public administration, auditing and/or accounting.

SPECIAL EXPERIENCE: Three years of the General Experience must have been in a managerial capacity accountable for planning, analysis and implementation of major programs. [Note: For state employees the Special Experience is interpreted at the level of a Tax Operations Assistant Chief.]

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 for a Bachelor's degree. (2) A Master's degree in a related field (e.g. accounting, finance, business, public administration,) C.P.A or J.D. may be substituted for one additional year of the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of Process Group programs, policies and procedures; considerable knowledge of tax programs, policies and issues; knowledge of principles and practices of accounting and auditing; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to organize and direct complex and varied operating units and associated functions; considerable ability to formulate and interpret agency policy, legislation and regulations.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
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, hours worked per week 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 June 1, 2012. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 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 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. **Examination scores will be mailed by July 9, 2012.**

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 Revenue Services.

**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, persons with disabilities and military veterans.