



STATEWIDE PROMOTIONAL EXAMINATION
STATE COMPTROLLER ASSISTANT DIVISION DIRECTOR (GENERAL)

ANNUAL \$85,099 SALARY APPLICATION CLOSING EXAM
SALARY: \$109,159 GROUP: MP 66 DATE: MAY 15, 2013 NO: 130510SPSP

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Office of the State Comptroller this class is accountable for assisting in administering the programs and activities of a major division with statewide impact.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY MAY 15, 2013 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Nine years of experience in accounting, auditing, or business management with major responsibilities in the accounting area.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity. [Notes: (1) For state employees, supervisory capacity will be interpreted at the level of Supervising Accountant, Supervising Accounts Examiner, or Payroll Systems Supervisor. (2) Supervisory capacity is defined as scheduling, assigning, overseeing work, and establishing performance standards for employees and taking corrective measures to implement those standards.]

SUBSTITUTIONS ALLOWED: (1) College training in accounting or business administration 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 or a closely related field may be substituted for one additional year of the General Experience. (3) Certification in any of the following may be substituted for one additional year of the General Experience: Certified Public Accountant or Certified Internal Auditor. (4) A law degree from an accredited school of law may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: May be required to be admitted to practice law in the State of Connecticut.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of accounting principles and practices including governmental accounting, accounts payable procedures, and/or payroll accounting; knowledge of commercial business practices, particularly accounts receivable practices and procedures; knowledge of fiscal and payroll practices and public payroll audit procedures; knowledge of application of EDP equipment to accounting systems; considerable knowledge of and ability to apply relevant state and federal laws, statutes, and regulations; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in analysis and preparation of complex and comprehensive financial statements and reports.

THE EXAMINATION WILL BE COMPOSED OF:

	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

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

In order to be considered for admittance into this examination, you must complete all parts of the supplemental examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental 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 State Comptroller Assistant Division Director (General), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of State Comptroller Assistant Division Director (General) 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) Supervisory/Administrative experience.** Detail your experience directing staff and operations, coordinating, planning and managing business activities. Describe your supervisory experience including the numbers and job titles of those you directly supervised, responsibility for employee counseling/discipline, performance evaluations, scheduling, work assignment and training. Include your responsibility for developing, implementing and evaluating programs, policies, procedures, goals and objectives; designing and implementing performance review standards; preparing and administering an office budget; applying innovative solutions to complex organizational problems and developing and implementing cost saving strategies. **(2) Experience in accounts payable, budget and finance or payroll administration.** Detail your experience in the areas of accounts payable, budget and fiscal analysis or payroll services. Be specific regarding experience in directing auditing, validation and payment of claims, directing maintenance of official accounting records, public payroll audit procedures, collective bargaining, legislative and administrative appeal processes. Include the number of employees in the agency/company and in the section of the company/organization/agency for which you were responsible. Be specific as to what your responsibilities were, particularly if you had any sign off authority which had fiscal impact. Detail what dollar amounts for which you were responsible. **(3) Oral and written communication experience.** Indicate the types of internal and external contacts that you made regarding programs or services, presentations you delivered or employee or member education programs in which you were involved. Also, describe any written materials you prepared including analysis and preparation of complex and comprehensive financial statements, reports and correspondence, for whom they were prepared and the purpose. **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 May 15, 2013.** **(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 June 27, 2013.** **(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>) or at state agencies.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous 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.