



**EXAMINATION OPEN TO THE PUBLIC**

**TRANSPORTATION CHIEF OF FISCAL AND ADMINISTRATIVE SERVICES**

**ANNUAL \$121,126 SALARY APPLICATION CLOSING EXAM**  
**SALARY: \$155,371 GROUP: MP 75 DATE: FEBRUARY 22, 2012 NO: 120260CFD**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Transportation, this class is responsible for administering the fiscal and administrative operations of the Department.

**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 FEBRUARY 22, 2012.

**GENERAL EXPERIENCE:** Ten years of experience in a combination of fiscal/administrative functions (e.g. accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing).

**SPECIAL EXPERIENCE:** Three years of the General experience must have been in a large scale finance or administrative program in a managerial capacity. [Note: (1) Managerial capacity is defined as full time managerial responsibility for major programs. Position will have supervisory responsibilities but the emphasis should be management activities: planning, organizing, directing, and controlling resources of a major subdivision of an agency or organization. (2) For state employees, managerial experience will be interpreted at or above the level of Fiscal/Administrative Manager 2.

**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 Public Administration, Finance, or Business 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 in financial planning, control and analysis, budgetary preparation/control and accounting procedures; considerable knowledge of administrative operations, functions, and systems; ability to administer a large scale transportation fiscal and administrative planning program relative to a long range master transportation plan; ability to analyze complex financial data; ability to plan, organize, integrate and manage a complex organization; considerable interpersonal skills, considerable oral and written communication skills.

**THE EXAMINATION WILL BE COMPOSED OF:**

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

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:**
- (1) Completed Application Form (CT-HR-12)**
  - (2) Examination Materials (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 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 Transportation Chief of Fiscal and Administrative Services, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Transportation Chief of Fiscal and Administrative Services 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 fiscal administration.** Describe experience with responsibility for overseeing the delivery of significant capital programs, in terms of both dollars and number of projects. Describe your experience in directing financial operations including accounting, budget preparation and execution, financial analysis and reporting and compliance with laws and regulations related to finance functions especially in transportation and/or government operations. **(2) Experience in administrative services.** Describe your experience in procurement/purchasing including contract/agreement preparation and negotiation, and working with auditors on audits. Detail your experience in human resources functions including hiring, employee retention, promotion, termination, and labor relations. In addition detail your experience in the interpretation and implementation of federal and state laws, statutes, and bargaining union contracts. Indicate your experience directing or managing an information technology function including strategic planning, acquiring and implementing software solutions, network planning and support. **(3) Experience managing a multi-disciplined staff.** Describe experience setting direction and goals for a multi-disciplined staff. Indicate the number and job titles of the employee that you manage/supervise. In addition, detail experience setting performance standards, performing process analysis and implementing process improvement, establishing and implementing accountability standards and requirements that result in effective team work. **(4) Interpersonal/oral and written communications experience.** Describe your experience cultivating and managing business relationships with a wide variety of contacts such as government officials, peers, public and private organizations and individuals, vendors and customers. Describe experience serving as agency/organization representative. Include experience producing written materials for external and internal contacts. Demonstrate any experience in conflict resolution including the nature of the conflicts, your role and the outcome. **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 February 22, 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 April 6, 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, and persons with disabilities