



EXAMINATION OPEN TO THE PUBLIC

TRANSPORTATION CHIEF ADMINISTRATIVE OFFICER

ANNUAL \$111,992 SALARY APPLICATION CLOSING EXAM
SALARY: \$143,652 GROUP: MP 73 DATE: DECEMBER 20, 2012 NO: 121960OCJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation, Bureau of Finance and Administration, this class is accountable for administering the programs and operations of the Office of Finance.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY DECEMBER 20, 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) at least one of which must be an accounting or budgeting function.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a managerial capacity. [Notes: (1) Managerial capacity is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies and developing and maintaining the budget. (2) For State employees, managerial capacity is defined at the level of Fiscal/Administrative Manager 1 or above.]

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 business or public administration 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; knowledge of accounting and fiscal management principles and practices including some knowledge of governmental accounting; considerable interpersonal skills; considerable oral and written communication skills; ability to plan, organize, integrate and manage an administrative organization.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION AND EXAMINATION PROCEDURE: 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 December 20, 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 February 4, 2013.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or 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.