



**AGENCY PROMOTIONAL EXAMINATION**

**DEPARTMENT OF LABOR**

**UNEMPLOYMENT COMPENSATION TAX ADMINISTRATION  
SUPERVISOR**

**ANNUAL \$86,698\* SALARY APPLICATION CLOSING EXAM**  
**SALARY: \$112,252 GROUP: AR 31 DATE: AUGUST 16, 2013 NO: 130920APDM**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.**

**PURPOSE OF CLASS:** In the Department of Labor this class is accountable for supervising staff engaged in the financial examination of businesses, the billing, processing and recording of tax returns and payments, or the maintenance of financial control over all funds received and disbursed through the Unemployment Compensation Trust Fund.

**MINIMUM QUALIFICATIONS REQUIRED**

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF LABOR** WHO BY **AUGUST 16, 2013** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE **DEPARTMENT OF LABOR** AND THE FOLLOWING EXPERIENCE AND TRAINING\*\*:

**GENERAL EXPERIENCE:** Eight years of experience in accounting or auditing.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been at the full professional working level involving the interpretation and application of tax law and fiscal principles. [Note: For state employees this is the level of Revenue Examiner 2.]

**SUBSTITUTIONS ALLOWED:** (1) College training in accounting or a closely related field 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 may be substituted for one additional year of the General Experience. (3) Examination requirements met in any of the following may be substituted for one year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of relevant agency policies and procedures; considerable knowledge of the principles and practices of accounting and auditing; knowledge of and ability to apply relevant state and federal unemployment compensation laws, statutes, and regulations; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

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

**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 August 16, 2013. 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 #860-622-2910). If faxing materials make certain that your application form is 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 September 27, 2013.**

**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 Labor.

\*Salary Effective 8/29/13.

\*\*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.