



EXAMINATION OPEN TO THE PUBLIC

UTILITIES EXAMINER 1

ANNUAL \$69,891
SALARY: \$89,888

SALARY
GROUP: AR 26

APPLICATION CLOSING
DATE: JANUARY 23, 2012

EXAM
NO: 111170OCDJ

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Energy and Environmental Protection and the Office of the Consumer Counsel this class is accountable for independently performing a full range of tasks in the analysis, interpretation and evaluation of complex financial statements and statistical exhibits submitted by public utilities companies.

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 JANUARY 23, 2012:

GENERAL EXPERIENCE: Seven years of experience in accounting or auditing.

SPECIAL EXPERIENCE: One year of the General Experience must have been at the professional working level of Accounts Examiner or Accountant.

SUBSTITUTIONS ALLOWED: (1) College training in accounting 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 business, accounting or finance may be substituted for one additional year of the General Experience. (3) Certification in any one of the following may be substituted for one additional year of experience: Certified Public Accountant, Certified Internal Auditor.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of accounting and auditing principles and practices; knowledge of and ability to apply laws and regulations pertaining to public utilities; knowledge of utility accounting practices; interpersonal skills; oral and written communication skills; considerable ability to analyze and evaluate financial statements, accounting forms and accounting methods and procedures.

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 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 Utilities Examiner 1, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Utilities Examiner 1 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 analyzing, auditing, interpreting and evaluating financial statements and statistical exhibits. Include any experience pertaining to public utilities. Be specific in describing what you actually did and your level of responsibility in the auditing/analysis of company records, the purpose of those records and the dollar amounts involved. Detail your knowledge of utility company practices. **(2)** Experience evaluating and revising current accounting systems, and planning and recommending the establishment of new accounting systems, particularly for public utilities. Describe any experience you have had applying accounting and financial principles and standards in evaluating accounting systems. **(3)** Oral and written communication experience. Describe the types, content, format and/or make up of the records, summaries, correspondence and/or reports you have written concerning specific audit/analyses of financial records or general accounting procedures. Detail your experience with others which you feel demonstrate your oral and interpersonal communication skills. Also, detail any experience you have had interviewing and/or cross examining witnesses at public hearings, formal hearings, or other forums, the nature of these hearings or forums and the outcome. Describe your experience providing technical assistance to others and the nature and purpose of this assistance. **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 January 23, 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 March 5, 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.