



EXAMINATION OPEN TO THE PUBLIC

UTILITIES PRINCIPAL FINANCE SPECIALIST

ANNUAL \$80,923 SALARY APPLICATION CLOSING EXAM
SALARY: \$104,978 GROUP: AR 30 DATE: APRIL 15, 2013 NO: 130310CPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Energy and Environmental Protection or Office of Consumer Counsel this class is accountable for performing the most complex tasks relating to utility economics and finance and for serving as a team leader for professional technical staff. Performs a full range of tasks in the planning and conducting of financial and economic analyses and studies, analyses of cost of capital, and recommending rates of return on investments.

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 APRIL 15, 2013:

GENERAL EXPERIENCE: Eight years of professional experience in business, finance or quantitative analysis.

SPECIAL EXPERIENCE: Two years of the General Experience must have involved complex financial analysis. [Note: Complex financial analysis is interpreted as performing comprehensive, detailed and difficult financial studies resulting in reports and recommendations to management.]

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 finance, economics, accounting, business, mathematics, computer science or other closely related field may be substituted for one additional year of the General Experience.

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 principles and practices of finance especially as related to operation and capitalization of public utilities; considerable knowledge of public utilities performance in stock and bond markets and impacts of those markets on utilities; considerable knowledge of public utility corporate financial structure; considerable knowledge of rate of return and cost of capital analyses including computer applications; considerable knowledge of philosophies and practices concerned with corporate economics and finance in a regulated environment; considerable knowledge of financial aspects of company mergers and divestitures; considerable oral and written communication skills; considerable interpersonal skills; considerable ability to deal effectively with others under circumstances often adversarial; supervisory ability.

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 Utilities Principal Finance Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Utilities Principal Finance Specialist 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 rates of return and cost of capital. Indicate your experience with computer analyses or applications regarding rates of return or cost of capital. (2) Experience analyzing stock/bond market performance. Indicate your role in analyzing the impact of various stock and bond market events on a particular stock or bond. (3) Experience performing financial analyses relating to corporations and or other types of business enterprises. Indicate your experience performing analyses of the financial operations and financial viability of business enterprises, including capital investments, budgeting cash flow/cash management and asset management. (4) Experience communicating verbally and in writing. Describe the types, content, format and/or make up of the records, summaries, correspondence and/or reports you have written regarding economic and financial matters. Detail your experience with others which you feel demonstrate your interpersonal and oral communication skills. **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 April 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 May 29, 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>) 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, persons with disabilities and military veterans.