

**State of Connecticut  
The Department of Social Services  
Job Opportunity**

**CONNECTICUT CAREERS TRAINEE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Posting Date: November 21, 2013**

**Closing Date: November 25, 2013**

The Department of Social Services is presently accepting applications to fill one (1) Connecticut Careers Trainee position with a target classification to the position of Fiscal/Administrative Officer positions, within the Division of Health Services, Money Follows the Person. This position is located in our Hartford Central Office.

**Open To:** The Public and State Employees

**Position:** Connecticut Careers Trainee (AR-15)  
Target Classification: Fiscal/Administrative Officer (AR-23)

**Position Number:** #97745

**Bargaining Unit:** P-5 Administrative & Residual

**Salary Range:** \$43,353.00 - \$55,958.00 Annually (AR-15)  
\$62,411.00 - \$80,682.00 Annually (AR-23)

**Location:** 25 Sigourney Street, Hartford, CT 06106

**Duties and Responsibilities:** The Connecticut Careers Trainee candidate will receive training in introductory governmental work for development of skills and knowledge in field of public administration in order to qualify for advancement to the target class of Fiscal/Administrative Officer.

The Fiscal/Administrative Officer position will perform a variety of professional fiscal and administrative functions for the state's "re-balancing" efforts to shift the focus of spending on long-term services and supports from institutional settings to home and community-based options. Prepares budget reports; prepares various financial statements and statistical or narrative fiscal/administrative reports; prepares or reviews grant budgets and other fiscal portions of grant applications; acts as liaison with agency central fiscal and administrative office(s) and/or central state agencies.

**Minimum Qualifications Required**

**Knowledge, Skill and Ability:**

Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.

**TERM OF APPOINTMENT:**

For candidates with a Bachelor's Degree:

LENGTH OF TARGET CLASS EXPERIENCE AND TRAINING	LENGTH OF TRAINING PERIOD
Five (5) Years	One (1) Year
Six (6) Years	Two (2) Years
Seven (7) Years	Three (3) Years

If a candidate has a Master's Degree that is an Allowed Substitution for the target classification the training program may be reduced by one (1) year.

Appointment to positions in this class will be for a period not to exceed a maximum of three years unless there is change in the employing agency or designated target class.

All appointments to this class shall be under terms of a training program and in accordance with a time schedule approved by the Commissioner of Administrative Services. All training plans must be approved by the Department of Administrative Services prior to appointment to this class.

**SCHEDULE OF STARTING SALARIES FOR CONNECTICUT CAREERS TRAINEE:**

First Year of Training		
Bachelor's degree	SG 15	Step 1
Master's degree	SG 15	Step 2
Second Year of Training		
General Rate*	SG 15	Step 5

**Note:** This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use.

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above requirements should submit a cover letter, CT-HR-12 (State Application) and two (2) letters of professional references from current and/or previous supervisors. The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). In lieu of references State employees must submit copies of their two most recent performance appraisals by **Monday, November 25, 2013 to:**

**Maria L. Taylor, Principal Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**FAX: (860) 951-2979**

**NOTE:** Incomplete or late applications will not be considered. If faxing your packet; please do not mail the original. Please note that due to the large volume of applications received, we are unable to field phone inquiries.

**APPLICATIONS MUST BE RECEIVED BY MONDAY, NOVEMBER 25, 2013 CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**