



**AGENCY PROMOTIONAL EXAMINATION
OFFICE OF THE STATE COMPTROLLER
PAYROLL SYSTEM SUPERVISOR**

ANNUAL \$66,608 SALARY APPLICATION CLOSING EXAM
SALARY: \$85,851 GROUP: AR 25 DATE: NOVEMBER 23, 2012 NO: 121900APPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Office of the State Comptroller this class is responsible for supervising the auditing and processing functions of the State payroll system. This class is used in the Payroll Services Division, and CORE-CT Payroll Module Unit.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE OFFICE OF THE STATE COMPTROLLER WHO BY NOVEMBER 23, 2012 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE AT THE OFFICE OF THE STATE COMPTROLLER, AND THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Seven years of experience in the processing of a large, complex payroll.

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 two years. (2) Two years of experience as a Payroll System Coordinator or Payroll Officer 1 may be substituted for the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Considerable knowledge of payroll processing; considerable knowledge of payroll auditing principles and procedures; considerable skill in performing arithmetical computations; considerable ability to analyze payroll deductions and their interrelationships in processing of payrolls; ability to prioritize work under rapidly changing conditions and significant time constraints; ability to establish and maintain effective work relationships; ability to operate office equipment including computer terminals or other automated equipment; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF: **PART** **WEIGHT**
(Exam questions will cover KSA's listed above.) **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 November 23, 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 #860-622-2910).** **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 December 31, 2012.**

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 Office of the State Comptrollers.

**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.*

6723 November 7, 2012

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.