

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

Durational Connecticut Careers Trainee/Fiscal/Administrative Officer

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

Posting Date: July 1, 2009

Closing Date: July 15, 2009

The Department of Social Services is currently accepting applications to fill two (2) Durational Connecticut Careers Trainee positions in the Bureau of Aging, Community and Social Work Services - Energy Unit located in our Hartford Central Office. The anticipated durational positions are committed towards the American Recovery and Reinvestment Act of 2009 (ARRA) Weatherization Assistance Program with an ending date March 31, 2012.

Open To: The Public and State Employees

Position: Connecticut Careers Trainee (AR-15)
\$40,765.00 - \$51,084.00 Annually

Target Classification:
Fiscal/Administrative Officer (AR-23)

Bargaining Unit: Administrative and Residual (A&R)

Location: 25 Sigourney Street, Hartford, CT 06106

Please Note: No fringe benefits for the first six months.

DUTIES AND RESPONSIBILITIES:

DSS staff to provide oversight and technical assistance to the weatherization sub-grantees during the ARRA contract period. The staff will be expected to be knowledgeable about the weatherization program and will undergo the same certification and training that is required for all sub-grantee field staff.

Responsibilities include the fiscal monitoring/audit portion of the annual comprehensive monitoring of each sub-grantee, reviews ensure adequate financial management control at each sub-grantee, review of personnel files and salaries to ensure proper charging to the contract, review of benefit levels and charging to the contract, review and processing of monthly reports submitted by sub-grantees, preparation and review of contracts with sub-grantees, review of requests for reimbursement of costs and the preparation of payments to sub-grantees, compilation of data, statistics for reports required by DOE, both fiscal and programmatic, compilation of data and fiscal reports for DSS internal reporting, review of all procurement procedures at each sub-grantee to ensure materials and equipment meet federal specifications and are cost effective, development of recommendations for fiscal corrective action plans to sub-grantees when reports or billings are incorrect, review and analysis of each Billing Weatherization Report (BWR) for accuracy and completeness before reimbursement, provide technical assistance to sub-grantee fiscal staff on process and procedures.

Note: Accounting and bookkeeping experience would be desired.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public.

Possession of a Bachelor's or Master's Degree.

Durational Connecticut Careers Trainee/Fiscal/Administrative Officer

EXPERIENCE AND TRAINING:

Connecticut Careers Trainee:

1. If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's Degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Trainee Classification.
2. Candidates cannot be appointed until all degree requirements are complete.

TERM OF APPOINTMENT:

For candidates with a Bachelor's Degree:

**LENGTH OF TARGET CLASS
EXPERIENCE AND TRAINING**

Five (5) Years
Six (6) Years
Seven (7) Years

LENGTH OF TRAINING PERIOD

One (1) Year
Two (2) 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.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel. Driver's license required.

Note: This position may be filled by candidates from the mandatory Re-employment and Sebac Lists, which we are obligated to use. Applications will be accepted from candidates who have attained permanent status in the class.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 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. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Kristina Grodzicki, Human Resources Specialist
Department of Social Services
Human Resources Division
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY TUESDAY, JULY 15, 2009, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer

