

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Assoc. Director Financial Resources (Corr.)</u> CLASSIFICATION CODE: <u>025654</u></p> <p>SALARY RANGE: <u>(142A) \$78537-\$90539</u> REFERENCE POSITION NO.: <u>136011</u></p> <p>Department or Agency: <u>Corrections</u> APPLICATION PERIOD: <u>2-28-07</u></p> <p>Division/Section/Unit: <u>Admin./Financial Resources</u> 3 day grace</p> <p>Assignment(s) / Comments: _____</p> <p>Shift and Days: <u>(Non-Standard)</u> Job Location: <u>40 Howard Avenue</u></p> <p>Restrictions/Limitations: <u>LTPS 1-5-08</u></p> <p>Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u></p> <p>Name of Bargaining Unit Union: <u>None</u></p> <p>There is* _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for S</p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appoint</p>
General Information to Candidates	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently employed by the State, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on a cover letter, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which • Title of your present position and • Date you entered State service • Name of department where you are • Your business telephone number • Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON-INCUMBENT/NO STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. The information you give will be used by the agency Personnel Office to determine if you are qualified for the position. If you are not qualified, the information you give will be used by the agency Personnel Office to determine if you are eligible to apply. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <p>• Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a reasonable accommodation, then the individual shall not be considered unqualified for the position.</p> <p>• Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>Responsible for planning, developing and coordinating the overall management of all fiscal services department. Specific supervision responsibilities includes the warehouse, records management, fix management, DOC central mail and courier services, fleet operations, and Inmate Accounts; to do all other duties as may be required.</p>
	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p>

request.)

Education: Such as may have been gained through: Possession of a Master's Degree from a recognized higher education in social work, criminology, psychology, sociology, education, or public administration.

Experience: Such as may have been gained through: considerable employment with responsibility for developing, and coordinating the overall management and fiscal services of a state department or **Or**, any combination of education and experience that shall be substantially equivalent to the above experience.

**Where
to
Apply**

*Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for reapplication or bid. This Office does not assume responsibility for applications sent through the mail. **SEND RESUME or CS-14 Application to:***

**Jane M. Ryan
Office of Human Resources
39 Howard Avenue
Cranston, RI 02920**

Telephone #: (401) 462-5119
Fax #: (401) 462-2685
TTY/TDD #: (401) 462-5180
(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER