

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT CS-376 Rev. (8/08)

DESCRIPTION OF POSITION	<p>TITLE OF POSITION : <u>Assistant Administrator Financial Management</u> CLASSIFICATION CODE: <u>02644300</u> SALARY RANGE: <u>134A 61355-69553</u> REFERENCE POSITION NO: <u>136011100-3</u> Department or Agency Name: <u>Corrections</u> APPLICATION PERIOD: <u>10-18-10 to 10-24-10</u> Division/Section/Unit: <u>Administration/Financial Resources</u> <u>3 day grace 10-27-10</u> Assignment(s)/Comments: Shift and Days: <u>Mon-Fri 8:30 am to 4:00 pm</u> Job Location: <u>40 Howard Ave., Cranston</u> Restrictions/Limitations: <u>LTPS 9-10-2011</u> Position Covered By Collective Bargaining Agreement: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Name of Bargaining Unit: <u>N/A</u> There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position. See A/B or Both for Specific Instructions <u>Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position!</u></p>		
GENERAL INFORMATION TO CANDIDATE	<p>INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number. MOST IMPORTANT - please include the following information:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> ● The title of the position for which you are applying ● Title of your present position and date you entered it ● Date you entered State service </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> ● Name of department where you are currently employed ● Your business telephone number ● Present Union Affiliation*** </td> </tr> </table> <p style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">E-VERIFY PROGRAM EMPLOYER</p> <p>*** in certain agencies, bargaining union applications will receive preferential consideration according to contract. B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service list</u> exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT: <ul style="list-style-type: none"> ● Reasonable Accommodation: 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. ● 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 Rules/Regulations of the Americans with Disabilities Act (ADA). </p>	<ul style="list-style-type: none"> ● The title of the position for which you are applying ● Title of your present position and date you entered it ● Date you entered State service 	<ul style="list-style-type: none"> ● Name of department where you are currently employed ● Your business telephone number ● Present Union Affiliation***
<ul style="list-style-type: none"> ● The title of the position for which you are applying ● Title of your present position and date you entered it ● Date you entered State service 	<ul style="list-style-type: none"> ● Name of department where you are currently employed ● Your business telephone number ● Present Union Affiliation*** 		
STATEMENT OF DUTIES	<p>DUTIES / RESPONSIBILITIES: To assist in the planning, developing and preparation of a large department budget including all revenue sources. Responsible for assisting in the coordination, submittal and management of the department's annual Capital Development Plan. Oversee the administration and accounting of all federal revenue and to be responsible for all reporting requirements and maintenance of positive cash flow. To assist the Administrator Financial Management in interfacing with unit managers and serve as a resource to department leadership in the decision making process by providing confidential analyses, data and fiscal judgment. To be responsible for the development and submission of quarterly expenditure projections, development of contracted service provider reports and analyses relating to payroll and in house time management system. To perform in a confidential advisory role on cost centers and the analysis of key financial indicators; to have a firm understanding of fund accounting principles, including the analysis of financial statements and revenue projections and to perform other related confidential analyses duties as requested.</p>		
MINIMUM EDUCATION & EXPERIENCE	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Bachelor's Degree in Business Administration with a major in Accounting & Finance; and Experience: Employment in a responsible administrative position involving budgeting and financial control Or, Any combination of the above education and experience. ADVANCED MICROSOFT EXCEL, ACCESS AND ORACLE FINANCIALS SKILLS STRONGLY PREFERRED</p>		
WHERE TO APPLY	<p><u>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.</u> SEND RESUME OR CS-14 APPLICATION TO:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Ann Marie Hamilton Office of Human Resources 39 Howard Avenue Cranston, RI 02920 </td> <td style="width: 50%; border: none; vertical-align: top;"> Phone: 401-462-5118 Fax: 401-462-2685 Email: resumes@doc.ri.gov TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf) </td> </tr> </table>	Ann Marie Hamilton Office of Human Resources 39 Howard Avenue Cranston, RI 02920	Phone: 401-462-5118 Fax: 401-462-2685 Email: resumes@doc.ri.gov TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)
Ann Marie Hamilton Office of Human Resources 39 Howard Avenue Cranston, RI 02920	Phone: 401-462-5118 Fax: 401-462-2685 Email: resumes@doc.ri.gov TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)		