

You must submit a copy of your transcript at the time of application. (See "How to Apply.")

**COMMONWEALTH OF PENNSYLVANIA
STATE CIVIL SERVICE COMMISSION**

**Announcement No.: 2012-117
Issued: April 6, 2015**

**LOCALIZED TESTING
for
FIXED UTILITY FINANCIAL ANALYST TRAINEE
in the
Pennsylvania Public Utility Commission
(Harrisburg, PA)**

Exam No.	Job Title	Job Code	Starting Salary
1.	Fixed Utility Financial Analyst Trainee	G1000	\$40,039

APPLICATIONS WILL BE ACCEPTED UNTIL APRIL 17, 2015

VETERANS: Pennsylvania law (51 Pa.C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences and opportunities for veterans, visit the Commission's website, Job Seekers page, for [Veterans](#); visit one of our offices; or call our veterans information line, (717) 787-6039.

EMPLOYMENT OPPORTUNITIES

EQUAL OPPORTUNITY EMPLOYER

The list resulting from this examination will be used to fill three full-time vacancies and to meet future needs as they occur.

For the most recent information on this position, contact Hannah Smeltz at hsmeltz@pa.gov or Shannon Marciano at smarciano@pa.gov or by phone at (717) 787-8714.

NATURE OF WORK

You will read, study and learn public utility laws, rules, regulations and operational procedures; assist in the analysis of specific areas of financial data submitted by fixed utilities; acquire knowledge of utility's systems of accounts and the issues which are involved in a rate case determination; assist in compiling financial analysis reports, affiliated company files and other appropriate materials; assist in the preparation of initial summary sheets, exhibits and reports which summarize specific segments of the rate case; and assist in performing studies and analyses of revenues, expenses and other related financial and economic data as required to process rate increase requests, 1307(f) purchased gas cost filings and general tariff revisions.

JOB REQUIREMENTS

You will be tested **after** your qualifications are reviewed. If after reading the requirements you are not sure you qualify, contact the Commission's office at (717) 787-1795.

You are subject to Pennsylvania residency requirements and must be able to perform the essential functions of the job. Visit the Commission's website, Job Seekers page, for [PA Residency Information](#).

Minimum Requirements

A bachelor's degree with major coursework in accounting, economics, finance or business administration which included or is supplemented by 15 credit hours in finance-related coursework.

Clarification of Requirements

"Finance-related coursework" includes economics, finance, accounting, auditing, and taxes.

TESTING

The test will be administered on a computer. Information about computerized testing is available online at www.scsc.state.pa.us.

You will have a maximum of 3 hours to complete the test which will cover the following subject areas:

<u>Subject Area</u>	<u>Number of Questions</u>
Effective Expression	25
Finance	25
Economics	20
Analyzing Written Material	25
Accounting	<u>25</u>
Total	120

Testing will be held at the Civil Service Commission's Test Center located in Harrisburg, Pennsylvania at 320 Market Street. The test will be scheduled as soon as possible after the announcement closes for application and your eligibility has been determined.

You may take the test once under this announcement. You may not reapply until another examination is announced.

TEST RESULTS

Employment and promotion lists will be established. You will receive a written notice of your test score.

HOW TO APPLY

Complete the application process by selecting the following link: [OnLine Application](#)

You must submit a copy of your transcripts at the time of application. Unofficial transcripts are acceptable. Enter your name and Social Security Number at the top of the transcripts. Send by e-mail to RA-cs-transcripts@state.pa.us or fax to (717) 787-8650.

For this particular announcement, you must indicate on your application that you will accept employment in Dauphin County.

ALL INFORMATION ON APPLICATIONS IS SUBJECT TO VERIFICATION. OMISSION OF MATERIAL FACTS, FALSIFICATION, OR MISREPRESENTATION IS SUBJECT TO PENALTY.