



# Department of ADMINISTRATIVE SERVICES Job Postings



**DIVISION OF PUBLIC DEFENDER SERVICES  
JOB OPPORTUNITY  
DIRECTOR, HUMAN RESOURCES  
OFFICE OF THE CHIEF PUBLIC DEFENDER**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public

**Location:** OCPD- 30 Trinity Street, 4<sup>th</sup> Floor, Hartford, CT 06106

**Hours:** M-F, 1<sup>st</sup> Shift, (40 hours per week)

**Salary:** \$117,908.00 - \$149,567.00, per annum plus state benefits

**Closing Date:** December 21, 2015

Applications are now being accepted for the position of Director, Human Resources, for the Office of Chief Public Defender, Division of Public Defender Services.

**Duties:**

Reporting directly to the Chief and Deputy Chief Public Defender, the successful candidate will oversee the operation of the Human Resources function and staff, advise the Public Defender Services Commission, Chief and Deputy Chief Public Defender and will be directly responsible for resolving Division personnel matters state-wide. The Human Resources Director will also design and deliver training programs for Division staff on workplace issues including; management skills, diversity, sexual harassment, Human Resources-related policies and procedures and other topics as appropriate.

**Knowledge, Skills and Abilities:**

Applicants should have demonstrated strong human resources, organizational, managerial and interpersonal skills. Significant experience with employment and administrative matters including collective bargaining, workers' compensation, compensation, benefits, affirmative action, grievance proceedings, dispute resolution and employee disciplinary and performance management procedures are also required. Additionally, excellent verbal, written and computer skills are required.

**Special Requirement:**

An undergraduate degree is also required, graduate degree in related field preferred.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**Susan O. Storey, Chief Public Defender  
and Turkessa Antrum, Director, Human Resources,  
Office of Chief Public Defender, 30 Trinity Street, 4<sup>th</sup> Fl, Hartford, CT, 06106**

*Applications/resumes are preferred by e-mail: [Susan.Storey@jud.ct.gov](mailto:Susan.Storey@jud.ct.gov) and [Turkessa.Antrum@jud.ct.gov](mailto:Turkessa.Antrum@jud.ct.gov) (One e-mail to both addressees with attached resume/application is also preferred).*

*Employment Application may be obtained from our web site at [www.ct.gov/ocpd](http://www.ct.gov/ocpd)  
(Any current, permanent employee in the Division interested in applying should submit an updated resume only). Please note, only those applicants selected for interview will be contacted*

**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, and persons with disabilities.