



DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY  
**HUMAN RESOURCES ADMINISTRATOR 3**

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

**Open To:** Candidates on current exam list and lateral transfers  
**Location:** 460 Capitol Ave., Hartford  
**Job Posting No:** 15328  
**Hours:** 40 hours/week – Monday - Friday (1<sup>st</sup> shift)  
**Salary:** \$109,846 – \$149,770 (MP-71)  
**Closing Date:** July 14, 2014

The Human Resources Administrator 3 functions as the chief human resources officer for DDS. This is a key management position in the agency structure, reporting directly to the Commissioner. The selected candidate will provide leadership, direction, and oversight to support the human resources operations, activities, and programs for an agency of more than 3500 employees in more than 100 work sites.

**Eligibility Requirement:**

Candidates must have passed the **Human Resources Administrator 3** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:**

This position oversees the human resources management function including, but not limited to, recruitment, selection, employee counseling, benefits, retention, performance management, FMLA administration, labor relations, workforce and organizational planning, classification and compensation, safety, training, payroll, staff development and workers' compensation administration and is responsible for administering all staff and operations of the DDS statewide personnel management program and all functions outlined for a Human Resources Administrator 3 including but not limited to: developing, implementing and evaluating agency personnel policies, goals and objectives; implementing new procedures and procedural revisions; advising executive and administrative officials on HR issues; representing the agency in negotiation of labor contracts and in numerous administrative proceedings; and interpreting and administering statutes, regulations, policies, procedures and collective bargaining agreements.

**General Experience:** Ten (10) years of professional experience in human resources management.

**Special Experience:** Two (2) years of the General Experience must have been in a managerial capacity over professional human resources staff. For State employees this is interpreted at the level of Human Resources Manager or above.

**Special Requirement:**

1. Incumbents in this class must successfully complete the State of Connecticut Certification in Human Resources Management Program within six (6) months of appointment.
2. Incumbents in this class may be required to travel.

**Preferred Experience:** The agency is seeking a dynamic individual who will be able to build effective partnerships with stakeholders with demonstrated ability to support the agency's mission, vision and in an environment of significant organizational change. Candidates must have experience working in a complex and high volume environment. Preference will be given to candidates who possess the following experience: comprehensive knowledge of human resources administration, especially in the areas of Labor Relations, Recruitment, Payroll, Workers Compensation, Retirement, Benefit Administration, and Staff Development/Training. Superior written and verbal communication skills are critical to this position.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for All Applicants:**

Interested and qualified candidates who meet the above requirements should submit a letter of interest and a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Candidates must also provide copies of their last two performance appraisals/PARS.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

**Send application materials to:**

**Department of Developmental Services — Central Office  
460 Capitol Avenue  
Hartford, CT 06106  
Attn: Ms. Daimar Ramos  
Email: [DDS.CO.Recruiting@ct.gov](mailto:DDS.CO.Recruiting@ct.gov) Phone: 860-418-6121 Fax: 860-920-3045**

Application materials can be mailed, faxed, or emailed.

**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.