

DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
JOB OPPORTUNITY
LEADERSHIP ASSOCIATE (Confidential)
Target Class: HUMAN RESOURCES CONSULTANT 1
STATEWIDE HUMAN RESOURCES MANAGEMENT UNIT

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

Open To: Public

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 3758-LA

Hours: Full Time/40 hours per week

Salary: 5% below minimum of MP57 for employees new to state service: \$57,988 annually.
(See class specification for Leadership Associate for more detailed information regarding salary.)
Human Resources Consultant 1 – MP57: \$61,039 - \$83,233 annually

Closing Date: JULY 10, 2015

The Department of Administrative Services (DAS) is currently accepting applications for a Leadership Associate position with the Target Class of Human Resources Consultant 1 to be assigned to the Statewide Human Resources Management Unit. We are seeking an energetic, business-minded individual with Human Resources knowledge gained through work experience and/or education to join our Statewide Human Resources team. This position will be accountable for performing tasks related to the development of Human Resource Management Systems involving personnel assessment; classification, job evaluation and compensation; organizational effectiveness and assessment; human resources business rules and policy development, application and auditing; labor relations; human resource training program design, delivery and evaluation; recruitment; human resources information systems; and related special projects.

Development/Training Program

The length of the development/training program will be two (2) years and will include formal and on-the-job training and will involve a rotation through the different units in the Statewide Human Resources Management Division. The program will also include time spent in an agency human resources office and at the Office of Labor Relations. Incumbent must successfully complete all requirements of the development/training program in order to be promoted to the target class (Human Resources Consultant 1).

Eligibility Requirement:

In order to be considered for this position, candidates must meet the experience and training requirements of the Human Resources Consultant 1 job classification (listed below) upon completion of the Leadership Associate development/training program.

Minimum Experience and Training requirements for Human Resources Consultant 1 are:

General Experience:

Six (6) years of professional experience in human resources management, payroll or equal employment assurance.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's Degree in public administration, human resources management or other closely related field may be substituted for one (1) additional year of the General Experience.
3. For state employees two (2) years as a Human Resources Assistant may be substituted for the General Experience.

Notes Regarding Eligibility:

- Candidates that already meet the experience and training requirements for Human Resources Consultant 1 as detailed above are **not** eligible for consideration for this Leadership Associate position.
- Candidates that will not meet the experience and training requirements for the Human Resources Consultant 1 position within the two (2) year developmental/training program are **not** eligible for consideration.
- State employees currently above the salary level of MP57 are **not** eligible for consideration.

Knowledge, Skills and Abilities for Leadership Associate:

Considerable oral and written communication skills; interpersonal skills; considerable ability to understand and apply state and federal laws, statutes and regulations; considerable ability to analyze and solve problems; considerable ability to effect and manage change; considerable ability to plan for and implement excellent customer service; considerable ability to learn a new knowledge base in functional area; considerable ability to learn and apply policy and procedure; managerial aptitude.

Preferred Experience, Knowledge, Skills and Abilities:

The successful candidate will have:

- Experience or education demonstrating knowledge of human resources principles and practices.
- Experiences demonstrating attention to detail and analytical and research skills;
- Experiences demonstrating ability to be self-directed and results-focused;
- Experiences demonstrating ability to learn and apply new procedures, policies and information;
- Evidence of computer skills;
- Experiences demonstrating customer service skills;
- Evidence of written and oral communication skills;
- Experiences demonstrating ability to work as part of a team;

A degree or significant coursework in human resources management, business management, public administration, industrial/organizational Psychology, labor relations or a closely related field is preferred.

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

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed State CT-HR-12 Application Form, three (3) pertinent professional references (Candidates currently employed in State service, please submit your two (2) most recent service ratings in lieu of references.), and a resume (optional) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
S.M.A.R.T/HUMAN RESOURCES
165 CAPITOL AVENUE, 5TH Floor East
HARTFORD, CT 06106
ATTN: Susan Turko, Human Resources Specialist
OR
FAX to: 860-622-2835
OR
EMAIL to: susan.turko@ct.gov**

APPLICANTS MUST NOTE THE JOB POSTING NO. 3758-LA ON THE APPLICATION.

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 7/10/2015 WILL NOT BE CONSIDERED.

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.