



Department of ADMINISTRATIVE SERVICES Job Postings



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES JOB OPPORTUNITY ASSISTANT HUMAN RESOURCES ADMINISTRATOR 3 OFFICE OF THE COMMISSIONER

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

Open To: Individuals who meet the Minimum Qualifications, including General & Special Experience

Location: Office of the Commissioner – 410 Capitol Ave Hartford, CT 06134
Human Resources Services Bureau, 460 Silver Street, Middletown, CT 06457

Job Posting No: OC27179

Hours: Monday – Friday, 8:00 am – 4:30 pm, Full-time 40 hours per week

Salary Range: MP 66/ Salary Range \$90,282.00 - \$123,104.00

Closing Date: July 18, 2016

Eligibility Requirement: The exam for this classification has been waived. In order to be considered for this vacancy, candidates must possess the minimum qualifications required-including the general/special experience listed below. You must specify your qualifications in your application package.

Duties include: Assists in administering staff and operations of a comprehensive and strategic human resources management program; provide leadership including expected implementation of a large scale Information Technology system for time and attendance as a pilot for other state agencies. Assists in development, implementation and evaluation of agency human resources policies, goals and objectives; assists in re-organizational and re-design of human resources functions, re-design and re-organization of human resources functions with an emphasis on streamlining business practices given the economic situation in Connecticut; development of human resources programs and activities; assists in implementation of new procedures and procedural revisions; assists in determination of appropriate staffing levels and direction, will integral role in developing strategies for Overtime reduction as well as revenue enhancement not seen in other state agencies, management and coordination of staff; assists in design and implementation of performance review standards for agency staff; supervises the Human Resources facility staff to mentor and provide direction; assists in preparation and administration of division budget; maintains contacts with individuals within and outside of agency who might impact on human resources activities; interprets, administers and ensures compliance with state and federal human resources, employment and equal opportunity laws, regulations, policies and procedures; provides staff training and assistance; interprets and ensures adherence to collective bargaining agreements; advises administrative officials, managers and supervisors regarding labor relations, human resources policy and procedure, proper organizational structure and use of class specifications; partners with administrative officials in strategic planning to ensure alignment of human resources activities with organizational goals and strategies; proactively plans to address emerging agency human resources needs including workforce planning; recommends new/revised class specifications; may serve as the Human Resources Administrator 3 during periods of absence; may direct agency grievance procedures; may represent the agency in the negotiation of labor contracts; performs related duties as required

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of public human resources administration; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of labor relations; considerable knowledge of the principles and practices of classification and organizational design; knowledge of principles and practices of compensation; knowledge of occupational safety and health; knowledge of payroll procedures and operations; knowledge of employment practices related to civil rights, equal employment opportunity or affirmative action plans and programs; considerable written and oral communications skills; considerable interpersonal skills; considerable negotiation and conflict resolution skills; considerable ability to analyze and interpret laws, statutes, regulations, policies and collective bargaining agreements; ability to strategically plan including succession planning and aligning human resources to agency goals and objectives; ability to apply organizational development principles and practices; ability to apply innovative solutions to organizational problems.

EXPERIENCE AND TRAINING:

General Experience: Nine (9) years of professional experience in human resource management.

Special Experience: Two (2) years of the General Experience must have been at the full advanced working level in human resources management. For State employees this is interpreted at the level of a Principal Human Resources Specialist or Human Resources Consultant 3.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling 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, labor relations, industrial/organizational psychology or other closely related field or a law degree may be substituted for one (1) additional year of the General Experience.
3. For State Employees two (2) years at the level of Principal Human Resources Specialist or Human Resources Consultant 3 may be substituted for the General and Special Experience.

Special Requirement: Incumbent will be required to travel statewide and must have a valid motor vehicle operator's license.

Preferred Skills & Abilities:

- Understanding of state and federal personnel laws
- Proven supervisory experience and leadership ability;

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 should submit a cover letter, a resume, and an Application for Employment to:

DMHAS/Office of the Commissioner
Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
MHAOCHR@ct.gov
Fax: (860) 418-6697

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. (02)