

**DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
AGENCY LEGAL DIRECTOR**

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

Open To: The Public
Location: 200 Folly Brook Boulevard, Wethersfield, CT 06109
Hours: 8:00 a.m. to 4:30 p.m.
Salary: \$99,559
Closing Date: October 25, 2011
Job No: 291

Requirements as follows

General Experience:

Five (5) years's experience practicing law.

Special Experience:

1. Three (3) years of the experience must have been at the advanced working level, practicing law related to the agency's business or operations including but are not limited to interpretation and enforcement of employment laws regulating wage and hour (minimum wage, overtime, prevailing wage, service contract), unemployment insurance, family & medical leave, occupational safety and health in the public sector, state and federal employment & training grants, welfare-to-work programs, employment of minor, drug testing and various other workplace laws.
2. Two (2) years of the General Experience must have been in a supervisory or managerial capacity.

NOTE: Managerial experience is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies and developing and/or monitoring a budget.

Special Requirement: Must be admitted to practice law in the State of Connecticut.

NOTE: Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to class.

EXAMPLES OF DUTIES: Directs staff and operations of the agency's legal division; coordinates, plans and manages division activities; formulates program goals and objectives; develops or assists in development of related policies; interprets and administers pertinent laws; evaluates staff; prepares or assists in preparation of division budget; maintains contacts with individuals both within and outside of division who might impact on program activities; in consultation with the Attorney General's office, directs the research of legal issues or researches complex legal issues relating to the agency; examines potential litigation and makes recommendations to agency Commissioner; drafts legal memoranda, legal opinion letters or declaratory rulings; participates in the drafting and review of all proposed legislation, regulations and agency policies and guidance documents; oversees the drafting and administrative review of all agency contracts and agreements; may manage all FOIA requests for the agency; conducts investigations as required; may act as agency legislative liaison; may testify before legislative committee; performs related duties are required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to apply management principals and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of the Uniform Administrative Procedures Act; considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to interpret relevant State and Federal laws, statutes and regulations; considerable knowledge of legal practices and procedures in federal courts and state venues; considerable knowledge of legislative processes; considerable interpersonal skills; considerable oral and written communication skills.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a State of Connecticut Application for Examination or Employment (CT-HR-12), an Addendum to the Application for Examination or Employment (CT-HR-13) Criminal Convictions, copies of their last two service ratings, and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. The CT-HR_12 and CT-HR-13 can be downloaded from the DAS website at <http://das.ct.gov/employment> Reference **Job Posting No. 291**. Application materials will not be considered without these documents. Submit via mail to:

**Department of Labor
Human Resources Office
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699**

Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of recruitments we cannot confirm receipt of application materials.

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.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening --Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number : () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed	Signature of Applicant
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As a candidate being considered for employment at the Department of Labor, I have received a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date

Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/publications/public_officials_guide_11.pdf