

CAPITAL COMMUNITY COLLEGE
Director of Human Resources and Labor Relations
CC Administrator IV
12 Month Management Position

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

Open To: The Public

Location: Capital Community College

Hours: 40 hours a week

Salary: **\$78,415.00** approximate annual.

Closing Date: Applications must be postmarked by December 20, 2013

General Knowledge, Skills and Ability:

Masters' Degree in a related field and six years of experience in personnel management including three years in a supervisory role in a human resource function.

General Experience:

The Director of Human Resources and Labor Relations position reports to the President of the college and is the senior administrative official responsible for management of a broad range of professional human resource and labor relations functions in a complex, unionized, public sector employment environment. This position is responsible for effective management of human resources, contract and grievance administration, HRIS, payroll and employee benefits, recruitment, selection and employment, wage and salary administration, performance appraisal management, employee development and training.

Substitution Allowed:

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions:

Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Office of the Dean of Administration
Capital Community College
950 Main Street
Hartford, CT 06103
Attn: Search- Director of Human Resources

No electronic copies will be accepted.

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.