

DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
ASSISTANT HUMAN RESOURCES ADMINISTRATOR 3
CENTRAL OFFICE HUMAN RESOURCES

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

Open To: State Employees on the current examination list or lateral transfers.
Location: Central Office – Wethersfield, CT
Hours: M-F 40 Hours
Salary: MP 66 \$87,652.00 - \$119,518.00
Closing Date: December 26, 2013

The Department of Correction is recruiting for an Assistant Human Resources Administrator 3. This position will be responsible for overseeing daily operations and managing multiple Human Resources functions.

Preferred Experience: Candidates should possess experience and training in all areas of Human Resources to include recruitment, labor relations, generalist functions, workers compensation, payroll and benefits administration and supervisory experience.

Eligibility Requirement: Candidates must be on the Assistant HR Administrator 3 certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

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 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.

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

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

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 via fax a cover letter, a resume, two (2) supervisory references, your last two (2) Performance Evaluations and an Application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf

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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. 11/15/13, 00076883,SS, 0151/02