

Department of Correction
Exam List Candidates
Human Resources Manager
Central Office

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

Open To: Exam List Candidates
Location: Central Office, Wethersfield CT
Hours: Monday – Friday
Salary: MP 65 - \$86,813.00 - \$118,362.00
Position: 035444
Closing Date: June 30, 2015

Eligibility Requirement: Candidates must have applied for and passed the Human Resources Manager exam and be on the current 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 in the class may also apply. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

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; knowledge of the principles and practices of classification and organizational design; knowledge of the 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 interpersonal skills, considerable oral and written communication skills; considerable conflict resolution skills; considerable ability to analyze and interpret laws, statutes, regulations, policies and collective bargaining agreements; ability to apply organizational development principles and practices; ability to strategically plan including succession planning and aligning human resources to agency goals and objectives; ability to apply innovative solutions to organizational problems.

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

Special Experience: One (1) year 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 Principal Human Resources Specialist or Human Resources Consultant 3.

Substitution Allowed: 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. A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or other closely related field may be substituted for (1) additional year of the general experience. For state employees one (1) year as a Principal Human Resources Specialist or Human Resources Consultant 3 may be substituted for the General and Special Experience.

Preferred Experience: The ideal candidate should be well versed in all aspects of Human Resources management to include experience and knowledge of Workers Compensation, Payroll and Benefits, FMLA administration, Labor

Relations, CORE/EPM Reporting, Classification & Compensation and ADA functions.

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 (CT-HR 12) which is available at http://das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf to:

Zoe Gonzalez
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
Zoe.Gonzalez@ct.gov

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.

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