

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Human Resources Administrator 3

Please follow the specific application filing instructions at the bottom of this page!

Open To: Candidates on current exam list or Lateral Transfer

Location: Central Office, Wethersfield, CT

Hours: 40 Hours Monday - Friday

Salary: MP-71 \$103,539.00 - \$132,804.00

Closing Date: May 31, 2013

Minimum Qualifications:

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 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 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; considerable ability to strategically plan including succession planning and aligning human resources to agency goals and objectives; considerable ability to develop and implement agency-wide policy; ability to apply organizational developmental principles and practices; ability to apply innovative solutions to organizational problems..

Eligibility Requirement:

Candidates must have applied for and passed the Human Resources Administrator 3 exam and be on the current certification list promulgated by the Department of Administrative Services. Candidates holding previous status or wish to laterally transfer may also apply.

Preferred Experience:

The Department of Correction is the largest State Agency in Connecticut. This position will be responsible for overseeing all HR functions for the agency which is comprised of our Central Office, fifteen Correctional Institutions, numerous specialty units and Parole and Community Services. The agency is seeking a dynamic individual who will be able to build effective partnerships with agency Directors and Wardens. Candidates must have experience working in a complex and high volume environment. Preference will be given to candidates who possess the following experience: comprehensive knowledge of human resources administration, especially in the areas of Labor Relations, Recruitment, Payroll, Workers Compensation, Retirement, and Benefit Administration. Superior written and verbal communication skills are critical to this position.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

All qualified and interested applicants who meet the above requirements need to submit a cover letter, resume, 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. Please submit your information to:

**Cindy Martin, Executive Assistant
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-7876
Cindy.Martin@po.state.ct.us**

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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