

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
Policy and Legislative Advisor

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

Open To: Agency Employees
Location: 165 Capitol Avenue, Hartford
Job Posting No: 00003312
Hours: *Monday – Friday (40 hours)
Salary: \$118,813 - \$162,003 (MP 73)
Closing Date: March 27, 2015

The Department of Administrative Services provides statewide policy to state agencies on matters related to purchasing, motor vehicle fleet, human resources, information technology, design and construction of state facilities, property and facilities management, along with other centralized services. This position will be accountable for conducting research and advising the Commissioners and Directors on matters pertaining to agency wide and statewide legislation, regulations and administrative policy issues.

Examples of Duties:

Researches and advises agency head on matters pertaining to legislation, regulations and administration policy; assists in planning, coordinating and directing development of agency wide and statewide policy; formulates program goals and objectives; evaluates staff; maintains contacts with individuals both within and outside of agency who might impact on program activities; reviews statutes and regulations to insure conformance with statutory purpose and authority; advises agency head concerning matters which require an opinion from the Office of the Attorney General and drafts requests for opinion; directs development of plans for and provides assistance to departmental officials and staff in implementing newly enacted legislation; evaluates, develops alternative analyses and makes recommendations concerning agency program proposals, rules and policies; represents agency on gubernatorial, legislative and interagency task forces and commissions; coordinates departmental and interagency development of policy initiatives and legislation; directs one or more administrative units; reviews and drafts agency reports, contracts and regulations; may review agency legislation prior to submission to legislature to ensure conformity with policy objectives; performs related duties as required.

Knowledge, Skills and Abilities:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of public administration including policy development and implementation; considerable knowledge of methods and procedures of legal and legislative research; knowledge of state document procedures; knowledge of legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to draft and interpret legislation and administrative regulations, proposals and reports; considerable ability to apply judicial decisions to interpretation of statutes and regulations

General Experience:

Four (4) years of professional experience in a governmental, public affairs or business organization with primary responsibility for the research, development, planning and review of legislative and/or regulatory programs.

Special Experience:

Incumbents in this class must be admitted to practice law in the State of Connecticut

Preferred Experience:

- Experience and knowledge of the State's legislative process;
- Experience in drafting and interpreting legislative regulations for a state agency;
- Demonstrated knowledge of state and federal laws, statutes and regulations relevant to the Agency;
- Experience in applying judicial decisions to interpretation of statutes and regulations

- Experience in principles and practices of public administration including policy development and implementation for a state agency
- Effective oral and written communication Skills

* Incumbent may be required to work evening hours.

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 must submit a cover letter, a completed State CT-HR12 Application, resume, last two performance appraisals and a copy of law degree to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
165 CAPITOL AVENUE
HARTFORD, CT 06106
ATTN: Brenda Abele
E-MAIL: Brenda.Abele@ct.gov or Fax: (860) 622-2640**

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.