

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY

HUMAN RESOURCES ADMINISTRATOR 3

PCN: 00043037

Full time (Monday through Friday)

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

**Open To:** Open to State Employees  
**Location:** Central Office - 505 Hudson Street, Hartford, CT 06106  
**Hours:** 40.00 Hours Per Week  
**Salary:** \$103,539.00-\$132,804.00 (Annually)  
**Closing Date:** December 28, 2011  
**Job Posting No.** TM0186COHR

**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 for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Purpose of Class:** In the largest state agencies this class is accountable for administering the programs and operations of the entire human resources management program.

**Examples of Duties:** Administers staff and operations of a comprehensive human resources management program; develops, implements and evaluates agency human resources policies, goals and objectives; designs and develops human resources programs and activities; implements new procedures and procedural revisions; determines appropriate staffing levels and directs the management and coordination of staff; designs and implements performance review standards for agency staff; prepares and administers division budget; maintains contacts with individuals within and outside of the agency who might impact on policy or program activities; interprets, administers and ensures compliance with state and federal human resources, employment and equal opportunity laws, regulations, policies and procedures; provides staff training and assistance; interprets and ensures adherence to collective bargaining agreements; advises executive and administrative officials, managers and supervisors regarding labor relations, human resources policy and procedure, proper organizational structure and use of class specifications; partners with administrative officials in strategic planning to ensure alignment of human resources activities with organizational goals and strategies; proactively plans to address emerging agency human resources needs including workforce planning; recommends new/revised class specifications; administers agency grievance procedures; performs related duties as required.

**Minimum Qualifications Required Knowledge, Skill and Ability:** 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 development principles and practices; ability to apply innovative solutions to organizational problems.

**General Experience:** Ten (10) years of professional experience in human resources management.

**Special Experience:** Two (2) years of the General Experience must have been in a managerial capacity over professional human resources staff. For State employees this is interpreted at the level of Human Resources Manager or above.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience.

**Special Requirements:**

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

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, and transfer employment obligations.

**Application Instructions:** Please submit a CT-HR12 (State Application), resume, letter of intent, and the two most recent PARS to Judith Booth at the address indicated, referencing position #TM0186COHR.

DEPARTMENT OF CHILDREN AND FAMILIES  
Judith Booth - Executive Secretary  
505 Hudson Street, Hartford, CT 06106  
FAX: 860-560-7086

**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.