

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY  
ASSISTANT HUMAN RESOURCES ADMINISTRATOR 3  
HUMAN RESOURCES DIVISION

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

**Open To:** Candidates on current exam list or lateral transfer  
**Location:** Hartford (Central Office)  
**Job Posting No:** BM43052CO  
**Hours:** 40  
**Salary:** \$87,652 - \$119,518  
**Closing Date:** December 23, 2013

The Department of Children and Families is recruiting for an Assistant Human Resources Administrator 3 within the Human Resources Division. This position will be responsible for overseeing daily operations and managing multiple Human Resources functions including Recruitment, Workers Compensation, CORE, FMLA, Payroll and assisting with Labor Relations training and Policy development.

**Eligibility Requirement:** Candidates must be on the [Assistant Human Resources Administrator 3 examination list promulgated by the CT Department of Administrative Services \(DAS\) at the time of appointment](#). State employees may apply for lateral transfer if they currently hold the title of **Assistant Human Resources Administrator 3**, or have attained permanent status in the class since their most recent hire date.

**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 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 strategically 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 of professional experience in human resource management.

**Special Requirement:** Incumbents Two (2) years 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 a Principal Human Resources Specialist or Human Resources Consultant 3.

**Application Instructions:** Qualified candidates who meet the above requirements should submit a cover letter, Application for Employment (CT-HR-12), three (3) Supervisory references or the last two (2) PARS (for state employees) to the address below. Please reference Job Posting #BM43052CO:

DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
FAX: 860.707.1952

**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.