

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**  
**JOB OPPORTUNITY**  
**HUMAN RESOURCES MANAGER**  
**Human Resources Division – Labor Relations Unit**

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

**Open To:** Candidates who are on the current exam list for Human Resources Manager and State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Location:** Labor Relations Unit – 460 Silver Street, Middletown, CT 06457

**Job Posting No:** OC101267

**Schedule:** Monday thru Friday, full time, 40 hours per week

**Salary Range:** \$86,813.00 – \$118,362.00

**Closing Date:** August 25, 2015 – August 31, 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 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.**

**Duties will include:** Direct the staff and operations of DMHAS/Labor Relations Office; coordinates, plans and manages human resources activities of this office; develops or assists in development and implementation of agency human resource policies; Interpret contract language involving numerous contracts; provides staff training and assistance; conducts a variety of investigations and recommends appropriate actions; advises executives, administrators, managers and supervisors regarding labor relations issues, human resources policies and procedures; administers progressive discipline; negotiations of Memorandums of Understanding, Stipulated Agreements and Labor Management Agreements; impose administrative leave(s); represents agency at hearings or most complex grievances as well as arbitration(s); serves as a member of labor contract negotiating teams; performs related duties as required.

**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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

DMHAS/Office of the Commissioner  
Human Resources 4<sup>th</sup> Floor  
410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697

[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@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. **(02)**