

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
HUMAN RESOURCES MANAGER
DIVISION OF HUMAN RESOURCES

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

The Department of Social Services is seeking an energetic human resources professional who will assume primary responsibility for managing the agency's statewide labor relations as well as serve as the assistant director of the human resources operation. This position will be based at our Hartford Central office reporting directly to the Human Resources Administrator, and will be required to travel throughout the state of Connecticut to Department of Social Services sub-offices as well as other administrative state agencies.

Open To: **The Public and State Employees who meet the following eligibility:**

Applicants must have taken and passed the current state of CT examination for Human Resources Manager. State employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.

Location: 25 Sigourney Street, Hartford, CT

Job Posting No: DASHRM

Schedule: Monday – Friday: 8:30am – 5:00pm

Salary Range: \$81,829 - \$104,954 Annually

Closing Date: June 18, 2012

Essential Responsibilities:

The role of the Human Resources Manager will provide the experienced HR professional with an opportunity to flourish within a dynamic and changing public employment environment. As an active member of the human resources team, you will serve as a business partner with our finance, legal, information technology and client services units and play a vital role in the design and implementation of human resource initiatives, employee engagement, and employee relations matters. The incumbent will be responsible for managing all functions related to grievance resolution as well as, conducting and/or supervising investigations within a union environment. As the assistant human resources director, the incumbent will implement and support Human Resource initiatives and programs by working closely with the Administrator as well as all Human Resource functional groups, such as Staffing, Compensation, Benefits, and Payroll.

Qualifications:

The primary responsibilities of this position require that applicants must demonstrate considerable knowledge and skills in the following areas: the labor relations process; oral and written communications skills; negotiation and conflict resolution; ability to analyze and interpret laws, statutes, regulations, policies, and collective bargaining agreements; ability to counsel employees; ability to effectively serve as an advocate; and ability to resolve labor disputes in a fair and equitable fashion.

Extensive knowledge of and ability to apply management principles and techniques, experience with public human resources administration; and considerable knowledge of relevant state and federal laws, statutes and regulations is critical.

Successful applicants must also demonstrate the ability to build strong working relationships with key decision makers within the agency's functional units to ensure the alignment and support of business needs, objectives, goals, and operating priorities with Human Resource policies, procedures, and initiatives.

Proficiency in the navigation and use of Connecticut's Core-CT Human Resources Management System (HRMS) and EPM reporting module is necessary.

Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.

Application Instructions:

If this opportunity interests you and you meet the qualifications noted above, please download a State of Connecticut Application for Examination or Employment (CT-HR-12) from the State of Connecticut's Department of Administrative Services' Website: www.das.state.ct.us/exam/default.asp#APPLICATION and **EMAIL** your completed application to:

**Ellen Mantel, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106
Email: DSSHRrecruit@ct.gov**

APPLICATIONS MUST BE RECEIVED BY MONDAY, JUNE 18, 2012, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.