State of Connecticut
EXAM ANNOUNCEMENT

STATEWIDE PROMOTIONAL EXAMINATION

HUMAN RESOURCES ADMINISTRATOR 1

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$88,505 - $113,525	MP 67	JANUARY 9, 2012	111090SPFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a medium sized state agency this class is accountable for administering the programs and operations of the entire human resources management program.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY JANUARY 9, 2012 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Nine years of professional experience in human resource management.

SPECIAL EXPERIENCE: Two 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 Principal Human Resources Specialist or Human Resources Consultant 3.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or other closely related field or a law degree may be substituted for one additional year of the General Experience. (3) For State Employees two years at the level of Principal Human Resources Specialist or Human Resources Consultant 3 may be substituted for the General and Special Experience.

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

KNOWLEDGE, SKILLS AND ABILITIES: 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; considerable ability to develop and implement agency-wide policy; 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.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:
(1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Material (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: **Section 1**. For each job (maximum of three) which you feel has best prepared you for the job of Human Resources Administrator 1 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Human Resources Administrator 1 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Experience directing the staff and operations of an HR program. Describe your experience supervising or leading staff (include the numbers and job titles of those you directly supervised or led); directing the staff and operations of a comprehensive human resources program; developing, implementing and evaluating programs, policies, procedures, goals and objectives; designing and implementing performance review standards; preparing and administering an office budget; applying innovative solutions to complex organizational problems; implementing a major downsizing or reorganization effort; implementing team building in an organization; streamlining work processes and developing and implementing cost saving strategies. **(2)** Experience with HR programs. Detail your experience in the areas of recruitment, selection, separation of employees; organizational studies, staffing recommendations, workplace planning; contract negotiation and administration, grievances, arbitration; position classification; salary administration; affirmative action, EEO, ADA; employee benefits, retirement counseling; payroll administration; career counseling, and employee assistance. Include the number of employees in the agency/company and in the section of the agency for which you were responsible. **(3)** Experience in employee relations and communication. Describe your experience developing and implementing a comprehensive/active employee relations program; assessing and resolving difficult group/individual employee problems; negotiating labor contracts; administering formal grievance procedures/hearings; delivering prepared testimony/presentations/workshops; serving as an internal or external consultant; explaining extremely negative information to employees; writing formal statistical/technical reports, policies and procedures. Specify the labor unions/contracts with which you have worked. **Section 2**. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by January 9, 2012.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2910)**. If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** Examination scores will be mailed by February 22, 2012. **(8)** A separate application/examination package must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.ct.gov/employment) or at any state agency.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

6523 December 21, 2011

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.