

Department of Administrative Services  
Job Opportunity  
HUMAN RESOURCES CONSULTANT 2  
Job Classification and Evaluation Unit

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!**

**Open To:** The Public  
**Location:** 165 Capitol Avenue, Hartford, CT  
**Job Posting No:** 00076628  
**Hours:** Full-time Position  
**Salary:** MP60 \$66,604 - \$85,436  
**Closing Date:** December 29, 2010

**Eligibility Requirement:** **Candidates must have applied for and passed the Human Resources Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification, or have current or prior permanent status as a Human Resources Consultant 2. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

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

The Department of Administrative Services, Statewide Human Resources Management Section, is seeking an energetic, knowledgeable, and business minded HR professional to join our Job Classification and Evaluation team.

Primary responsibilities will include: developing and revising job descriptions, conducting job analysis studies and job audits, participating in and leading large scale job classification studies, determining compensation by using a point factor evaluation system and representing the state at grievance hearings and arbitrations.

The successful candidate will have experience in job classification and job evaluation, have strong project management and analytical skills, and be organized, self-directed and results focused. Strong written and oral communication skills and ability to work effectively as a team leader and participant are also a must.

**Application Instructions:** Interested candidates should forward a cover letter, a completed State of Connecticut Application Form for Examination and Employment (CT-HR-12-1), copy of last two (2) years of performance appraisals, and last two (2) years of work attendance records to:

**Heather Berte, Secretary of Human Resources**  
**State of Connecticut**  
**Department of Administrative Services**  
**165 Capitol Avenue, 5<sup>th</sup> Flr**  
**Hartford, CT 06106**  
**Fax (860) 622-2979**

Applications may be downloaded from <http://das.ct.gov/employment> or obtained at any Connecticut State Agency's Human Resource office.

To be considered in the next phase of the selection process, application materials must be received by  
December 29, 2010.

**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.