

JOB POSTING
OFFICE OF THE COMMISSIONER

HUMAN RESOURCES MANAGER – Position Number OC101267

[PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Location: 460 Silver Street, Middletown, Ct 06457

Division/Unit: Human Resources Division - Labor Relations Unit

Shift/Schedule/Hours: Monday - Friday, 8:00 am - 4:30 pm, 40 hours a week – (hours vary as determined by operational needs)

Salary: \$81,829.00

Posting Date: March 28, 2012

Closing Date: April 10, 2012

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 may include but not limited to: Directs the operations of DMHAS Labor Relations Office, supervises professional and secretarial staff in high volume of administrative investigations leading to recommendations for appropriate action; coordinates the scheduling of high volume of grievance activity; coordinates Human Resources responses to CHRO complaints and/or litigation; represents Labor Relations division in various departmental meetings as necessary; advises executive and management staff on Labor Relations and Human Resources Policies; supervises negotiations of location labor management agreements and participation in various labor management committees. May represent DMHAS in State-wide contract negotiations; participates on DMHAS ADA committee.

Reports to Assistant Human Resources Administrator

Preferred Qualifications: Significant experience in public sector Labor Relations as a management representative. Supervising experience desirable.

Special Requirement:

Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment. Incumbent will be required to travel. Must have and retain a current motor vehicle operator's license.

Note: Applicants will be selected in accordance with reemployment, SEBAC, merit employment lists and DMHAS affirmative action goals.

Application Instructions:

Applicants must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Office of the Commissioner
410 Capitol Avenue, Hartford, CT 06105
Fax: 860-418-6697 Phone: (860) 418-6866
Email: Edra.knight@ct.gov

Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. MP (02)