



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES MANAGER**

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

Open To: The Public
Location: 450 Columbus Blvd., Hartford, CT
Posting Number: #887
Position #: 62877
Hours: 8:00 a.m. – 5:00 p.m.
Salary: \$86,813 - \$118,362
Closing Date: August 25, 2017

This is a competitive Job Class. This Job Opening also serves as the examination and will be used for this vacancy within the Department of Education. The established list of qualified candidates will remain in effect for up to one year from the closing date; however, candidates must apply separately for future vacancies in other agencies as specific Job Openings are announced.

The determination of those candidates who possess the GENERAL EXPERIENCE and SPECIAL EXPERIENCE listed below to qualify for this Job Opening is the examination. When completing your application, please understand that you are applying for the examination as well as applying for the vacancy; please submit information with this in mind.

Purpose of Class: In a state agency this class is accountable for directing the staff and operations of a human resources management program.

Example of Duties: Directs staff and operations of a comprehensive human resources management program or complex centralized function(s); coordinates, plans and manages human resources activities; formulates program goals and objectives; develops or assists in development and implementation of agency human resource policies; interprets, administers and ensures compliance with state and federal human resources, employment and equal opportunity laws, regulations, policies and procedures; evaluates staff; prepares and manages division budget; maintains contacts with individuals within and outside of the agency who might impact on human resources activities; provides staff training and assistance; interprets and ensures adherence to collective bargaining agreements; advises administrative officials, managers and supervisors regarding labor relations, human resources policy and procedure, proper organizational structure and use of class specifications; partners with administrative officials in strategic planning to ensure alignment of human resources activities with organizational goals and strategies; proactively plans to address emerging agency human resources needs including workforce planning; performs related duties as required.

Minimum Qualifications Required Knowledge, Skill and Ability: 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; knowledge of the principles and practices of classification and organizational design; knowledge of the 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 interpersonal skills, considerable oral and written communication skills; considerable conflict resolution skills; considerable ability to analyze and interpret laws, statutes, regulations, policies and collective bargaining agreements; ability to apply organizational development principles and practices; ability to strategically plan including succession planning and aligning human resources to agency goals and objectives; ability to apply innovative solutions to organizational problems.

General Experience: Nine (9) years of professional experience in human resource management.

Special Experience: One (1) year 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: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's Degree in public administration, human resources management, labor relations, industrial/organizational psychology or other closely related field may be substituted for one (1) additional year of the General Experience.

For state employees one (1) year as a Principal Human Resources Specialist or Human Resources Consultant 3 may be substituted for the General and Special Experience.

Special Requirements: Incumbents in this class may be required to travel. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License.

Preferred Experience / Skills: A juris doctorate from an accredited law school and admission or eligibility for admission to the Connecticut Bar. Experience conducting investigations. Experience presenting grievances and arbitrations. Experience in negotiating collective bargaining agreements. Experience in the CHRO complaint process. Knowledge of statewide labor contracts. Labor Relations experience in a unionized institution, government agency or similar organization.

Note: The filling of this position will be in accordance with reemployment and SEBAC employment rules, if applicable.

Application Instructions:

Interested candidates should reference announcement **#887** and submit a letter of application and resume with details of experience and training, the names and contact information for three (3) current pertinent professional references, and the Application for Employment ([CT-HR-12](#)) to:

Department of Administrative Services
Statewide Human Resources Management
Job Posting No. #887
450 Columbus Boulevard – Suite 1502
Hartford, CT 06103

Secure Fax: 860-622-2910 (Preferred Method)

Email: debra.mainville@ct.gov

Note: If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents.

If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications.

This examination is pass/fail. Notice of results will be mailed to you as soon as all applications have been reviewed.

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications will not be considered.

All required documents must be submitted by the closing date to be considered for interview.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 450 Columbus Blvd., Suite 607, (860) 807-2071, Levy.Gillespie@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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Debra Mainville at 860-916-0243 or debra.mainville@ct.gov