

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
HUMAN RESOURCES ADMINISTRATOR 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE END OF THIS POSTING!

Open To: Candidates on a current examination list.

Location: Wethersfield

Job Posting No: 7737

Hours: 40 hours per week, Full-time, Monday -Friday

Salary: MP 70 \$99,559 to \$127,707

Closing Date: February 23, 2012

Eligibility Requirement:

Candidates must have applied for and passed the Human Resources Administrator 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the Human Resources Administrator 2 title, the Human Resources Administrator 3 title or those who have previously attained permanent status as a Human Resources Administrator 2 may apply for a transfer. Candidates on the current certification list who previously applied for this position in December 2011 do not have to submit another application package. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

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 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 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 strategically plan including succession planning and aligning human resources to agency goals and objectives; considerable ability to develop and implement agency-wide policy; ability to apply organizational development principles and practices; ability to apply innovative solutions to organizational problems.

General Experience:

Ten (10) years of professional experience in human resource management.

Special Experience:

Three (3) years of the General Experience must have been at the full advanced working level in human resources management. For State employees this is interpreted as the level of Principal Human Resources Specialist or Human Resources Consultant 3.

Substitution Allowed:

1. 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.
2. A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience.
3. For State Employees three (3) years at the level of Principal Human Resources Specialist or Human Resources Consultant 3 may be substituted for the General and Special Experience.

Special Requirement:

1. Incumbents in this class must successfully complete the State of Connecticut Certification in Human Resources Management Program within six (6) months of appointment.
2. Incumbents in this class may be required to travel.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a letter of interest; a resume; a completed Application for Employment (Form CT-HR-12); a list of three professional references; and, copies of your last three performance appraisals to:

**Ms. Marjory Knecht
Department of Motor Vehicles
Human Resources Division
60 State Street
Wethersfield, CT 06161
(860) 263-5577
Marj.knecht@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.