



Department of Rehabilitation Services
Job Title: Human Resources Administrator 1

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

Open To: Statewide Promotional Employees
Location: 55 Farmington Ave., Hartford, CT
Job Posting No.: 33355MC
Hours: Monday to Friday, 8:00 a.m. to 4:30 p.m.
Salary: \$93,896 to \$128,027 annual (MP67)
Closing Date: April 24, 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 Rehabilitation Services (DORS). 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.

Position Information:

The Department of Rehabilitation Services (DORS) is currently recruiting for a full time Human Resources Administrator 1. This position will be located in DORS administrative offices in Hartford and will be responsible for directing the Human Resources Division functions including payroll for DORS and the State Department on Aging (SDA). This position reports directly to the two Commissioners. The successful candidate will be responsible for managing a full range of human resources functions and payroll for two relatively new agencies with multiple locations statewide.

Examples of Duties:

Administers staff and operations of a comprehensive human resources management program; develops, implements and evaluates agency human resources policies, goals and objectives; designs and develops human resources programs and activities; implements new procedures and procedural revisions; determines appropriate staffing levels and directs management and coordination of staff; designs and implements performance review standards for agency staff; prepares and administers division budget; maintains contacts with individuals within and outside of agency who might impact on policy or program activities; interprets, administers and ensures compliance with state and federal human resources, employment and equal opportunity laws, regulations, policies and procedures; 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; recommends new/revised class specifications; administers agency grievance procedures; performs related duties as required.

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.

EXPERIENCE AND TRAINING:

General Experience:

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

Special Experience:

Two (2) 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 (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 other closely related field may be substituted for one (1) additional year of the General Experience.
3. For state employees two (2) 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 may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License.

Preferred Experience:

- Broad based experience in a full range of human resources functions including payroll, budget, position allocation, classification, retirement, reclassification, recruitment. FMLA and Workers Compensation;
- In depth experience in labor relations functions in a unionized environment;
- Experience working with CORE-CT (HRIS systems), internet and web based resources, and Microsoft skills including Word and Excel;
- Experience working in an environment with multiple funding sources and multiple work locations.

Preferred Skills:

- Ability to communicate effectively across all levels of the organization;
- Highly organized with the ability to multi-task;
- Excellent customer service skills.

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

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit the following to the address as indicated below:

1. State of Connecticut Application for Employment ([CT-HR-12](#)):
2. Copy of College transcripts (Original will be required upon hire)
3. Your two (2) most recent service ratings/PARS in lieu of references with your application materials.

Department of Administrative Services
Statewide Human Resources Management
Job Posting No. 33355MC
450 Columbus Boulevard – Suite 1502
Hartford, CT 06103

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

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.

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 accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Mike Cosgrove at 860-713-5248 or Michael.Cosgrove@ct.gov