

STATE OF CONNECTICUT
DEPARTMENT OF REHABILITATION SERVICES

Human Resources Manager
Department of Rehabilitation Services

POSTING DATE: June 28, 2012

CLOSING DATE: July 13, 2012

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

Open To: The Public and State Employees Who Meet The Following Eligibility Criteria:

Applicants must have taken and passed the current State of Connecticut examination for Human Resources Manager, or must be a State employee who either is classified currently at the level of Human Resources Manager or who previously attained permanent status in this classification and currently is eligible to apply for consideration as a lateral transfer. Please note that applicants who have not taken the Human Resources Manager examination already will not have the opportunity to do so prior to the above closing date and will not be able to qualify to be considered for this vacancy.

Location: 25 Sigourney Street, Hartford, CT

Position: Human Resources Manager

Job Posting Number 33355

Schedule: Monday – Friday, 8:30 AM – 5:00 PM (40 hours per week)

Salary Range: \$81,829.00 - \$104,954.00 Annually (Salary Grade MP-65)

Closing Date: July 13, 2012

Essential Responsibilities:

Serves as the highest level human resources professional for the Department of Rehabilitation Services and is responsible for human resources functions including but not limited to recruitment, selection, employee counseling, benefits, retention, performance management, FMLA administration, labor relations, workforce and organizational planning, classification, safety, training, payroll, staff development and workers' compensation administration. May also have responsibility for equal employment opportunity.

SUPERVISION RECEIVED:

Receives administrative direction from an administrative official of higher grade.

SUPERVISION EXERCISED:

Directs a staff of human resource professionals and other employees of a lower grade.

EXAMPLES 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. Proficiency in the use of the State of Connecticut's Core-CT Human Resources Management System (HRMS) and its EPM reporting module is necessary.

EXPERIENCE AND TRAINING:

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:

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 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:

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: All applicable State reemployment/SEBAC, transfer, promotion, and merit employment rules will be observed in the filling of this position.

APPLICATION PROCEDURE: To apply you must submit an original fully completed and signed State of Connecticut Application (Form CT-HR-12) in order to be considered for an interview. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf. When you complete your CT-HR-12 application form please be sure to indicate the title of the specific position for which you are applying on the form. When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records. Do not mail a copy of your application form if you have faxed the materials. Please either mail or fax your completed original State of Connecticut Application (Form CT-HR-12) to:

**Melvin A. Jackson, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street, Hartford, CT 06106-5033
FAX: (860) 951-2979**

APPLICATIONS AND RESUMES MUST BE RECEIVED BY JULY 13, 2012 CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.