

**DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
JOB OPPORTUNITY
STATEWIDE HUMAN RESOURCES PROGRAM MANAGER
STATEWIDE HUMAN RESOURCES MANAGEMENT**

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

Open To: DAS employees on the current Statewide Human Resources Program Manager certification list.

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 106024

Hours: Full Time/40 hours per week

Salary: MP67: \$91,161 - \$124,298

Closing Date: OCTOBER 21, 2013

The Department of Administrative Services, Statewide Human Resources Management unit is recruiting to fill a Statewide Human Resources Program Manager position to manage the staff and operations of the statewide personnel assessment and recruitment program.

Eligibility Requirement:

Candidates must have applied for and passed the Statewide Human Resources Program 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.**

Examples of Duties:

Directs staff and operations of the statewide personnel assessment and recruitment program; ensures merit system standards and related policies and procedures are communicated to state agencies and consistently followed; advises and counsels agency officials with regard to personnel assessment and merit system laws, principles, and policies; plans, coordinates and manages program strategies and policies; develops program goals, objectives, procedures and work plans; develops or assists in the development of statewide policies and procedures; interprets and administers pertinent laws; selects, trains, manages and evaluates staff; assists in preparation of program budget; sets priorities and schedules projects to ensure that objectives are met; analyzes applications of policies and their statewide impact; analyzes technical human resource problems and recommends effective solutions in areas of personnel assessment and recruitment; provides consultation and training to State agencies on recruitment, selection, and personnel assessment; maintains contacts with individuals both within and outside of program who might impact on program activities; ensures consistency of policies and procedures and uniform interpretation of policies and procedures; serves as state's representative and advocate at grievance and arbitration hearings regarding merit system rules and personnel assessment; participates in design or delivery of statewide Human Resources certificate programs to ensure agency Human Resources staff are knowledgeable of rules and regulations; supervises the analysis and development of personnel assessment instruments to ensure compliance with professional standards and State and Federal requirements; supervises programs regarding the waiving of exams and delegation of recruitments to agencies and conducts post audits to ensure compliance with merit system and program policies; may provide expert testimony; performs related duties as required.

Knowledge, Skills and Abilities:

Considerable knowledge of public personnel administration; considerable knowledge of relevant federal and state statutes, regulations, policies and procedures; considerable knowledge of the principles of job analysis, classification, and job evaluation; considerable knowledge of personnel assessment, recruitment and selection principles and procedures; knowledge of job classification; knowledge of and ability to apply management principles and techniques; knowledge of and ability to use statewide human resource information systems; knowledge of statistics; knowledge of employee and labor relations; considerable oral and written communication skills; considerable interpersonal skills; negotiation and conflict resolution skills; considerable ability to conduct validation studies; considerable ability to develop and implement statewide human resources policies and procedures; considerable ability to interpret and apply statutes, contracts and regulations; ability to provide consultation and training to state agency human resources staff; supervisory ability.

Preferred Experience:

The successful candidate must have:

- Experience and expertise in the development and validation of employment tests;
- Experience demonstrating leadership and organizational skills;
- Experience in the design and delivery of training programs;
- Experience bringing large projects to completion, requiring multiple phases and many participants;
- Experience responding to complaints in person, on the phone and in writing;

CANDIDATES MUST BE AVAILABLE AND WILLING TO WORK EVENING AND WEEKEND HOURS TO OVERSEE AND PARTICIPATE IN EXAM ADMINISTRATION, RECRUITMENT, AND TRAINING EFFORTS.

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.

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 must submit a cover letter, a completed State CT-HR12 Application, and a resume (optional) to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
S.M.A.R.T/HUMAN RESOURCES
165 CAPITOL AVENUE, 5TH Floor East
HARTFORD, CT 06106
ATTN: Susan Turko, Human Resources Specialist, Posting #106024
OR
FAX to: 860-622-2835
OR
EMAIL to: susan.turko@ct.gov**

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 10/21/2013 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.